

## **General guidelines for Vendors offering material for RITES inspection**

### **A. Before submitting an inspection call, ensure the following:**

1. The PO is complete in all respect and duly signed by the order placement authority.
2. There is no ambiguity in respect of item description, applicable drawing and specification.
3. PO stipulates inspection by RITES.
4. There is enough time margin from the date of receipt of inspection call in RITES Office to the expiry of DP (preferably 21 days, not less than 7 days). The vendor shall also keep in mind time required to complete all the tests as per specification so that there may not be any hold up in issue of IC on this account.
5. Ensure that complete set of all relevant drawings, specifications mentioned in the PO are available.
6. In case of RDSO/ ICF/ DLW approved items, valid approval should be available. Prototype / advance sample approval, as applicable, should be available as per specification.

All vendors are advised to get any discrepancies w.r.t above resolved from the competent authority before submission of inspection call, failing which, inspection call may not be entertained attracting miscellaneous charges.

### **B. Submission of Inspection Call:**

1. Submit the inspection call in the prescribed format to the region where material is to be offered for inspection. Area wise jurisdiction of the regions is placed below. The inspection call format is available on RITES Website.
2. In case of contract not indicating part delivery period/ dates, complete ordered quantity should preferably be offered in one lot.
3. All details in the call letter are to be filled up. Incomplete call letter is liable for rejection.
4. Enclose a legible photocopy of Purchase Order, relevant amendments, if any, internal quality check reports etc alongwith the inspection call. All original documents should be available at the time of inspection for verification.

5. Enclose a Crossed Demand Draft in favour RITES for the required amount as per inspection rate mentioned in the Contract/PO in case of non-Railway contract/PO.
6. The inspection calls can be submitted in physical form by hand/fax or in electronic form through e-mail on the designated e-mail I.D given below, on line submission etc. Calls received after 3.00 PM shall be treated as received on the next working day.
7. Any Inspection Call letter not accompanied by legible PO copy and other documents is liable to be rejected.

**C. Checking Status of pending inspection calls:**

1. Normally, status of the inspection call shall be available on RITES website under the concerned region within two days of its receipt in RITES office.
2. The status of inspection calls received during the last one month can be accessed on the RITES website under the concerned region. The information indicates Firm's name, PO no. with date, name and contact no. of the IE to whom the inspection call has been marked, name and contact details of his controlling manager etc.

In addition to above, specific PO date based search is also available on RITES website.

Any inspection call withdrawal after its marking shall attract payment of miscellaneous charges alongwith next inspection call

**D. Conducting Inspection:**

1. Vendors can directly contact the concerned Inspecting Engineer to fix a date for inspection on a mutually convenient date. While, all efforts will be made by the IE to accommodate the vendor's requests while fixing date of inspection, it will not be obligatory on the part of the IE to agree to vendor's request, depending upon the IE's availability and terms of contract with the Purchaser. In case of any difficulty, the concerned Controlling Manager can be contacted.
2. The material shall be inspected at the place of inspection indicated in the inspection call in line with the instructions on the Purchase Order.
3. The material shall be offered for inspection in properly stacked condition to enable the IE to draw samples for inspection as per the laid down procedure. The IE shall also be afforded necessary facilities like adequate space, light, calibrated instruments and other infrastructure required for smooth conduct of inspection.
4. Normally, inspection shall be conducted at vendor's premises using vendors' test facilities and equipment, wherever available. However, IE reserves the right to send

the sample to independent test house for evaluation of prescribed test parameters in absence of satisfactory test facilities/ any other quality concerns. In absence of test facilities at vendor's place, samples shall be sent by the RITES IE to an outside independent lab for conducting necessary tests to check conformance of material to the required specification.

5. Prescribed testing charges in all such cases shall be payable by the vendor through crossed DD drawn in favour of RITES.
6. In case sample are drawn by the IE for testing at outside lab, facility shall be afforded by the vendor to IE to affix his seal/stamp on the entire material under inspection before leaving the premises. The vendors must not change/temper with the RITES stamp/seal on the material without permission of the concerned IE.
7. Vendor will not dispatch the material without receipt of valid Inspection Certificate.

Failure to comply with any of the above conditions will result in call cancellations will attract payment of miscellaneous charges.

**E. Conclusion of Inspection:**

1. Based on the tests carried out, the Inspecting Engineer shall issue Inspection/Rejection Certificate. This shall normally be done within three days of completion of inspection.
2. In case the material is found not meeting the requirement, the IE shall be afforded facility to remove his stamp/seal on the inspected material

In case of issue of Rejection of material, fresh inspection call shall be accompanied with applicable miscellaneous charges.

**F. Address, Jurisdiction, Fax and E Mail ID for call submission:**

<b>Region</b>	<b>Address, Fax Mail id</b>	<b>Jurisdiction</b>
Northern Region office	Group General Manager (I), RITES Limited, Scope Minar, Core-II, 12 <sup>th</sup> Floor, Laxmi Nagar, <b>Delhi</b> -110 092  Fax – 011-22024665/ 22029122 E mail for call submission : nrinspn_call_letter@rites.com	Delhi, Gwalior, Haryana, Himachal Pradesh, Jammu & Kashmir, Punjab, Rajasthan, Uttar Pradesh, (Excluding Mughal Sarai), Uttaranchal

<p>Eastern Region office</p>	<p>General Manager (I) RITES Ltd., 56 CR Avenue, III Floor, <b>KOLKATA</b> –700 012</p> <p>Fax : +91 33 – 2234 8704 E mail for call submission : erinspn_call_letter@rites.com</p>	<p>Assam, Bihar, Orissa, Mughal Sarai, West Bengal and Jharkhand.</p>
<p>Western Region office</p>	<p>General Manager (I), RITES Ltd., 2<sup>nd</sup> Floor, New Annexe Building Churchgate Station <b>MUMBAI</b> – 400 020</p> <p>Fax : +91 22 – 2208 4155 Email for call submission: wrinspn_call_letter@rites.com</p>	<p>Gujarat, Madhya Pradesh (Except Gwalior), Maharashtra, Goa and Chattisgarh</p>
<p>Southern Region office</p>	<p>General Manager (I), RITES Ltd. 758, Anna Salai, Mount Chambers, IV floor, <b>CHENNAI</b> – 600 002</p> <p>Fax : +91 44 – 2852 5408 E mail for call submission: srinspn_call_letter@rites.com</p>	<p>Andhra Pradesh, Karnataka, Kerala and Tamil Nadu</p>

*Disclaimer: The guidelines are of general nature & inspection would be conducted as per procedure applicable on date. For any query, please contact the regional office.*

## **Indicative Guidelines to Suppliers for third party inspection (TPI) by RITES**

With a view to provide improved inspection services, RITES Ltd have been constantly upgrading their system of inspection procedures and infrastructure. Based on the experience gathered in past few years, a set of guidelines have been evolved to help in smooth and speedy inspection by RITES officials. Kind cooperation of all concerned is solicited during inspection procedure which will help us to provide you with time bound services in hassle free manner.

The guidelines are listed as below for ready reference:

1. Complete lot of the material being offered for RITES inspection shall be duly segregated e.g. size wise, heat wise, batch wise, P.O. wise (in case of more than one call of same material) etc. and readily available at place of inspection mentioned in PO.
2. Lot for inspection should be properly flagged with proper identification and placed preferably at one place leaving walkways so that complete lot of material can be identified in one instance, quantity can be verified in shortest possible time and sampling can be done evenly (as per sampling plan).
3. The lot verification, quantity verification, drawing samples, sample preparation, sealing of lot shall be facilitated by the firm at their cost.
4. **Documentation:**  
Following documents (as applicable) shall be readily available at site at the time of inspection:
  - (i) Complete and Original PO along with all amendments and other documents issued by purchaser (e.g. QAP, urgency letter, approved drawing etc.) till the date of initiation of inspection for the verification by IE. In case of online PO and amendments etc., IE will verify the same online from the purchaser's authentic website at the start of the inspection.
  - (ii) All relevant drawings along with part drawings as received from the purchaser / Railways as mentioned in purchase order.
  - (iii) All relevant specifications required for inspection of the material under scope of inspection.
  - (iv) All necessary and applicable approvals, if any e.g. RDSO approval, product approval etc.
  - (v) Type test reports / Prototype Test Reports, if applicable.
  - (vi) Approved and duly sealed samples along with approval letter, if applicable.
  - (vii) Firm's internal test reports of the material / product, complete as per product specification and drawings etc. along with Test certificates / manufacturer's test reports / external test reports of the product / raw material. All reports will include – visual tests, dimensional tests, functional tests, destructive / non-destructive tests of the product and parts and raw material etc., as applicable.
  - (viii) Invoices of the material, as applicable.
  - (ix) Import documents, if applicable in case of imported items.
  - (x) Stage Inspection Certificate, if applicable.
  - (xi) Firm's authorization from OEM's, if applicable.

- (xii) Valid Calibration certificates of the applicable measuring equipments (summary of all the calibration certificates shall be prepared by the firm in the enclosed format).
- (xiii) Offered material details / list and Packing details / list of the material.
- (xiv) Guarantee / Warranty Certificate as applicable.
- (xv) Any other document required to ensure the quality of the material as per PO.

**Note: One Xerox copy of all these documents will be provided to IE by the firm which shall be verified by the IE with the ORIGINAL documents produced by the firm at the start of the inspection.**

**5. Equipments required for Inspection:**

All the measuring instruments and testing equipments used for inspection and required for witnessing the tests (as applicable) by the IE shall be made available at the firm's premises (place of inspection only). These instruments and equipments shall be duly calibrated by ISO / IEC 17025 accredited labs and traceability should be established to national / international standards. These instruments and equipments shall be operated by firm's competent personnel to perform the required tests during inspection.

- 6. If any of the required test cannot be performed at the firm's premises, RITES IE will send the samples of the offered lot to RITES Lab/ RITES approved labs for required nos. of tests. All the applicable charges towards testing of material shall be borne by the firm and shall be deposited in RITES Lab in advance.
- 7. Proper facility for conducting Inspection (minimum required) e.g. inspection space, adequate light, calibrated measuring instruments / equipments, authorised / contact personnel etc. shall be provided by the firm to the IE at their cost.
- 8. Non-compliance of any of the above at the start of / during the inspection may lead to cancellation of the inspection call and Cancellation charges (as applicable) shall be borne by the firm. Before deposition of such charges, no fresh inspection call will be entertained.
- 9. Firm shall provide facility for sealing of material lot and defacing of seals in case of Rejection / cancellation of inspection.
- 10. In case, firm do not agree with any of the decision / activity by the IE at firm's premises, IE will take his decision in consultation with concerned officer (Controlling Manager) at Regional Inspection Office over phone and the decision will be jointly signed by the IE and firm's authorised representative. The Firm may represent his views/ descent in writing to the Regional Inspection Office through the respective controlling manager within 24 hrs.

11. We follow the principle of zero tolerance on corrupt practices. We request full cooperation from vendors to ensure that any such incidences are brought to the RITES Management. We encourage our vendors to also sign the Integrity Pledge available on CVC website.

**N.B.:**

The above indicative guidelines have been prepared based on our past experience of Inspection to facilitate the firms so that firms can be better prepared for RITES inspection. The compliance of above by the firm is generally required to initiate / conduct of most of the Inspections by RITES IE. Any additional requirement specific to any item may also arise based on the requirements of PO / Spec./ Drawings etc.