

GENERAL GUIDELINES FOR VENDOR TO REGISTER INSPECTION CALL

1. Email addresses of Regional Inspection Offices:

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|--------------------------|---|---|
| Northern Region, Delhi | : | nrinspn@rites.com |
| Western Region, Mumbai | : | wrinspn@rites.com |
| Eastern Region, Kolkata | : | callletter.er@rites.com ; erinspn@rites.com |
| Southern Region, Chennai | : | callletter.sr@rites.com ; srinspn@rites.com |

2. Vendor, PO Registration related information

- ❖ For new vendor registration (for Login ID and password), send a request through e-mail at email ID of respective MITES regional office, as mentioned above, along with the copy of PO, Name & address of the Vendor (as mentioned in PO), contact person name, mobile number, email ID. In case of Login ID and password are not provided by MITES through email within 48 working hours, the Vendor is advised to contact Help Desk for further assistance. *The Helpdesk contact numbers are mentioned in 'CONTACT US' window of respective MITES Regional offices.*
Also visit <http://ritesinsp.com> for further information.
- ❖ After getting Login ID and password, the Vendor may register new purchase order or inspection call in MITES vendor login portal:
http://ritesinsp.com/rbs/Vendor/Vendor_Login_Form.aspx
- ❖ To update/ change vendor profile data in the existing data, send a request letter with details indicating the change request to respective Regional Inspection Office through e-mail.
- ❖ Ensure submission of clear and legible documents while submission.
- ❖ In case of registration against Letter of Award, complete copy of LOA, schedule of requirements, rates, and Authorization letter from Purchasing Authority to be uploaded.

3. To make amendments in registered cases/PO's

- ❖ To enhance the delivery period: Send the DP extension modification advice to respective Regional Inspection office through email indicating inspection case number.
- ❖ To change place of inspection: Send PO amendment or valid supporting document to respective Inspection office through email indicating case number.
- ❖ For LOA cases, additional items can be added in the registered case number through vendor login portal.

4. Inspection call registration

- ❖ Only On-line inspection call is accepted with minimum of seven clear working days from contract delivery period.
- ❖ To withdraw registered inspection call - Send an email to nominated Inspecting engineer for withdrawal. Cancellation charges will be applicable.
- ❖ Offer quantity enhancement shall be made before the inspection schedule by the Inspecting Engineer, on-line through vendor login portal.
- ❖ Reduction or deletion of offered quantity or item is not feasible.
- ❖ Inspection desired date shall be opted while registering inspection call.

5. Payment related information

- ❖ Payments towards inspection fee, cancellation charges, rejection charges, lab testing charges shall be paid through on-line payment gate way portal **http://ritesinsp.com/rbs/Online_Payment_Form.aspx**. Kindly indicate case number and purpose of payment while making payment.
- ❖ In case of previous inspection call been cancelled or rejected, subsequent inspection call will only be registered after remittance of necessary payments.
- ❖ In case inspection call registration is locked, please check for any payment dues towards previous inspections and request e-mail be sent to respective regional office along with proof of payment for release of such lock.

6. Inspection fees for Railways' Purchase order/ contracts

- ❖ Inspection fee
0.9% of offered material value plus GST @18%.
- ❖ Inspection call cancellation charges:
 - ❖ Before Visit by IE : 0.45% of offered material value subject to a maximum of Rs.11000 plus GST@18%
 - ❖ After Visit by IE : 0.9% of offered material value subject to maximum of Rs. 22000/- plus GST@18%
- ❖ Re-inspection and rejection charges
0.9% of offered material value subject to minimum of Rs.5000/- plus GST@18%
- ❖ Charges for Issue of Revalidation IC or Duplicate IC : Rs. 10000/- plus GST@18%
- ❖ For Non-railway orders/contracts, please contact the Respective Regional Inspection Office.

7. For revalidation or issue of Duplicate IC requirements:

- ❖ **For IC revalidation :** Send a request letter indicating the IC details, with reasons for delay and dispatch document to respective Inspection office with necessary fees.
- ❖ **For issue of duplicate IC :** Send a request with original FIR (First Information Report) for loss of IC, an Affidavit for non-claim of payment from purchasing authority with IC details to respective Regional Inspection Office along with requisite fee.