

## Guidelines for New Vendor

### About DLW:

- i. Diesel Locomotive Works is a Production Unit of Indian Railways (Ministry of Railways).
- ii. DLW is a manufacturer of Diesel Electric Locomotives, DG Sets & Electric Locomotives for Indian Railways, Non-Railway Customers and Export.
- iii. Detailed information about DLW may be seen at [www.dlw.indianrailways.gov.in](http://www.dlw.indianrailways.gov.in)

### Essential Requirements for Vendor to fill up online Vendor Assessment (VA) Form:

- i. New Vendor shall be a Manufacturer.
- ii. New Vendor should have ISO 9000 or equivalent Quality Management System (QMS) certificate.

### Procedure for Development of new Vendor

- i. New Vendors can initiate registration process by clicking the following link -  
[http://dlwdesign.org/dlw\\_va/DLW\\_VENDOR\\_ASSESSMENT\\_APPLICATION\\_FORM.aspx](http://dlwdesign.org/dlw_va/DLW_VENDOR_ASSESSMENT_APPLICATION_FORM.aspx)
- ii. a) Fill the Vendor Assessment (VA) form and attach necessary documents as asked in the VA form. For more details pl click the following link:  
[http://dlwdesign.org/dlw\\_va/help\\_vendor.htm](http://dlwdesign.org/dlw_va/help_vendor.htm)  
b) Vendor will get an alert about successful submission of the VA Form.  
c) Vendor will get a User ID and Password, once payment verification is complete.
- iii. For claiming assessment fee concession for Micro and Small Industries, a certificate issued by the concerned ministry of GOI should be uploaded and the original should be shown to the DLW official(s) deputed for inspection of the vendor's works.
- iv. DLW official(s) may visit vendor's works and verify the informations, uploaded by the vendor through the VA form. Vendor will get system generated letter after approval of the competent authority.
- v. It may be noted that while the manufacturing facilities available with the vendor may have been considered adequate for the item(s) listed in the above said letter, capability to develop and manufacture the said items can only be established, on the basis of performance against developmental purchase order(s) (if any), placed by DLW on the vendor, through participation in the tenders floated by DLW. However, mere submission of an offer against a DLW tender does not necessarily result in placement of a developmental P.O.
- vi. The advice issued through system generated letter shall be valid up to 36 months from the date of issue.
- vii. After successful completion of developmental/other orders, new vendor may be enlisted into DLW vendor directory as per procedure laid down in the QSP-Vendor Control which can be access through following link:  
[http://www.dlw.indianrailways.gov.in/works/uploads/File/QSP\\_11.1.pdf](http://www.dlw.indianrailways.gov.in/works/uploads/File/QSP_11.1.pdf)
- viii. In case of any clarifications you may contact us on following:  
Ph No: 0542-2644492, 2642544, 2644630  
Email: [adedev@dlw.railnet.gov.in](mailto:adedev@dlw.railnet.gov.in), [dlwadedev@gmail.com](mailto:dlwadedev@gmail.com),  
[pradeepdlw74@gmail.com](mailto:pradeepdlw74@gmail.com), [dycdeveh2@dlw.railnet.gov.in](mailto:dycdeveh2@dlw.railnet.gov.in)