

**Rail Coach Factory, Kapurthala****Instructions to firm for filling up the revised Application form for Vendor registration.**

1	Application form should be complete in all respect and submit all the documents mentioned in application form. By Registered/Speed post to the following address :- Dy. Chief Material Manager/G, Rail Coach Factory, Administrative Building, Hussainpur, Kapurthala (Punjab) Pin- 144602. Soft copy of the application form and all documents also be sent through email Id <a href="mailto:lalit.kumar70@gov.in">lalit.kumar70@gov.in</a>
2	You can download the registration form from Website of RCF ( <a href="http://www.rcf.indianrailways.gov.in">www.rcf.indianrailways.gov.in</a> ) and submit this form by making online payment of Rs. 84/- only and upload payment receipt. Account details for make Online payment: Name - FA and CAO, ACCOUNT No. – 65035290377, IFSC CODE - SBIN0050540, MICR CODE – 144002259, BRANCH CODE – 50540, E-MAIL- SBI.50540@sbi.co.in.
3	As a policy RCF has decided to register only manufacturers, therefore traders/stockiest need not apply for registration.
4	Stores are grouped in different <b>Trade Groups (TG)</b> as per <b>Annexure 'I'</b> . You should indicate specific TGs out of this list for which registration is desired by you, along with proof of technical capability and financial capacity of your firm to manufacture the items falling in such TGs.
5	Principal Chief Materials Manager, RCF, Kapurthala reserves the right to refuse to register any firm or to remove the name of any registered firm, either for a specific period or permanently.
6	All subsequent changes in the constitution and working of your firm after submission of application form should be promptly communicated to the Dy CMM/G, Rail Coach Factory, Kapurthala.
7	You will have to abide by the I.R.S. Conditions of Contract and all other rules/ regulations issued by for procurement of stores/ Govt of India/State Govt./Local self Govt and other, Govt agencies time to time.
8	The application form should be signed by the competent authority as mentioned below:
9	After Receipt of all required documents Capability and Capacity assessment of the firm, will be carried out by M/S RITES Limited, assessment fee of INR 17,700/- (Seventeen Thousand Seven Hundred only) (Current rate being 15000+ @18% GST extra as presently applicable) for which vendor will be required to pay directly to M/S RITES Ltd, before assessment.
	<b>Proprietorship firm</b> By Proprietor
	<b>Partnership firm</b> By all the partners or by any one of the partner who holds a General power of attorney authorizing him to sign on-behalf of firm and bind the firm in all contractual obligations.
	<b>Company registered under companies Act-2013</b> By Managing Director or any of the director of the firm having authorisation / Power of attorney issued by the company in favour of him to sign on-behalf of company, creat liability against the company. and bind the firm in all contractual obligations.
	<b>LLP (Limited Liability Partnership)</b> By the designated partner having Power of Attorney/Authorisation issued by LLP in favour of him to sign on-behalf of LLP, creat liability against the LLP. and bind the firm in all contractual obligations.

### Application Form For Registration In RCF

All the columns should be filled-up and all supporting documents be enclosed in serial order as per check list

<b>1</b>	<b>Name of Firm/Company/Vendor</b>	
<b>2</b>	<b>Contact Details:</b>	
A	<b>Complete Postal Address and contact details (Telephone No., Mobile No., Fax No. , Email ID, Contact Person) of Registered Office.</b>	
B	<b>Complete Postal Address and contact details (Telephone No., Mobile No., Fax No. , Email ID) of Works/Factory.</b>	
C	<b>Complete Postal Address of manufacturing premises and contact details Telephone No., Mobile No., Fax No. , Email ID, Contact Person (if other than B).</b>	
D	<b>Address of branch offices and contact details if any Telephone No., Mobile No., Fax No. , Email ID, Contact Person)</b>	
<b>3</b>	<b>Legal status of vendor (with documentary proof): apart from details of registration with appropriate authorities like Directorate of Industries and taxation registration details like PAN/TAN/DIN/CIN and GST registration details. Following details should be provided :</b>	
	<b>A). Sole proprietary:</b>	
	a. PAN & Aadhar No (Copy to be attached.)	
	b. GST registration (if registered) (Copy to be attached.)	
	c. Full details of other Undertakings owned/ controlled by the proprietor(s) or where the proprietor has financial interests. (Name of the firm/firms,Address, Share%, PAN of the firm/firms, Financial interest of the applicant, Deed/ MOA/ AOA . (Copy to be attached.)	
	<b>B). Partnership Firm:</b>	
	a. Copy of Partnership Deed PAN, GST of Registered office, (Copy to be attached.)	
	b. Copy of Power of Attorney (duly certified by Notary Public) in favour of an individual/individuals to sign documents and create liability against the Firm. Name & PAN No of the Person. ( Copy to be attached.)	
	c. Name of partner(s), address and percentage of shares held. (Name, PAN, Aadhar No., Share%, Address (for each	

Partner).	
d. Connection between the undertaking and other(s), if any, e. g. partners are common or have share (percentage) in any other undertakings with name(s) and address. (Name of the firm/firms, Address, PAN of the firm/firms, Share%, Financial interest of the applicant (Sole/ proprietor/ Partner/ Director/LLP) (For each partner).	
<b>C. Company registered under Companies Act- 2013:</b>	
a. Copies of MOA (Memorandum of Association) / AOA (Articles of Association) of the company; ( PAN, CIN, MOA, AOA.( Copy to be attached.)	
b. Copy of certificate of registration with Registrar of Companies. (Certificate No, Date of Registration, Validity, Registration Authority).	
c. Copy of Authorization / Power of Attorney issued by the Company (backed by the resolution of Board of Directors) in favour of the individual to sign on behalf of the company creat liability against the company and bind the firm in all contractual obligations. (Copy to be attached.)	
d. Managing Director/ Whole- time Director/ Manager- Name and address, and Director Identification Number (DIN). (Name, Designation, DIN, Address, Aadhar No.)	
e. Board of Directors (Name and address) and their Director Identification Numbers (DINs). (Name, Designation, DIN, Address, Contact Person/Phone No./ Mob No. & email address)	
f. Is it a subsidiary of Indian company/ foreign company With particulars of the parent / holding company.(Name, Pan (in case of indian company), DIN, Address,Contact Person/Phone No./ Mob No. & email address.	
g. Other companies, if any, in India which are subsidiaries of the applicant company- name and full particulars: (Name, Address, PAN/DIN/CIN, Contact Person/Phone No./ Mob No. & email address)	
h. In which other undertakings (company/ partnership / LLP / proprietary, etc) the Directors have financial interest or are represented on the Board(s) of these other companies with name and address.(Name of the rm/firms Address, PAN of the firm/firms, Share%, Financial interest of the applicant) (Sole, Partner, Director) (with DIN) For each partner.)	

	<b>D) LLP (Limited Liability Partnership):</b>	
	a . Name of partner(s), address and percentage of shares held. (LIP PAN, GST, Name, Nature of the Partner (Individual/company), Designation, Share%.	
	b. Copy of LLP Agreement, (Copy to be attached.)	
	c. Copy of Certificate of Incorporation; (Copy to be attached.)	
	d. Copy of Power of Attorney/ Authorisation issued by the LLP in favor of the individual to sign on behalf of the LLP, create liability against the LLP. and bind the firm in all contractual obligations. (Copy to be attached.)	
	e. Connection between the undertaking and other(s), if any, e. g. partners are common or have share (percentage) in any other undertakings with name (s) and address. (Name of the firm/firms, Address, PAN of the firm/firms, Share%,Financial interest of the applicant). (Sole, Partner, Director) (with DIN) For each partner.)	
	f. Is it a subsidiary of Indian company/foreign company with particulars of the parent / holding company. (Name Pan (in case of indian company). DIN, Address,Contact Person/Phone No./ Mob No. & email address).	
	g. Other undertakings, if any, in India which are subsidiaries of the parent company-name and full particulars. (Name, PAN /CIN/DIN, Address)	
	h In which other undertakings the partners have financial interest or are represented on the Board(s) of these other companies with name and address. (Name of the firm/firms, Address, PAN of the firm/firms, Share%, Financial interest of the applicant, (Sole, Partner, Director) (with DIN) For each partner.)	
<b>4.</b>	In case the vendor is an MSE, whether it is an MSE owned by SC/ST or Women or otherwise documents, thereof. (MSME registration certificate and if yes, owned by SC/ST, yes/no, if yes, share% of each partner, if owned by women, if yes, share % of each partner.)	
<b>5</b>	Stores manufactured / handled with details of specification to which these are manufactured / stocked by you as well as by your subsidiaries / sister concerns mentioned above. (Name of the item specification details Annual capacity for each type of legal entity.)	
<b>6.</b>	<b>Financial Status:</b>	

	1) Audited Balance sheet, Turnover in last three completed financial years. (Duly attested by CA). (Copy to be attached.)			
	2) Profit & loss statement for last three completed financial years. (Duly attested by CA). (Copy to be attached.)			
	3) Banker's Current Solvency certificate/ report. (Copy to be attached.)			
	4) Chartered Accountant's current certificate on financial status of vendor and for value limit of registration. (Copy to be attached.)			
	5) Annual Turnover of last three years (In lakhs of Rs.)	S.No	Year	Amonut (In Lakhs)
		1	20	
		2	20	
		3	20	
<b>7</b>	<b>Factory License No and its Validity. (Copy attested by Notary Public also to be submitted).</b> (License No & date, Issuing authority, Validity, Duly certified by Notary Public)			
<b>8.</b>	<b>Technical Competence:</b>			
	1) Detail of installed Machinery and Plant its capacity and capability. (Sno. Machine name, Make, Year of Manufacturing and Installation Nos. of machines. (Copy to be attached.)			
	2) Testing facilities, its certificate and calibration. (S.No, List of Quality control, Equipment Qty, Make Year, Nos of instruments, Calibration status of each instruments.) (Copy to be attached.)			
	3) Tehnical Manpower (Qualificationa and Experience). (Copy to be attached.)			
	4) Administrative setup.( Copy to be attached.)			
	5) Production in last completed financial year and current year.( upto till date) (Copy to be attached.)			
	6) Performance during last three years (Railways, other government departments/PSUs). Copy to be attached.			
<b>9.</b>	<b>Approval from any authorized agency, e. g. RDSO / CORE / PU etc. ( Zonal Rly/other Govt Organisation).</b> (Name of the approving agency)			
<b>10</b>	<b>Trade Group(s) for which registration is sought</b>			

11	<b>Declaration to compliance with laws: Pollution laws, Employment Laws, Electricity Laws, Water Laws, Labour Laws, Intellectual Property Laws, etc.</b> (Affidavit certified by Notary Public and other rules/ regulasation issued by Central Govt/State Govt/Local self Govt & other Govt Agencies. Copy to be attached.)			
12	<b>Quality Control :</b>			
	1) Quality control processes in place, including quality control of incoming raw mateiral, manufacturing control process, record keeping of quality control.( Copy to be attached.)			
	2) Information about Raw Material being used			
	<b>Raw Material(s)</b>	<b>Supplier(s)</b>	<b>Annual (Qty)</b>	<b>Required For</b>
	3) State if the products have been fully tested , including type tests where required in specifications. If so, attach copy of test reports. ( Yes/No, If yes Copy to be attached.)			
	4) Quality certification, if any, e.g. ISO, any field specific certifications etc.( Copy to be submitted) ( Name of certification & Copy to be attached.)			
13	<b>Whether the vendor has been banned/suspended form business dealings in past five years (Five years prior to the date of filling the application) by any governerment department/unit.</b> (Yes/no, if yes, Authority of Banning, Date of Banning, Duration of Banning.)			
14	<b>Whether the vendor has been convicted of any criminal or civil offence in five years prior to the date of filing application.</b> (Yes/no, if yes, conected by date of conviction, conected under section, Penalty imposed.(copy to attached).			
15	<b>Whether the vendor is a judgement debtor in any case.</b> (Yes/no, if yes (Copy to be attached.)			
16	<b>Whether there is any legal proceeding (Criminal/Civil) pending against the vendor in any Court of Law.</b> (Yes/no, if yes, Court Name, Case No & date, case Registered under section.			
17	<b>Whether there is any recovery pending against the vendor on any Railway Unit. If yes details may be provided.</b> (Yes/no, if yes, Rly Amount, Reason of Recovery, Recovery advice ( Copy to be attached.)			
18	<b>The highest value order successfully executed in the last</b>			

	<p>three completed financial years with Railways/Pus for the trade groups being applied for .  <b>(Documentary evidence should be enclosed).</b>          ( Fin year, P. O no. &amp; date, P. O issuing authority, Amount)          (Copy of P. O. to be attached.)</p>							
<b>19</b>	<b>Details of Factory / Godown/Works:-</b>							
	<b>Details</b>	<b>Address</b>	<b>Te. No.</b>	<b>Electricity connection H P / KW Allotted</b>	<b>Electricity connection H P/KW Installed</b>	<b>Covered Area (in sq. Mtrs.)</b>	<b>Uncovered Area (in sq. Mtrs.)</b>	<b>Layout</b>
	Factory							
	Godown							
	Laboratory							
<b>20</b>	<b>Detail of Capital Structure:-</b>							
	<b>(a) Fixed Capital (original value without depreciation)</b>							
	(i) Land & Building							
	(ii) Plant & Machinery (for manufacturing units)							
	<b>(b) Current Assets (this should include stock of Raw material, Consumable stores, semi-finished/finished products, cash in hand, bank balance etc.)</b>							
	<b>(c) Total of (a) &amp; (b).</b>							
<b>21</b>	<p>If the products Covered under the trade groups applied for equire after sales service, give Names &amp; Address of places where such facilities are available. Indicate if your products are directly marketed by you in whole of India. If not, indicate names of firms with whom marketing arrangements have been made product-wise/area-wise:</p>							
<b>22</b>	<b>Additional/Optional information:</b>							
	<b>(a) State if the products are BIS Marked. If so, attach a copy of valid BIS License. (OR) any other national / international accreditation. (Copy to be attached.)</b>							
	<b>(b) State name, address &amp; email of the Industrial Association holding membership, if any (Copy to be attached.)</b>							
<b>23</b>	<p><b>Affidavit regarding the fact that the firm or their Director/Partner/Proprietor have not been banned/black-listed by Ministry of Railways or any other Government department.</b></p>							
<b>24</b>	<p><b>Affidavit (Separately from each Partner/ Director/Proprietor) that they are not having any concern in other firm, If yes,</b></p>							

	the details to be furnished.	
25	Affidavit of ownership of Machinery & Plants indicating their details Capacity, Make/Brand and year of Purchase.	
26	Details of Sub-Vendors from whom Raw material and components are purchased and system for ensuring quality thereof.	
27	QAP (Quality assurance plan) for in-coming material, in-process and final product separately for each trade group.	
28	PAN/TIN/DIN/CIN	
29	Attested copy of Income-tax-Return deposited for last assessment year.	
30	GST Registration Certificate. (Copy to be submitted)	
31	Banker's Report (indicating Cash credit limit and performance of Account) (In original).	
32	Detail of Customers.	
33	Registration with other Railways /NSIC/RDSO/GeM / other Govt. Deptt.	
34	Performance Statement of last three year.	
35	Have you gone through the check list attached and documents submitted accordingly.	
36	<b>Declaration:</b>	
	i)	I shall abide by all the applicable laws, including law relating intellectual property rights. I absolve Railways of any damages/ penalty/ liability in case of my failure to comply with all legal requirements.
	ii)	I shall not be part of cartel neither shall misuse my dominant position. I shall not participate in any action having adverse impact on competition in procurment of any goods or services by Indian Railways.
	iii)	Any change in legal status or information provided at the time of submission of request for registration, shall be intimated at the earliest possible time.
	iv)	Person authorized to sign the documents had been duly authorized by competent authority. I absolve Railway from any loss in case of misrepresentation. In case of any fraud by the company, shall be individually responsible.
	v)	I agree that in case of any default in performance of contract with any of the Railway units, my name shall be removed from the list of registered vendors for any or all trade groups. Such removal shall neither limit nor be limited by the damages Railways may claim for default and/or non-fulfillment of the contract.
	vi)	I understand that as a registered vendor I shall be eligible for certain benefits in Public procurement system of Indian Railways.,I further understand that extension of such benefits is at sole discretion of the purchasing authority and status of being a registered vendor does not provide me with any rights whatsoever, to claim any





**Check List (To be filled in by Applicant Firm)**

Name & Address of Firm				
S.No	Subject	Yes	No	Ref
<b>1</b>	<b>LEGAL Documents</b>			
1.1*	<b>Partnership Firm</b>	Deed of Partnership		
		Power of attorney		
		Registration under Partnership Act		
	<b>Company registered under Companies Act-2013:</b>	Memorandum & Article of Association		
		Certificate of Incorporation (Under the Companies Act-1956)		
	<b>Proprietorship Firm</b>	Affidavit of Proprietorship		
<b>LLP (Limited Liability Partnership)</b>	Copy of LLP Agreement Copy of Certificate of Incorporation; Copy of Power of Attorney/ Authorisation issued by the LLP in favour of the individual to sign on behalf of the LLP and create liability against the LLP			
1.2*	Company Registration (Department of Industries)			
1.3*	Factory License			
1.4	Telephone Bill			
1.5	Electricity Bill			
1.6*	Affidavit regarding the fact that the firm or their Director/Partner/Proprietor have not been banned/black-listed by Ministry of Railways or any other Government department.			
1.7*	Affidavit (Separately from each Partner/ Director/Proprietor) that they are not having any concern in other firm, If any the details to be furnished.			
<b>2</b>	<b>TECHNICAL Documents</b>			
2.1	Organization Chart.			
2.2	Layout of Plant.			
2.3*	Affidavit of ownership of Machinery & Plants indicating their details Capacity, Make/Brand and year of Purchase.			
2.4	List of Quality Control & Testing Facilities available.			
2.5	Detail of Technical staff with their Name, Qualification, Experience & training imparted along with certificates given to staff.(minimum 50% of the production staff should be skilled).			

2.6	Detail of Power Connection and Stand-by arrangement (during power cuts)			
2.7	Details of Sub-Vendors from whom Raw material and components are purchased and system for ensuring quality thereof.			
<b>3</b>	<b>QUALITY Systems &amp; Procedures</b>			
3.1*	Current and valid ISO 9001 Certificate.			
3.2	QAP (Quality assurance plan) for in-coming material, in-process and final product separately for each trade group.			
3.3	Procedure for disposal of Non-conforming products.			
3.4	Quality Control Organization.			
3.5	Records of analysis to study the rejections at intermediate stages .			
<b>4</b>	<b>COMMERCIAL Documents</b>			
4.1*	PAN/TIN.			
4.2*	Attested copy of Income-tax-Return deposited for last assessment year.			
4.3*	GST Registration Certificate.			
4.4	Digital signature certificate (from any licensed certifying authority).			
4.5	Balance Sheet of last 3 years( Audited and certified by Chartered Accountant)			
4.6	Profit & Loss Account.			
4.7	Banker's Report (indicating Cash credit limit and performance of Account) (In original).			
4.8	Copy of the highest value order successfully executed in the last three completed financial years with Railways for the trade groups being applied for. (Documentary evidence should be enclosed).			
<b>5</b>	<b>Other Credentials</b>			
5.1	Product-range /Technical leaflet/Company Profile.			
5.2	Detail of Customers.			
5.3	Registration with other Railways/ NSIC/RDSO/GeM.			
5.4	Performance Statement.			
1.	*Duly attested by Notary public/Gazetted Officer.			
2.	Affidavits to submitted duly attested by Notary public.			
3.	All other documents should be self attested.			

Signature	
Name	
Designation	
Date	
Stamp/Seal	