

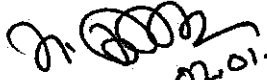
Modern Coach Factory, Raebareli

Lt. No.: RBL-MD34815

Date: 02/01/2021

Procedure for Capacity and Capability Assessment

1.	The Capacity and Capability Assessment will be done on the basis of requisition received from the firm or Stores department sticking to the following timeline.	
	a. If assessment of the firm has already been done for any other items then the case will be processed on the previous case file.	Case will be put up within 7 days after the requisition/firm's request
	b. If the requisition/request is for the first time then the Capacity capability assessment case will be put up for nominations and case will be processed afresh.	
2.	Assessment of the firm will be done by the nominated official.	Within 30 days after nomination letter received by the assessing official
3.	The report will be submitted to AME/SME by nominated official for further processing of the case.	Within 10 days after assessment was done.
4.	If any deficiency/ies is/are found at any level during scrutiny, the concerned firm will be communicated for the same for compliance.	Within 7 days after the approval of letter of deficiencies.
5.	The case will be put up within 7 days from the receipt of reply and the firm shall be given maximum of 30 days time for further consideration of its case accordingly.	
6.	The case file will be forwarded to Dy.CME/Design by vendor cell through proper channel with their remarks/comments.	
7.	The case file will be forwarded to CDE by Dy.CME/Design with his/her recommendation.	
8.	Approval of capacity and capability assessment by CDE	
9.	Report to be sent to Stores Department/Firm by Vendor Cell	Within 7 days after receiving the case file


 CDE
 MCF/RBL
 02.01.2021

Dy.CME/Design:

SME: