

# Rail Coach Factory, Rae Bareli

## Introduction

Ministry of Railways has decided to set up a Rail coach Factory at Rae Bareli in (UP), a leading coach manufacturing unit of rated capacity of 1000 coaches per Annum. This New Coach Factory is being set up to manufacture latest State of Art Technology and latest design LHB coaches are planned to be manufactured at RCF.

Improved Coach Designs for safe, comfortable, jolt-free and noise-free and riding at high speeds are planned to be manufactured. Salient feature of these stainless steel coaches are Tilting bogies, Air springs, automatic doors, water-based paint system, modular FRP fittings, better and more environment-friendly toilet-systems, etc. are some of the latest advancements in coach design. In coach manufacturing technology, robotic stainless steel, laser/plasma cutting/welding technology, flexible manufacturing system, automated material handling system, propane or CNG fired ovens, etc. are also the part of scheme of coach manufacturing at Rail Coach Factory, Rae Bareli. In addition to meet the requirement of coaches of Indian Railways, RCF, Rae Bareli also plans to make International design coaches for export market. The salient advantages of LHB design stainless steel coach over ICF design of coaches are enumerated in the following sub-para:

### Improved Passenger Interface:

- i) Superior Interiors
- ii) Improved Air-conditioning with micro-processor controlled temperature and humidity control.
- iii) Wider sealed windows for panoramic view
- iv) Modular oriental and western style toilets with controlled discharge system to avoid soiling of station premises.

### Improved safety of Travel:

- i) CBC with anti-climbing feature to prevent climbing of coaches during collisions
- ii) Wider vestibule design for smooth inter coach passenger movement
- iii) Fire retardant furnishings
- iv) Convenient to operate emergency alarm pull apparatus and exit windows.

### Improved Shell & Bogie Design features

- i) Stainless steel shell thereby eliminating corrosion.
- ii) Extra carrying capacity but reduced coach weight
- iii) Superior riding index at High Speed
- iv) Axle-mounted disc-brake system for efficient braking and minimal maintenance requirements. It also provides wheel-slide protection and prevents wheel flats.
- v) Improved Riding with substantial High Speed.
- vi) Highly effected and latest braking system.

## List of some important bought-out items of Railway Coaches

<b>Light fabrication</b>	Bracket, Base plate, Safety strap, Back piece, Split cotter, Clamp, Screw piece, Magazine bag, Coat Hook, Soap dispenser
<b>Medium fabrication</b>	Pull rod, Lever, Lever Hanger, Brake Head Socket & Flange, Cable box, Brake hanger, Brackets, Junction box,
<b>Heavy fabrication</b>	End Wall, Side Wall, Doors , Water tank , Fuel tank, Brake Beam,

<b>Forging</b>	Hanger block, , Guide Assembly, Side Bearer, Centre Pivot Pin, Brake Support, Controls Arms, Pin Bracket, Centring Disc, Air Springs, Air Spring Control Equipment, Spring Dome, Single Piece Bracket, Pins of Bogie
<b>Pipe-fittings</b>	SS screws, nuts, Elbow, Socket, Tee, Hex, Nipple, Plug, Coupler Bush (IS:1239/1879) , PVC Fittings ( Socket/Sprout)
<b>Hardware</b>	Nuts, Bolts, Hinges, Rivet, Safety wire rope
<b>FRP</b>	See overleaf
<b>Machine Tools</b>	Drills, Tapes, Grinding wheels, Hacksaw blades, Carbide inserts
<b>Rubber items</b>	Water hose, Hose pipe (gases), Rubber packing, Rubber profiles
<b>Welding</b>	Electrode, Welding Wire, Welding Cable, SS wire
<b>Castings</b>	CBC Coupler
<b>Metal Rubber bonded item</b>	Rubber pads, Silent Block
<b>Wooden items</b>	Wooden clamps / clips (compreg)
Paints, Chemicals & adhesives	
* Change-over technology : <b>Stainless Steel , Laser-cut , FRP, PU Paints</b>	

Potential and interested vendors may please note for FRP coach interior items in specifically.

#	Description of items
1	Composite Modular Toilet Units
2	Lavatory modules
3	Set of Ceiling Sheets
4	Set of Side wall Panels
5	Set of FRP components
6	Set of Attachment walls
7	Troughs below AC units
8	FRP covers for concealing Lavatory fittings
9	FRP cover moldings
Dy. Chief Materials Manager <b>Mobile</b> : 09717630344 Phone: 011-23696946	
Postal Address :Rail Coach Factory Rae Bareli Project Office, Old TA Building, Delhi Kishanganj, Delhi-110 007	

## Frequently Asked Questions (FAQ) on Registration

<b>Q1.</b>	<b>How can I enter into Business with RCF?</b>
<b>A</b>	Products required for Stainless LHB Coaches are of similar/same in nature as of RCF, Kapurthala and ICF, Chennai and you may make a visit to these factories and have a Self-assessment with regards to capacity cum capability of your firm requirements and expectation of RCF. RCF, Rae Bareli is expected to start coach production in the month of April, 2011. You can Participate in advertised tenders of RCF, the details of which are published in Newspapers/website of RCF & IREPS.
<b>Q2.</b>	<b>Where can I get Registration form?</b>
<b>A</b>	You can purchase Registration form from office of the Chief Materials Manager/RCF, Rae Bareli on payment of Rs 60/-through Cash / DD in favor of FA&CAO, RCF, Rae Bareli payable at Delhi/New Delhi or Download the same from web-site of RCF, Rae Bareli then the cost be submitted along-with application form.
<b>Q3.</b>	<b>What are the main documents to be submitted for Registration?</b>
<b>A</b>	The list of all necessary document and affidavits is given in Check-list of Registration Form. Some of the important and mandatory requirements are : Proof of Ownership, company Registration , Factory License , List of M&P, Balance sheet and ISO certificate etc.
<b>Q4.</b>	<b>What is the Procedure for Registration?</b>
<b>A</b>	Your application is to be scrutinized to verify the compliance of documents, the shortfall if any, the same shall be asked. After receipt of complete information from you, assessment of your firm can be under taken by representatives RCF, Rae Bareli, for assessment of technical capability & financial capacity. Based on assessment report and other details available in your application, the decision is to be taken by RCF Administration for granting you registration or otherwise. Accordingly, letter of registration will be sent to your firm.
<b>Q5</b>	<b>How much time does it take for getting the Registration certificate?</b>
<b>A</b>	If your application is complete in all respects, normally it takes 3 to 5 months for the assessment and decision about Registration.
<b>Q6</b>	<b>What is mentioned in Registration Certificate?</b>
<b>A</b>	The Registration is purely provisional basis and contains details about : Registration No, Trade Groups , Monetary Limit, Nature of items i.e fabrication, casting and Period of validity
<b>Q7</b>	<b>what is a Trade Group ?</b>
<b>A</b>	The items required by Railways are grouped to the Process / Nature into different categories and are known as Trade Group (TG). List of same is enclosed with Registration Form. 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 items stating trade group Nos..
<b>Q8</b>	<b>What is the Procedure for Renewal of Registration?</b>
<b>A</b>	The renewal of registration is granted by RCF on the basis of your past performance against the purchase orders placed by of RCF on your firm in the said period. You are also required to submit the following documents before expiry date of Registration : <ul style="list-style-type: none"> <li>i) Affidavits (in standard format: given overleaf) on non-judicial stamp paper duly attested by Notary Public.</li> <li>ii) Attested copy of current and valid ISO-9001 certificate.</li> <li>iii) Performance report for supplies made to our organization after date of</li> </ul>

	<p>registration for items pertaining to relevant trade groups. If you do not have any performance with RCF, the details of supplies made to other Zonal Railways/PSU/Government organizations should be furnished</p> <p>iv) Digital Signature Certificate from any Licensed Certifying Authority is CUMPULSORY.</p> <p>v) If you did not get any Purchase Order from RCF, the details of tenders in which you have participated should be given..</p>		
<b>Q9</b>	<b>Are Registration and approval synonymous?</b>		
<b>A</b>	No, these are totally different terms as applicable to the Procurement system of Railways. Registration of vendor pertains to a particular class of Stores (Trade Group) and has a monetary limit. Approval of a vendor is specific to a particular item(s) and if the procurement is to restricted to Approved Vendors, the same is mentioned in the tender documents.		
<b>Q10</b>	<b>Then! What is the advantage of getting my company registered with RCF?</b>		
<b>A</b>	It is true that the registration certificate, per-se , does not entitle you for getting Purchase Order or tender enquiry. It just puts you on the list of likely vendors who may be selected for issue of limited tenders on the merit of each purchase case. You may have to participate in tenders and follow the entire process of competitive bidding or fulfill the eligibility criteria as said in tender(s). Since you have been assessed before granting registration, RCF, Rae Bareli may have your prima-facie credential which can be taken into consideration by tender deciding authority. The issue of this registration certificate does not entitle you for getting tender enquiries in all purchase cases and does not guarantee you for award any contract.		
<b>Q11</b>	<b>What is monetary limit?</b>		
<b>A</b>	Monetary limit is for the purpose of deciding the upper limit of PO value for considering and deciding the exemption limit of EMD/SD. Your monetary limit is based upon your turnover/sales and cash credit limit given by your banker.		
<b>Q12</b>	<b>I have received my Vendor code; does it mean that my registration has been granted?</b>		
<b>A</b>	Not at all. Vendor code is allotted to all vendors who participate in tenders or to whom the tenders are sent or the vendors who apply for Registration. It just means that your application has been received and entered in our computer system. Registration Number is given in Registration Certificate, which implies that you are a Registered Vendor of RCF.		
<b>Q13</b>	<b>What is difference in affidavit and attestation?</b>		
<b>A</b>	Affidavit is a legal declaration, on non-judicial stamp paper, by you and is to sworn before magistrate. Attestation means certification (by a Self or Gazetted Officer or by Notary Public) about authenticity of Xerox copy of a document with respect to Original		
<table border="1"> <tr> <td> <b>Contact us :</b>  CMM Office, Rail Coach Factory, Rae Bareli  Project Office,  Old TA Building, Delhi Kishanganj,  Delhi-110 007  TeleFax: 011-23692332 </td> <td> <b>Website:</b>  <a href="http://www.rcfraebareli.com">www.rcfraebareli.com</a>  <b>E-Procurement site :</b>  <a href="http://www.ireps.gov.in">www.ireps.gov.in</a> </td> </tr> </table>		<b>Contact us :</b> CMM Office, Rail Coach Factory, Rae Bareli Project Office, Old TA Building, Delhi Kishanganj, Delhi-110 007 TeleFax: 011-23692332	<b>Website:</b> <a href="http://www.rcfraebareli.com">www.rcfraebareli.com</a> <b>E-Procurement site :</b> <a href="http://www.ireps.gov.in">www.ireps.gov.in</a>
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## Rail Coach Factory (RCF) , Rae Bareli

### Instructions to Firms for filling-up the Application form for Registration

<b>1</b>	Application form should be complete in all respects and all the documents mentioned in Check-list application form should be enclosed Application form should be sent by Registered Post to the following address : Dy. Chief Materials Manager, Rail Coach Factory, Rae Bareli, Project office, old TA Building, Kishangunj, Delhi -110007
<b>2</b>	You can download the Registration Form from website of RCF ( <a href="http://www.rcfraebareli.com">www.rcfraebareli.com</a> ) and submit this form along with payment of Rs 60/- only in the form of Demand Draft, from any Nationalized Bank payable at Delhi/New Delhi, in favour of Financial Advisor & Chief Accounts Officer, Rail Coach Factory, Rae Bareli. The forms without this fee will be summarily rejected.
<b>3</b>	As a policy, RCF has decided to register only manufacturers, therefore traders/stockists need not apply for registration.
<b>4</b>	Stores are grouped in different Trade groups (TG) as per <i>Annexure-A</i> . 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 items falling in such TGs
<b>5</b>	Chief Materials Manager /RCF 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.
<b>6</b>	All subsequent changes in the constitution and working of your firm after submission of application form should be promptly communicated to the Rail Coach Factory, Rae Bareli.
<b>7</b>	You will have to abide by the <i>I.R.S. Conditions of contract</i> and all other rules &/ regulations issued for Procurement of Stores.
<b>8</b>	The application form should be signed by the competent authority as mentioned below
	Proprietorship firm      by Proprietor.
	Partnership firm      by all the Partners or by any one of the partners who holds a General Power of Attorney authorizing him to sign for and bind the firm in all contractual obligations
	Limited Company      by Managing Director or any one of the Directors of the firm.

### Application Form for Registration in RCF/ Rae Bareli

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

<b>1</b>	Name of Firm/Company	
	Complete Postal Address of Registered Office	
	Complete Postal Address of Works / Factory	
	Telephone No. & Fax No.	
	Email ID	
<b>2</b>	Details of payment for cost of Registration form	
<b>3</b>	Nature of Firm	Proprietary / Partnership / Private Limited/ Public Limited
<b>4</b>	Name and address of Managing Director	
<b>5</b>	Name and address of Proprietor	
<b>6</b>	Name and address of partners ( Enclose list)	
<b>7</b>	Annual turnover ( in Lakhs of Rs.)	
<b>8</b>	Numbers and date of Registration of Firm under Company Act/ Partnership Act	
<b>9</b>	Factory License No. and its Validity	
<b>10</b>	Trade Groups for which the registration is sought	
<b>11</b>	Name and address of Banker	
<b>12</b>	Bank account No.	
<b>13</b>	Income-tax circle/ward/district in which the Firm and each of its Owner / Director/ Partner is assessed	
<b>14</b>	Details of Registration with other Railways/NSIC , if applicable	
<b>15</b>	Details of Digital Signature Certificate ( CUMPULSORY )	

I/We ..... do hereby declare that the entries made in this application form are true to the best of my/our knowledge. I/We also agree to abide by *IRS conditions of contract* and all other rules & regulations of RCF administration

**Name & Address of Signatories :**

*Signature of competent Person(s)*

# रेल डिब्बा कारखाना, रायबरेली

## RAIL COACH FACTORY, RABARELI

पंजीकरण के लिये आवेदन-पत्र क फार्म भरने और अन्य अपेक्षित ब्यौरा सप्लाई करने के सम्बन्ध में अनुदेश

### “INSTRUCTIONS” FOR FILLING UP THE APPLICATION FORM AND SUPPLYING OF OTHER PARTICULARS REQUIRED FOR REGISTRATION

- 1 भण्डार का समूहन:  
भण्डार का संलग्न सूची के अनुसार विभिन्न व्यवसायिक ग्रुपों में समूहन किया गया है। भण्डार की प्रत्येक मद के लिए ठेकेदारों की अलग-अलग सूचियां बनाकर रखी जाती हैं।

**Grouping of Stores:**  
Stores are grouped in different trade groups as in the list attached. Separate lists of contractors are being maintained for each Trade Group.  
फर्म संलग्न सूची के खण्ड और क्रम संख्या का हवाला देते हुए भण्डार का एक या एक से अधिक मदों की सप्लाई के लिए पंजीकरण के लिए निर्धारित फार्म का आवेदन कर सकती है।  
Firm may apply on the prescribed form for registration for the supply of one or more group of stores giving reference to the section and serial number of the items of the attached list.
- 2 जमानत जमा:  
रेल डिब्बा कारखाना को भण्डार सप्लाई करने के लिए सूची में अपना नाम दर्ज करवाने की इच्छुक फर्मों को संलग्न आवेदन-पत्र का फार्म पूरी तरह भर देना चाहिए। ठेकेदार जिस मद के लिए रेल डिब्बा कारखाना के पास पंजीकृत है उनके लिए कोई जमानत जमा करवाने की आवश्यकता नहीं है। फिर भी जिन मदों के लिए वे विशेष रूप से पंजीकृत नहीं है। उनके लिए मांगे गये भण्डार के मूल्य के 5 प्रतिशत के बराबर जमानत की रकम नकद जमा करानी आवश्यक है परन्तु प्रत्येक मामले में जमानत की अधिकतम रकम 1,00,000/- रुपये होगी।

**Security Deposits:**  
Firms desiring to be enlisted for the supply of stores with the Rail Coach Factory must complete the application form attached. No security deposit is required to be taken from contractors for item for which they are already registered with the Rail Coach Factory. This is, however, necessary for items for which they are not particularly registered @ 5% of the value of an order in cash subject to a maximum of Rs 1,00,000/- in each case.
3. प्रत्येक भागीदार/निर्देशक/या मालिक को उचित दाम के नान-ज्युडिशियल स्टेम्प पेपर पर प्रथम श्रेणी के मैजिस्ट्रेट के सामने एक शपथ-पत्र देना होगा जिसमें यह वर्णन करना होगा कि वह किसी और फर्म के मालिक/भागीदार या निर्देशक है या नहीं।

An affidavit from each partner/Director/Proprietor on Non-Judicial stamp Paper of requisite value sworn before a 1<sup>st</sup> class Magistrate stating as to whether or not he is Partner or Director or Proprietor in any other concern.
- 4 भण्डार के पाक्षिक बुलेटिन - भण्डार को सप्लाई के लिए निविदायें सार्वजनिक रूप से या रेल डिब्बा कारखाना भण्डार साप्ताहिक बुलेटिन में विज्ञापित करके आमन्त्रित की जाती है। पाक्षिक बुलेटिन उन सभी अनुमोदित संभणकताओं को भेजा जाता है जो इसके लिए वार्षिक चन्दे के रूप में 540/- रु का नकद भुगतान करते हैं (वापिस नहीं की जाएगी)। चूंकि इस रेल डिब्बा कारखाना की अधिकांश मांगें पाक्षिक बुलेटिन में प्रकाशित होती है, अतः बुलेटिन के लिए चन्दा देना संभरणकर्ताओं के अपने हित में है।

### **Fortnightly Bulletins of Stores:**

Offers are invited for the supply of Stores by advertisement either publicly or in the Rail Coach Factory Stores fortnightly Bulletin. The latter is sent to all registered suppliers who pay the annual subscription of Rs 540/- only in cash for it (non-refundable). As most of the Rail Coach Factory requirements are published in the fortnightly Bulletin. It is in the interest of suppliers to subscribe for the Bulletin.

5. पंजीकरण करने और अनुमोदित सूची से नाम हटाने का अधिकार- बिना कोई कारण बताये किसी फर्म का पंजीकरण न करने या अनुमोदित सूची से किसी विशिष्ट अवधि के लिए या स्थायी रूप से किसी फर्म का नाम हटाने का अधिकार मुख्य सामग्री प्रबन्धक के पास सुरक्षित है तथा उसका निर्णय अन्तिम होगा।

### **Right to refuse registration and removal from the list of registered vendors:-**

The Chief Materials Manager reserves the right to decline to register any firm or to remove the name of any firm either for a specific period or permanently from the list of registered vendors.

6. ठेके की भारतीय रेल मानक शर्तों - फर्मों को ठेके की भारतीय रेल मानक शर्तों और मुख्य सामग्री प्रबन्धक द्वारा भण्डार के क्रय से संबंधित समय पर जारी किये गये नियमों और विनियमों का पालन करना होगा।

### **I.R.S. Conditions of Contract:**

Firm will have to abide by the I.R.S. Conditions of contract and rules and regulations issued by the Chief Materials Manager from time to time in regard to the purchase of Stores.

7. आवेदन-पत्र के फार्म पर हस्ताक्षर करना (क) स्वामित्व फर्म-आवेदन-पत्र के फार्म पर मालिक द्वारा हस्ताक्षर किये जाने चाहिए। (ख) साझेदारी फर्म-आवेदन-पत्र के फार्म पर सभी साझेदारों द्वारा हस्ताक्षर किये जाने चाहिए अथवा साझेदारों में से उस साझेदार द्वारा हस्ताक्षर किए जाने चाहिए जिसे फर्म की ओर से हस्ताक्षर करने और फर्म की ओर से संविदागत दायित्व देने का सामान्य मुख्तारी आदेश प्राप्त हो। (ग) लिमिटेड संस्था आवेदन पत्र फार्म पर फर्म के निर्देशकों में से किसी एक निदेशक द्वारा या प्रबन्ध निर्देशक द्वारा हस्ताक्षर किए जाने चाहिए।

**Signing of the Application Form:** (a) Proprietor ship firm – The application form should be signed by the proprietor. (b) Partnership firm – The application form should be signed by all the partners or by any one of the partners who holds a Generator Power of Attorney authorizing him to sign for and bind the firm in all contractual obligations (c) Limited concerns – The application form should be signed by any one of the Directors or Managing Director of the firm.

आवेदन-पत्र पर उपरोक्त व्यक्तियों के अतिरिक्त किसी अन्य व्यक्ति द्वारा भी हस्ताक्षर किए जा सकते हैं जिसके पास फर्म की ओर से ऐसा करने के अधिकार के रूप में सामान्य मुख्यातरी अधिकार प्राप्त हो। ऐसे मामले में मुख्तयारनामा मूल रूप में तथा एक प्रति सहित आवेदन-पत्र के साथ भेजना चाहिए।

The application may also be signed by a person other than those mentioned above, only when such a person holds General Power of Attorney in his favour from the authority giving him authority to do so in which case such Power of Attorney n original together with a copy there of should also be forwarded alongwith application.

8. स्वामित्व प्रलेख: सभी फर्मों को अपने गोदामों और फैक्ट्रियों तथा उनमें लगी मशीनों के स्वामित्व के लिए लेख्य साक्ष्य प्रस्तुत करना चाहिए। (क) विनिर्मता फर्मों के मामले में फैक्टरी में लगी मशीनों और संयंत्र की मूल किराया रसीदें और रोकड़ वाउचर आदि, उनकी प्रतियां सहित भेजे जाने चाहिए। (ख) स्टाकिस्टों के मामले में उनके माल गोदाम की किराया रसीदें, स्टाक के स्वामित्व के प्रमाण और प्रलेखों की प्रतियां सहित भेजी जानी चाहिए।



**Ownership Documents:**

All firms should produce documentary evidence for ownership of their godowns and factories and machineries installed therein.

- (a) In case of a manufacturing firm, original rent receipts and cash vouchers etc., together with copies thereof, for the plants and machineries installed in the factory should be forwarded.
- (b) In case of Stockists, rent receipts for their godowns together with proof of ownership of the stocks with the copies of the documents should be furnished.

विकल्प के रूप में प्रथम श्रेणी के मजिस्ट्रेट के सामने शपथ लेकर इस आशय का शपथ-पत्र भेजा जाना चाहिए कि संयंत्र, मशीनों, बिल्डिंग आदि पर आवेदनकर्ता फर्मों का स्वामित्व है।

Alternately an affidavit sworn before the First Class magistrate to the effect that plant, machinery, building etc are owned by the applicant firms may be forwarded.

9. फर्म रेडिका की वेबसाइट से भी रजिस्ट्रेशन फार्म डाउनलोड कर सकती है। डाउनलोड फार्म को साठ रुपये मूल्य के डिमांड ड्राफ्ट जोकि किसी भी राष्ट्रीयकृत बैंक से बना हो और वित्त सलाहकार एवं मुख्य लेखा अधिकारी, रेल डिब्बा कारखाना, रायबरेली के परियोजना कार्यालय पुराना टी ए बिल्डिंग, दिल्ली –110007, को देय हो, के साथ जमा करवाया जा सकता है। अपेक्षित भुगतान न करने पर फर्म का रजिस्ट्रेशन फार्म अस्वीकृत कर दिया जायेगा।

Firm can download the Registration Form from website of RCF, Rae Bareli. Downloaded form should be submitted along with payment of Rs 60/- only in the form of Demand Draft from any Nationalized Bank payable at Delhi/New Delhi in favour of Financial Advisor & Chief Accounts Officer, Rail Coach Factory, Rae Bareli Project Office at Old TA Building Kishan Ganj Delhi. (Downloaded Registration Form received without the requisite payment shall be summarily rejected).

10. भेजे जाने वाले अन्य प्रलेख लिमिटेड कम्पनी के मामले में ज्ञापन की प्रति और संस्थान के अन्तर्नियमों की प्रति और निर्गमन प्रमाण-पत्र की प्रति भेजी जानी चाहिए। साझेदारी संस्थान के मामले में फर्मों के रजिस्ट्रार से फार्म 'क' में प्रतिष्ठियों की प्रति आवेदन-पत्र के साथ भेजी जानी चाहिए। इसके अतिरिक्त लिमिटेड संस्थान के मामले में वर्तमान निर्देशकों की सूची और साझेदारी संस्थान के मामले में संविदा की प्रमाणित भेजी जानी चाहिए।

**Other documents to be forwarded:**

In case of a limited company a copy of Memorandum and Articles of Association and a Certificate of Incorporation, and in case of a partnership concern a copy of the entry in Form "A" from the Registrar of Firms concerned should accompany the application. In addition to this, list of sitting directors in case of a limited concern and certified copy of the partnership deed in a case of partnership concern should be submitted.

11. ब्रांचों का पंजीकरण जिन मामलों में फर्म अपने हेड आफिस के अतिरिक्त अपनी ब्रांचों का पंजीकरण कराना चाहे, उन्हें इस आशय का घोषणा-पत्र भेजना चाहिए कि ब्रांच मैनेजर फर्म की ओर से सभी प्रकार के संविदागत दायित्व लेने के लिए सक्षम और हेड आफिस उनके ब्रांच मैनेजरों द्वारा दिये गये वचन और ठेकों के संतोषजनक निष्पादन के लिए जिम्मेदार होगा।

**Registration of Branches:**

In case where the firms desire registration of their branches in addition to their Head Office, they should forward a declaration to effect that the Branch managers are competent to bind the firm in all contractual obligations and that the Head Office will be responsible for the commitment of their Branch Managers and for the satisfactory execution of the contracts placed on them.

12 वार्षिक रिपोर्ट तुलना-पत्र, लाभ और हानि विवरण निम्नलिखित प्रलेखों की एक-एक प्रति भेजी जानी चाहिए।  
Annual Report/Balance Sheets/Profit and loss statement – One copy each of the following should be furnished;

i) पिछली वार्षिक रिपोर्ट। (ii) पिछले वर्ष का और उसके अन्त का लाभ और हानि लेखा तथा तुलना-पत्र। (iii) निम्न फॉर्म पर पिछले 3 वर्षों के दौरान फर्म के संचालन और वित्तीय स्थिति के परिणामों का विवरण:

i) Last Annual Report, (ii) Profit and Loss Account and Balance Sheet for and at the end of last three years, & (iii) Statement showing the result of operation and financial position of the firm during the proceeding three years in the proforma given below:

क्रम सं. S.N.	विक्री Sales	को समाप्त वर्ष Year Ending	को समाप्त वर्ष Year Ending	को समाप्त वर्ष Year Ending
1.	विक्री/Sales कुल लाभ			
2.	कुल लाभ/Gross Profit			
3.	मूल्य हास/Depreciation			
4.	भुगतान करने से पूर्व Pretax Profit			
5.	काराधान/Taxation			
6.	कर का भुगतान करने के बाद शुद्ध लाभ/Net after Tax			
7.	शुद्ध लाभ का प्रतिशत/ Percentage of Net Profit on Sales			
8.	घोषित लाभांश/ Dividend Declared			
9.	शुद्ध ब्लाक/Net Block			
10.	लगाई गई पूंजी पर लाभ का प्रतिशत /Capital-I employed			
11.	आरक्षित/Reserves			
12.	लगाई गई पूंजी पर लाभ का प्रतिशत /Percentage Profit on Capital Employed			

मैसर्स..... को जारी किया गया

Issued to Messers.....

रसीद नं./Receipt No. R.D.D. No .....तारीख/Date.....

मूल्य साठ रूपया (अप्रत्यर्पणीय)/ Price Rs. 60/- (non refundable)

मुख्य सामग्री प्रबन्धक /for Chief Materials Manager  
रेल डिब्बा कारखाना, रायबरेली /Rail Coach Factory, Rae Bareilly

रेल डिब्बा कारखाना, रायबरेली को ठेकेदारों की अनुमोदित सूची में नाम दर्ज कराने के लिए भारत की फर्मों के प्रयोग के लिए आवेदन-पत्र का फार्म

**FORM OF APPLICATION FOR USE OF FIRMS IN INDIA FOR ENLISTMENT AS APPROVED CONTRACTORS TO RAIL COACH FACTORY, RAE BARELI.**

N.B.: Complete and definite answers to questions must be given, otherwise, the application is liable to be ignored.

1. फर्म/कम्पनी का नाम/क्या यह प्राइवेट/सार्वजनिक/सरकारी/गैर सरकारी कम्पनी है।  
Name of Firm/Company/whether Private/Public/Government/Non-Government.  
प्रधान कार्यालय का पता  
Address of Head Office:  
दूरभाष नं.  
Telephone No.  
शाखाओं के पते (सभी शाखाओं की सूची संलग्न करें)  
Address of Branches (Attach list of all branches)  
तार का पता  
Telegraphic Address  
(क) (I) प्रोप्राइटर का नाम व पता  
Proprietor(s) Name & Address  
अन्य उपक्रमों का विवरण, जो प्रोप्राइटर द्वारा नियंत्रित या निजी हो।  
(a) (I) Full details of other undertakings owned/controlled by the proprietor(s)  
(ख) (I) साझेदार का नाम व पता और हिस्सों का प्रतिशत  
(b) (i) Partner(s) Name, address and percentage of shares held.  
(ii) Connection between the undertaking and other(s). If any, e.g. partners and common or have share (percentage) in any other undertaking(s) with name(s) and address(s) and their registration numbers with concerned Railways for the various groups of stores.  
(ग) (i) प्रबंध निर्देशक/पूर्ण कालिक निर्देशक प्रबंधक का नाम व पता  
(c) (i) Managing Director/Whole-time Director/Managers name and address

(ii) यदि ये किसी भारतीय/विदेशी कम्पनी की सहायक कम्पनी है तो इसका मूल नियंत्रक कम्पनी का विवरण।

Is it a subsidiary of Indian company/ foreign company with particulars of the parent/ holding company.

(iii) निर्देशक बोर्ड (नाम व पता)

Board of Directors (Name & Address)

(iv) यदि भारत में अन्य कोई कम्पनी हो जो मूल कम्पनियों की सहायक हो तो उनका नाम और पूरा विवरण।

Other companies, if any, in India, which are subsidiaries of the parent, company. Name and full Particulars.

(v) उन अन्य कम्पनियों के नाम व पते जिनमें निर्देशकों को वित्तीय स्वात्व हैं अथवा वे उन अन्य कम्पनियों के बोर्ड के सदस्य हैं तथा पूरे विवरण सहित उनके पंजीकरण नं. तथा सम्बन्धित रेलवे से किन-किन मदों व गुणों के लिए पंजीकृत हैं।

In which other companies the Directors, have financial interest or are represented on the Board(s) of these other companies with name and address(s) and full particulars about the registration numbers with concerned Railways for various groups of stores.

(vi) विनिर्मित/संभाले गए भंडारों का उन विशिष्टों के विवरण सहित उल्लेख जिनके अनुसार आप अथवा आपको उपरोक्त सहायक कम्पनियों अनुसार उन्हें विनिर्मित/स्टाक में रखती हैं।

Stores manufactured/ handled with details of specification to which these are manufactured/ stocked by you as well as by your subsidiaries mentioned above.

2. भण्डार की जिस मद, जिन मदों के लिए नाम दर्ज कराना हो उसके लिए संलग्न सूची के व्यवसायिक गुण की कूट संख्या क संदर्भ दें।

Item or items of stores giving reference to Trade group code no. of the attached list for which enlistment is desired.

3. (क) क्या आपकी फर्म का आकी कम्पनी अधिनियम के अर्न्तगत निगमन हुआ है। यदि नहीं तो साझेदारी/स्वामी कौन है (कृपया उसका नाम और पता लिखें)

a) Is your firm incorporated under

the Companies Law or any other Law of India? If not, who are the partners/ proprietors (Please give their names and addresses).

(ख) क्या आपकी फर्म भारतीय साझेदारी अधिनियम 1932 के अन्तर्गत पंजीकृत है?

b) Is your firm registered under the Indian Partner Ship Act 1932?

(ग) क्या आपकी फर्म फैक्टरी भारतीय अधिनियम 1948 के अन्तर्गत पंजीकृत है?

c) Is your company registered under the Indian Factories Act 1948?

4. क्या आपकी फर्म उद्योग (विकास और नियमन) अधिनियम 1951 द्वारा शासित है और यदि ऐसा है तो पंजीकरण संख्या और तारीख या अधिनियम के अन्तर्गत उपलब्ध लाइसेंस का नम्बर और तारीख दें।

Does your firm come under the scope of the Industries (Development & Regulations) Act 1951 & if so, the no. and date of Registration of licence held under the act.

5. यदि फर्म भारतीय कम्पनी अधिनियम 1913/1956 के कम्पनी अधिनियम-I के अन्तर्गत पंजीकृत है तो उल्लेख करें:

If the firm is registered under the Indian Companies Act 1913/ Companies Act I of 1956, State;-

क) किस नाम से पंजीकृत है

a) The name in which it is Registered.

ख) जिस रजिस्ट्रार के पास पंजीकृत हों, उसका पता और स्थान

b) The registrar with whom it is registered and his place

ग) पंजीकरण की तारीख और पंजीकरण प्रमाण-पत्र

c) The date of Registration and the no. of Registration Certificate.

घ) अभिदत्त पूंजी

d) Subscribed Capital.

च) क्या फर्म उद्योग विकास और नियमन अधिनियम, 1951 द्वारा शासित है और यदि हां तो पंजीकरण या अधिनियम, के अन्तर्गत उपलब्ध लाइसेंस का नम्बर और तारीख

e) Whether the firm comes under

the scope of Industries Development & Regulations Act 1951 and if so, the no. & Date of registration of licence held under the Act.

- छ) प्रत्येक विभाग में लगे संयंत्र और मशीनरी का ब्यौरा (मानोग्राफ और वर्णनात्मक पुस्तिकाएँ यदि उपलब्ध हो, सप्लाई की जानी चाहिए)।
- f) Details of plant and machinery erected and functioning in each department (Monographs and descriptive pamphlets should be supplied, if available).
- झ) क्या फैक्टरी में विनिर्माण कार्य बिजली की सहायता से किया जाता है या इसके बिना।
- g) Whether the process of manufacture in the factory is carried out with the aid of power or without it.
- व) भण्डार का ब्यौरा या भण्डार का वर्ग जिसके उत्पादन के लिए फैक्टरी अपने साधनों के अनुरूप सक्षम है (प्रत्येक मद का उल्लेख करें)।
- h) Details of stores or class of stores which the factory is equipped and capable of production specifying each item separately.
- र) क्या भण्डार का किसी मानक विशिष्ट से परीक्षण किया गया है, यदि हां तो मूल परीक्षण प्रमाण-पत्र की तीन प्रतियां भेजी जानी चाहिए।
- i) Details of arrangements for quality control of products such as laboratory etc.
- र) क्या भण्डार का किसी मानक विशिष्ट से परीक्षण किया गया है, यदि हां तो मूल परीक्षण प्रमाण-पत्र की तीन प्रतियां भेजी जानी चाहिए।
- j) Whether stores were tested to any standard specification, if so copies of original test certificate should be submitted in triplicate.
- ल) (जिस भण्डार के लिए पंजीकरण के लिए आपने आवेदन किया है यदि उसके विनिर्माण/संरचना के लिए आपकी अपनी कोई फैक्टरी नहीं है और इस उद्येश्य से आप किराए या किसी अन्य आधार पर किसी और की फैक्टरी का प्रयोग करते हैं तो आपको इस आशय की वैध कानूनी करार प्रस्तुत करनी चाहिए कि जिस भण्डार के लिए पंजीकरण के लिए आवेदन किया गया है उसके विनिर्माण/संरचना के लिए आप ..... की फैक्टरी से काम करा सकते हैं)
- k) In case you do not own the factory but utilize the factory of some other firm for manufacture/ fabrication of the stores for

which you apply for registration on lease or other basis, you should furnish a valid legal agreement that the factory of\*..... has been put at your disposal for the manufacture/ fabrication of the stores for which registration has been applied for.

३) जो फर्म किन्हीं विनिर्माताओं की प्रत्यायित एजेंट हो, इनके मामले में सम्बन्धित विनिर्माताओं से हुए उनके एजेंसी करार की सत्यापित प्रति भेजी जानी चाहिए।

l) In case of firms who are accredited agents of any manufacturers, they are requested to furnish an attested copy of their Agency Agreement with manufacturers concerned.

\* Here indicate the name of the firm whose factory is being utilized.

6. क्या फर्म भारतीय साझेदारी अधिनियम 1932 या किसी अन्य अधिनियम के अन्तर्गत जिसके अनुसार फर्म/साझेदारी का पंजीकरण अपेक्षित हो, पंजीकृत है।

If the firm is registered under the Indian Partnership Act 1932 or any other Act, requiring the registration of firm/ partnership, state:

क) नाम और स्टाइल जिसमें पंजीकृत है

a) The name and/or style in which it is registered.

ख) फर्मों के रजिस्ट्रार का स्थान जिसके पास पंजीकृत है

b) The place of the Registrar of firms with whom registered.

ग) ऐसे पंजीकरण की तारीख और पंजीकरण प्रमाण-पत्र की संख्या और तारीख

c) The date of such registration and the number and date of registration certificate.

घ) सभी साझेदारों के नाम और पते और उनके शेयरों की संख्या

d) The name and addresses of all

the partners and the extent of their shares.

ड) क्या साझेदारी के करारनामे में एक साझेदार को हस्ताक्षर करने और फर्म की ओर से सभी प्रकारके संविदायत आयित्य, जिसमें मध्यस्थता के लिए मामले सौंपने का अधिकार भी शामिल है, लेने के लिए प्राधिकृत किया गया है। यदि नहीं तो क्या किसी साझेदार विशेष को ऐसे काम करने का पुख्तारी अधिकार दिया गया है। ऐसी स्थिति में नोटरों द्वारा विधिवत प्रमाणित प्रति भेजी जानी चाहिए।

e) Whether under the partnership deed any one partner has been authorized to sign, and bind the firm in all contractual obligations including power to refer cases for arbitration. If not, whether a separate power of Attorney exists in favour of a particular partner to perform such functions. In the latter case a copy duly attested by a Notary Public should be submitted.

7. यदि कोई अन्य मामला हो:

If any other case:-

स्वामी और या सभी साझेदारों के नाम और पते और संयुक्त व्यवसाय में उनकी साझेदारी की सीमा (संयुक्त हिन्दु परिवार फर्म के मामले में व्यवसाय में सभी साझेदारों के संबंध में यह सूचना दें।)

The name(s) and addresses of the proprietor and/or all the partners and the nature and extent of their interest in the joint Business (in the case of a Joint Hindu Family firm, give this information Regarding all persons who have any interest in the business).

8. आयकर मंडल/वार्ड/जिला जिसमें संस्था और उसके प्रत्येक स्वामी/साझेदार की आय निर्धारित की गई है और प्रत्येक का जी.आई.आर.नं.

The income tax circle/ward/district in which the concern and each of its proprietor(s) partner(s) is/are assessed to income tax and the G.I.R. no. of each.

9. यदि आप विनिर्माता हैं:-

If you are a manufacturer:-

क) आपके विनिर्माण कार्यों/फैक्टरी/फैक्टरियों का स्थल (स्वामित्व का लेखा साक्ष्य प्रस्तुत किया जाना चाहिए)



- a) Location of manufacturing Works/ Factory/Factories owned by you (Documentary evidence of ownership must be produced).
- ख) फैक्टरी का संक्षिप्त ब्यौरा अर्थात् क्षेत्रफल, छत्तदार स्थान इसे कितने विभागों में बांटा गया है, प्रयोगशाला आदि)
- b) Brief description of the Factory (e.g.) area covered accommodation, departments into which it is divided laboratory, etc.
10. यदि आप किन्हीं विनिर्माताओं के प्रत्यायित एजेन्ट हो जो निम्नलिखित बातों का उल्लेख करें:-  
If you are accredited agents of any manufacturers, give.
- क) विनिर्माताओं का नाम और पता
- a) Name and Address of manufacturers\*
- ख) वस्तुएं जिनके लिए आपके पास एजेन्सियां हैं
- b) Articles for which you have agencies.
- c) Stocks carried for you.
- \* Notary attested copy of authorization from the manufacturer to be furnished.
11. यदि आप स्टॉकिस्ट हैं:-  
If you are Stockists:-
- क) स्टॉक की गई मर्चें
- a) Items stocked.
- ख) आपके स्टॉक का अनुमानित मूल्य और वार्षिक बिक्री का अनुमानित मूल्य।
- b) Approximate value of your stocks, and approximate value of annual sales.
- ग) आपकी दुकान या दुकानों का पता
- c) Address of your shop or shops.
- घ) आपके गोदामों का पता जहां आपके स्टॉक का निरीक्षण किया जा सकता है
- d) Address of your godowns where your stocks can be inspected.
12. फर्म द्वारा आयातित वस्तुओं का वर्ग  
Classes of articles imported by the firm.
13. फर्म द्वारा सामान्य रूप से स्टॉक की गई आयातित वस्तुओं का वर्ग  
Classes of imported articles normally stocked by the firm.
14. आपकी फर्म द्वारा पिछले 12 महीनों में उद्योग और संभरण विभाग या स्थानीय निकाय के लिए निष्पादित किसी संविदा (पर्याप्त महत्ता की) के मूल्य (अनुमानित) और तारीख का ब्यौरा दें।

State the particulars with value (Approximate) and date of any contract (of considerable magnitude) executed in the past twelve months by your firm for the Industries and Supplies Deptt or local Body or other Govt Deptts.

15. मान्यता प्राप्त कुटी उद्योग और लघु उद्योगों/युनिटों को अपने वक्तव्य के समर्थन में क्षेत्रीय निदेशक का प्रमाण-पत्र भेजना चाहिए।  
Recognized Cottage Industries and Small Scale Industries Units should submit a Certificate from the Regional Director of the Unit in support of their statement.
16. क्या आपका नाम महानिदेशक, संभरण एवं निपटान की अनुमोदित सूची में दर्ज है और यदि हां, तो उन मदों का ब्यौरा दें जिनके लिए आपका नाम सूची में दर्ज है और पंजीकरण सं. और तारीख भी लिखें।  
Are you on the approved list of Director General Suppliers and Disposals and if so give details of items for which enlisted and registration no. and date.
17. यदि आप का नाम किसी अन्य रेलवे की अनुमोदित सूची में दर्ज रहा हो तो पंजीकरण सं. का और उन मदों का उल्लेख करें जिनके लिए आप यहां पंजीकृत थे।  
If you were on the approved list of any other Railway give registration no. and items for which registered.
18. आपके बैंकर कौन हैं?  
Who are your Bankers? Give complete address.
19. उपरोक्त के अतिरिक्त अन्य टिप्पणी यदि कोई हो  
Further remarks, if any.
20. कृपया अपना वेट/टिन नम्बर लिखें।
21. Please specify your VAT TIN

मैं एतद् द्वारा घोषणा करता हूँ/करते हैं कि जहां तक मुझे/हमें जानकारी हे प्रविष्टियां सच्ची हे और मैं/हम/मेरे/हमारे विधिवत गठित आटर्नी कार्यों के लिए मैं/हम/बाध्य हूँगा/होंगे।

I/We ..... do hereby declare that the entries made in this application form are true to the best of my/our knowledge and also that we shall be bound by the acts of my/our duly constituted attorney.

श्री ..... जिसने इस आवेदन-पत्र पर हस्ताक्षर किए हैं और/या भविष्य में संस्थान के कार्य के लिए कलर्क उसके स्थान पर मेरे/हमारे द्वारा नियुक्त किसी अन्य व्यक्ति के संबंध में किए ऐसे परिवर्तनों की सूचना रेलवे को दी गई है या नहीं।

Mr..... who has signed this application and/or any other person who in future may be appointed by me/us in his stead to carry on the Business of the concern whether an intimation of such changes is given to the Rail Coach Factory, Rae Bareli or not.

मैं/हम एतद् द्वारा इस बात की पुष्टि करता हूँ/करते हैं कि मैंने/हमने समय-समय पर संशोधित रेलवे ठेकों से संबंधित शर्तों को पढ़ लिया है और इन शर्तों को पढ़ लिया है और इन शर्तों को पूरी तरह पालन करूंगा/करेंगे।

I/We do hereby confirm that I/We have read the conditions governing Railway contracts as amended from time to time and would abide by these conditions in all respects.

साझेदारों, मालिकों या प्रबंधकों आदि के हस्ताक्षर  
Signature of Partners, Proprietors  
of Manager etc

फर्म के कार्य संचालन संबंधी गठन के बाद में होनी वाले उन सभी परिवर्तनों के संबंध में, जिसने इस आवेदन-पत्र में की गयी प्रविष्टियों में अंतर पड़ता हो, तत्काल रेलवे को सूचित किया जाना चाहिए।

All subsequent changes in the constitution of working of a firm, affecting the accuracy of the answers now given should be promptly communicated to the Rail Coach factory, Rae Bareli.

हस्ताक्षर/Signature  
इस आवेदन पत्र के फार्म पर हस्ताक्षर करने वाले व्यक्ति के हस्ताक्षर  
(मालिक, साझेदार, प्रबंधक आदि)  
Signature of Persons signing this application form  
(Proprietors, partner, Manager etc)

स्थान. ....

Place

दिनांक .....

Dated

## Check list for documents to be enclosed with the Registration Application.

The applicants are advised to go through the instructions with regard to the filling up of the Registration Form and indicate detail of the documents, enclosed.

Name of Documents Submitted

### 1. In Case of Partnership Firm

- |                               |        |
|-------------------------------|--------|
| 1.1 Partnership Deed          | Yes/No |
| 1.2 General Power of Attorney | Yes/No |

Photo copy of Partnership deed ((Dully attested by Notary Public).

Photo copy of General Power of

Attorney on non judicial stamp paper duly signed & attested by Notary Public

Yes/No/NA

### 2. In case of Limited firm/Pvt. Ltd.,

2.1 Memorandum of Articles.	Yes/No/NA
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2.2 Registration Certificate under company act 1956 (Dully signed & stamped)	Yes/No/NA
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3. Affidavit on non judicial stamp paper regarding ownership of Plant/Machinery/Building/Stock/godown (duly attested by Notary public).

#### Affidavit for following declaration.

3.1 Plant & Machinery owned by firm.	Yes/No
--------------------------------------	--------

3.2 The firm is not black listed by Ministry of Railways or any other Government Sector.	Yes/No
--	--------

3.3 Affidavit separately from each partner, Director/Proprietor whether or not he/she Is a partner of Director or Proprietor in any other concern (on non judicial stamp Paper duly attested by Notary public)	Yes/No
--	--------

### 4. Financial

4.1 Profit & Loss Account & Balance sheets signed by Chartered Accountant/signed by director/Partner/Proprietor & stamped. (for traders also)	Yes/No
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4.2 Bankers certificate of cash limit details (for traders also)	Yes/No
--	--------

4.3 Stock position (In case of traders)	Yes/No
---	--------

4.4 Last Annual Report (Dully Signed & stamped)	Yes/No
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- |  |        |
|--|--------|
| 5. Statement showing result of operation and financial position for last 3 years as per proforma No. 12(1) of instruction sheet of the registration application form | Yes/No |
|--|--------|

(duly signed/stamped).

6. Performance statement on the proforma attached to application to be sent in 2 copies (duly signed & stamped). Yes/No
7. Attested photo copy of Registration Certificate with following if any.
- |      |   |        |
|------|---|--------|
| 7.1  | Registration with Director of Industries.                                       | Yes/No |
| 7.2  | Certificate of Incorporation(Shop)  | Yes/No |
| 7.3  | Commercial Establishment Act  | Yes/No |
| 7.4  | With NSIC   | Yes/No |
| 7.5  | Under Factory Act 1948.   | Yes/No |
| 7.6  | Under Partnership Act 1952.   | Yes/No |
| 7.7  | With CST & ST authorities/VAT.  | Yes/No |
| 7.8  | With any other Railway/RDSO/DGS&D/BIS   | Yes/No |
| 7.9  | Electricity Bill & Telephone Bill   | Yes/No |
| 7.10 | Certificate of authorized dealership<br>(In case of trader)                     | Yes/No |
| 7.11 | ISO-9001 certificate.*<br>(Dully attested by Gazetted officer or Notary Public) | Yes/No |
- \* ISO-9001 is essential in cases where annual turnover exceeds of Rs.50/- Lacks.

8. Cash receipt of Rs. 10/- towards Registration charges. Yes/No

## 9 Technical Papers

- |      |   |        |
|------|---|--------|
| 9.1  | List of machinery with technical specifications.      | Yes/No |
| 9.2  | Detail of quality control & testing facilities.       | Yes/No |
| 9.3  | Detail of design facilities.                          | Yes/No |
| 9.4  | Detail of technical staff.                            | Yes/No |
| 9.5  | Detail of products manufactured.                      | Yes/No |
| 9.6  | Detail of customers<br>(Purchase orders to be given). | Yes/No |
| 9.7  | Layout of Plant.                                      | Yes/No |
| 9.8  | Detail of power connection with proof.                | Yes/No |
| 9.9  | Performance as per Performa in<br>registration form.  | Yes/No |
| 9.10 | Photocopies of invoices (in case of trader)           | Yes/No |
| 9.11 | Telephone bill/Electricity bill copies.               | Yes/No |
10. Whether testing facilities exist for the material , proposed for registration if so give full details and enclose photo copy of test certificate. Yes/No

Concluding Para.

In case all the columns of the form are not filled up properly and all the documents are not sent along with the form, the registration application is liable to be rejected without any notice. . No further correspondence will be entertained on that particular application.

Signature of the applicant.

