# Frequently Asked Questions (FAQ) on Vendor Registration

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| **Q1.** | **How can I enter into business with RCF, Kapurthala?** |
| Ans. | • You may participate in RCF Kapurthala tenders as well as all Indian Railways tenders through IREPS and GeM portals by creating a User ID for your firm.<br>• To register your firm on IREPS and participate in e-tendering, please follow the steps provided at the official IREPS website: https://www.ireps.gov.in<br>• For procurement through GeM (Government e-Marketplace), registration can be done via: https://gem.gov.in |
| **Q2.** | **Does RCF, Kapurthala make any phone calls or sends emails to vendors for registration or awarding of Purchase Orders (PO)?** |
| Ans. | No. RCF, Kapurthala does not make any phone calls or send personal emails to vendors for vendor registration or for awarding of Purchase Orders.<br>All procurement and tendering processes are conducted strictly through online platforms, such as IREPS or GeM.<br>Vendors are required to participate in tenders online. |
| **Q.** | **Is vendor registration mandatory for participating in RCF tenders?** |
| Asn. | No, vendor registration is not mandatory for participating in RCF as well as Indian Railways tenders. Firms can participate in tenders through the IREPS portal without being registered vendors. However, registration may be required for specific categories or limited tenders, and having registration may provide additional advantages. |
| **Q4.** | **What is the advantage of getting my company registered in RCF, Kapurthala?** |
| Ans. | **a.** Registration is not a guarantee of orders or tender enquiries.<br>o Holding a registration certificate does not automatically entitle a firm to receive purchase orders or tender enquiries.<br>**b.** Eligible for Limited Tender enquiries.<br>o Registered vendors are included in the list of likely/eligible vendors who may be selected for Limited Tender enquiries, based on the merit of each procurement<br>**c.** Participation in competitive bidding is still necessary.<br>o Even as a registered vendor, you must participate in tenders and go through the full competitive bidding process, fulfilling all eligibility and evaluation criteria as per the tender document.<br>**d.** Registration does not guarantee:<br>o Issue of tender enquiry in all purchase cases<br>o Award of any purchase order or contract<br>**e.** Monetary Limit helps determine exemption eligibility for EMD/SD.<br>o The Monetary Limit mentioned in your registration certificate defines the maximum permissible value of a purchase order for which your registration is<br>o valid.<br>o It is also used to decide whether your firm qualifies for exemption from |

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| | submission of Earnest Money Deposit (EMD) and Security Deposit (SD). |
| **Q5.** | **Where can I get the Vendor Registration Form?** |
| Ans. | **a.** The application form and guidelines for vendor registration can be downloaded from the official RCF Kapurthala website.<br>**b.** You can access it in the following two ways:<br><br>Option 1: Direct Link<br>https://rcf.indianrailways.gov.in/view_section.jsp?lang=0&id=0,298,392<br><br>Option 2: Through RCF Homepage Navigation<br><br>RCF Kapurthala Homepage →Vendor and Contractors Corner →Procedure for New/Renewal of Registration<br><br>**c.** The form includes a checklist of required documents and detailed instructions for submission and assessment. |
| **Q6** | **What is the procedure for registration?** |
| Ans. | **a.** Your application form along with all required documents will first be scrutinized by RCF to check for completeness and correctness.<br>**b.** In case of any shortcomings or missing information, RCF will inform the firm to provide the required details/documents.<br>**c.** After receipt of complete information from you, the assessment of your firm will be conducted by RITES officials, focusing on:<br>Technical Capability<br>Financial Capacity<br>**d.** For this assessment, you will be required to make a payment of:<br>₹17,700/- (₹15,000/- + GST @18%) to RITES.<br>**e.** The field verification and evaluation will be conducted by RITES as part of the assessment process.<br>**f.** Based on the RITES assessment report and the information provided in your application, RCF Administration will take a decision regarding the grant of registration.<br>**g.** If approved, a Registration Certificate will be issued to your firm by RCF. |
| **Q7** | **Are Registration and Approval Synonymous?** |
| Ans. | No, Registration and Approval are different terms in Railway procurement.<br><br>**a.** Registration is for a Trade Group of items with a monetary limit.<br>**b.** Approval is for specific critical items and applies only if tenders are restricted to approved sources.<br>**c.** A Registered External Provider is not the same as an Approved External Provider.<br>**d.** Registration covers general items, while Approval is only for Critical/Safety items.<br>**e.** To apply for Approval of critical items, use the UVAM portal of IREPS:<br>https://ireps.gov.in |
| **Q8.** | **I have received my Vendor Code; does it mean my registration is granted? Is Vendor** |

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| | **Code required for participating in RCF tenders?** |
| Ans. | **a.** No, receiving a Vendor Code does not mean your firm is registered.<br>• It only indicates that your firm's details have been entered into the RCF system for the registration process.<br>**b.** Registration Number is different and is issued only after:<br>• Successful assessment and<br>• Approval by RCF<br>• It is mentioned in the Registration Certificate, which confirms that you are a Registered Vendor.<br>**c.** Vendor Code is not mandatory for participating in RCF or Indian Railways tenders.<br>**d.** To participate in tenders, you must:<br>Register your firm on the IREPS portal (https://ireps.gov.in) |
| **Q9.** | **How much time does it take to get the Registration Certificate?** |
| Ans. | If the application is complete in all respects, it normally takes 1 to 4 months for processing, assessment, and decision. |
| **Q10** | **What is mentioned in the Registration Certificate?** |
| Ans. | The certificate is generally issued on a provisional basis and includes:<br>**a.** Registration number.<br>**b.** Trade Group(s) allotted.<br>**c.** Monetary limit.<br>**d.** Validity period. |
| **Q11.** | **What is a Trade Group (TG)?** |
| Ans. | **a.** Items procured by Railways are classified into Trade Groups based on process or nature.<br>**b.** A complete list of TGs is available with the Registration Form.<br>**c.** The firm must clearly indicate the specific TGs applied for and provide relevant technical and financial supporting documents. |
| **Q11.** | **What is the difference between an Affidavit and Attestation?** |
| Ans. | Affidavit:<br>A legal declaration on non-judicial stamp paper, sworn before a Magistrate/Notary.<br>Original affidavit must be submitted for vendor registration.<br><br>Attestation:<br>A certified copy of a document, verified by self, a Gazetted Officer, or a Notary, confirming it matches the original |
| **Q12.** | **What is the Procedure for Renewal of Registration at RCF, Kapurthala?** |
| Ans. | Renewal is based on your past performance with RCF. Submit the following before expiry:<br><br>**a.** Affidavit (as per RCF proforma available on website ) on non-judicial stamp paper, notarized. |

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| | **b.** Valid certificates – ISO-9001, IRIS, etc.<br>**c.** Performance report for RCF orders; if none, submit supplies to Railways/PSUs.<br>**d.** Turnover certificate (last 3 years, CA certified).<br>**e.** Balance Sheet & Profit-Loss statements (last 3 years).<br>**f.** MSME/UDYAM certificate (if applicable).<br>**g.** Tender participation details, if no PO received from RCF. |
| **Q13.** | **What is the address for communication regarding vendor registration in RCF, Kapurthala?** |
| Ans. | PCMM Office, Administrative Building<br>Rail Coach Factory, Kapurthala ( Punjab) Pin-144602<br>Telephone: 01822-227724<br>E-mail: dycmmvendorrcf@gmail.com |