

Application No. \_\_\_\_\_



**RAIL WHEEL FACTORY  
(INDIAN RAILWAYS)  
BANGALORE-560 064**

**PART- III**

**APPLICATION FORM**

**FOR**

**REGISTRATION OF FIRMS  
AS APPROVED SUPPLIERS**

Name of Firm.....

This booklet duly filled in should be returned to the following address

**CONTROLLER OF STORES  
RAIL WHEEL FACTORY  
YELAHANKA, BANGALORE – 560 064**

## CHECK LIST

### DOCUMENTS TO BE ENCLOSED WITH THE APPLICATION FOR REGISTRATION

- NOTE:** a) The applicants are advised to go through the instructions with regard to the filling up of the registration form and indicate details of the documents enclosed without fail.
- b) **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 APPLICATION IS LIABLE TO BE FILED AND THE CASE CLOSED WITHOUT FURTHER CORRESPONDENCE ON THE SUBJECT OF REGISTRATION.**

| Sl.No. | Name of the Documents submitted   | Remarks  |
|--------|---|----------|
| 1      | Photo copy of Registration with the Registrar of firms and Certificate of incorporation/Shop/Commercial Est. Act/Factory Act duly attested by a Gazetted Officer (G.O.) or Notary Public (N.P.)   | Yes      |
| 2      | Attested Photocopy of Partnership Deed (duly attested by a G.O. / N.P.).  | Yes/N.A. |
| 3      | Photocopy of General Power of Attorney, on a non-judicial Stamp paper duly attested by a G.O./N.P., wherever the documents are signed by a person other than the Proprietor/Partner/Director (Please see item (6) under "Instructions" in Part 1).  | Yes/N.A. |
| 4      | Evidence regarding ownership of Plant/Machinery/Building/Stock Godown (attested by a G.O./N.P.).  | Yes      |
| 5      | Memorandum and Articles of Association with certificate of incorporation and a list of sitting Directors (duly attested by a G.O./N.P.)   | Yes/N.A. |
| 6      | Annual reports of last three years (duly attested by a G.O./N.P.)   | Yes/N.A. |
| 7      | Profit and Loss Account and Balance Sheet for the last 3 (Three) years signed by a Chartered Accountant & by the Director/ Partner/ Proprietor and stamped.   | Yes      |
| 8      | Statement showing result of operation and financial position for last 3 years (duly signed and stamped).  | Yes      |
| 9      | Affidavit separately from each Partner, Director/Proprietor, whether or not he is a Partner or Director/Proprietor, in any other concern. (on a non-judicial stamp paper duly attested by a Notary Public). <u>In case he is/they are representing any other firms, details thereof should be indicated. (Please see item 9 (b) under 'instructions' in Part 1)</u> | Yes      |
| 10     | Affidavit of the Proprietor/Partner/Director (on a non-judicial stamp paper duly attested by a G.O./N.P.) declaring that the dealings of the Firm or their Director/Partner/Proprietor have not been banned by the Indian Railways/Supply or any Government Department. (Please see item 9 (c) under 'instructions' in Part 1)                                      | Yes/No   |
| 11     | Performance statement i.e., details of Orders Secured on the proforma attached to the application form at pages 12 & 13 (duly signed and stamped) in triplicate.  | Yes      |
| 12     | Photocopy of RDSO/DGS & D/NSIC/Railway registration certificates, if any (duly attested by a G.O./N.P.)   | Yes      |

|           |  |                              |
|-----------|--|------------------------------|
| <b>13</b> | <b>Enclose the confidential report on your financial standing, reliability and capability from your Bankers along with this application.</b> | <b>Yes</b>                   |
| <b>14</b> | <b>In case of Authorised Stockist/Dealer/Agent, certificate from the Manufacturer enclosed.</b>  | <b>Yes/No</b>                |
| <b>15</b> | <b>Whether testing facilities exists for the material offered, if so, give the full details and enclose a photocopy of the T.C.</b>          | <b>Enclosed/Not Enclosed</b> |
| <b>16</b> | <b>Total number of documents enclosed.</b>   |                              |

**Place:**

**Signature of the Applicant:**

**Date:**

**Stamp:**

**INDIAN RAILWAYS  
CONTROLLER OF STORES  
RAIL WHEEL FACTORY  
YELAHANKA, BANGALORE – 560 064**

Serial No. \_\_\_\_\_

**FORM OF APPLICATION FOR USE OF FIRMS IN INDIA FOR ENLISTMENT AS  
APPROVED CONTRACTORS TO RWF**

**NOTE: Complete and definite answer to questions must be given, otherwise, the application is liable to be ignored.**

**GENERAL**

|   |  |  |
|---|--|--|
| 1 | <p><b>Name of firm/company whether Private/ Public/ Government/Non-Government.</b></p> <p><b>Addresses of Head Office &amp; Branches:</b></p> <p><b>Telephone/Telex/Fax Nos.</b></p> <p><b>Telegraphic Address</b></p>   |  |
| 2 | <p><b>(Answer as applicable)</b></p> <p><b>(a) If you are proprietorship concern</b></p> <p><b>(i) Proprietor's Name and Address</b></p> <p><b>(ii) Full details of other undertakings owned/controlled by the Proprietor(s)</b></p>   |  |
|   | <p><b>(b) If you are a partnership concern</b></p> <p><b>(i) Partners' Names, addresses and percentages of Shares held.</b></p> <p><b>(ii) Connection between the undertaking and other undertakings, if any, e.g., partners are common or have share (percentage) in any other undertaking(s) with name(s) and address(s).</b></p>  |  |
|   | <p><b>(c) If you are a Limited concern</b></p> <p><b>(i) Managing Director/Whole-time Director/Manager's Name and Address.</b></p> <p><b>(ii) Is it a subsidiary of Indian company foreign company with particulars of the parent/holding company?</b></p> <p><b>(iii) Board of Directors (Names and Addresses)</b></p> <p><b>(iv) Other companies, if any, in India which are subsidiaries of the parent company. Names and full particulars.</b></p> <p><b>(v) Stores manufactured/handled with details of specification to which these are manufactured/stocked by you as well as by your subsidiaries mentioned above.</b></p> |  |

|   |   |  |
|---|---|--|
| 3 | <p>(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 address)</p> <p>(b) Is your firm registered under the Indian Partnership Act, 1932?</p> <p>(c) Is your factory registered under the Indian Factories Act, 1948?</p>   |  |
| 4 | <p>Does your firm come under the scope of the Industries (Development &amp; Regulations) Act, 1951 &amp; if so, the No. and date of Registration of licence held under the Act.</p>   |  |
| 5 | <p>If the firm is registered under the Indian Companies Act, 1913/ Companies Act, 1 of 1956 state: -</p> <p>(a) The name in which it is registered</p> <p>(b) The Registrar with whom it is registered</p> <p>(c) The date of registration and the number of registration certificate.</p> <p>(d) Subscribed capital.</p>   |  |
| 6 | <p>If the firm is registered under the Indian Partnership Act, 1932 or any other Act requiring the registration of firm/partnership</p> <p>(a) The name and /or style in which it is registered</p> <p>(b) The place of the Registrar of firms with whom registered.</p> <p>(c) The date of such registration and the number and date of registration certificate</p> <p>(d) The name and the addresses of all the partners and the extent of their shares</p> <p>(e) Whether under the partnership deed any one partner has been authorised 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.</p> |  |
| 7 | <p>If any other case:-</p> <p>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).</p>  |  |
| 8 | <p>Item or items of stores giving reference to Trade group code No. of the attached list for which enlistment is desired (As per statement viz., General conditions at page 10 &amp; 11)</p>  |  |
| 9 | <p>Whether the firm is accredited with ISO Quality Standards such as ISO 9000, ISO 14000, etc., If so furnish details and enclose attested copies.</p>  |  |

**TECHNICAL**

**1. Address**

**Factory/Godown**

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |

**2. Telephone No.**

**3. Telex No.**

**4. Grams**

**5. Nature of Business:**                      **Manufacturer/Sole selling Agent/Dealer/Trader/Agent**

**6. Persons to be contacted for clarifications:**

| Name | Official capacity | Telephone No. |
|------|-------------------|---------------|
|      |                   |               |
|      |                   |               |
|      |                   |               |

**7. Total area of Factory/Godown:**

**Covered:**

**Uncovered:**

**8. If you are a manufacturer, state:**

**(i) Nature of industry:**                      **Small Scale/Medium Scale/Large Scale**

**a) In case of cottage industry/small scale industry, registration No. and date with the Director of Industries/NSIC (Documentary Evidence to be provided)**

|  |
|--|
|  |
|  |
|  |

**(ii) Give following details:**

| Manufacturing capacity<br>as approved by the Govt. | Industrial<br>Licence No. & Date | Product Licenced |
|--|----------------------------------|------------------|
|  |                                  |                  |
|  |                                  |                  |
|  |                                  |                  |

**(iii) Electric Power:**

**Sanctioned:**

**Installed:**

**Standby:**

(iv) Details of machines in operation:

(v) Number of employees:

| <u>Status</u>   | <u>Gradute</u>        | <u>Diploma</u> | <u>Skilled</u> | <u>Un-skilled</u> |
|-----------------|-----------------------|----------------|----------------|-------------------|
| <u>Division</u> | <u>Tech./Non-Tech</u> |                |                |                   |

Production:

Quality Control:

- (vi) a) Are the minimum requirement of experience and qualification laid down for Production manager and supervisory staff? If so, give details:  
b) Are the minimum requirements and qualification laid down for Quality control manager and inspection staff? If so, give details:
- (vii) Duration of which factory is in production.
- (viii) Facilities for testing and inspection. (Details to be submitted separately as Annexure)
- (ix) Do you have testing facilities for bought out materials, if not, what is done for Testing
- (x) Is process inspection done during manufacture?
- (xi) Do you have finished product inspection set up?
- (xii) Are gauges / instruments in use periodically checked.
- (xiii) Can you comply with the quality certificate whenever called for.
- (xiv) Have your product been tested by any agency? If so, indicate details.
- (xv) Sources of raw materials:

| Type | Source |
|------|--------|
|------|--------|

(xvi) Foreign collaboration, if any

| Product | Name and address of the collaborator | Year of collaboration | Whether current or not |
|---------|--------------------------------------|-----------------------|------------------------|
| -----   | -----                                | -----                 | -----                  |
| -----   | -----                                | -----                 | -----                  |
| -----   | -----                                | -----                 | -----                  |
| -----   | -----                                | -----                 | -----                  |

(xvii) In case you do not own the factory but utilize the factory of some other firm for the 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.

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

(xviii) No. of man hours lost due to industrial unrest during the last three years (yearwise)

**9. Details of organisation for after sales service.**

**10. If you are accredited agents of any manufacturers give**

**(a) Name and address of the manufacturers-----**  
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-----  
-----

**(b) Articles for which you have agencies (Documentary evidence from  
manufacturers to accompany)-----**  
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**11. If you are stockist:**

**(i) Give details of items stocked and their specification:  
(Documentary evidence for being a Registered Stockist to be attached)**

**(ii) Approximate value of your stocks and approximate value of annual sales.**

**12. Any special information:**



## COMMERCIAL

|               |  |                    |                    |                    |
|---------------|--|--------------------|--------------------|--------------------|
| <b>1</b>      | <b>Name and address of your bankers (Ask your Bankers to forward directly to us in a sealed cover their confidential report on your financial standing, capability and reliability with 10 days)</b>   |                    |                    |                    |
| <b>2</b>      | <b>Sales Tax registration Number</b>   |                    |                    |                    |
| <b>3</b>      | <b>Excise Registration Number</b>  |                    |                    |                    |
| <b>4</b>      | <b>Are your products covered by warranty? If so, state</b><br><br>a) <b>Period</b><br><br>b) <b>Scope of warranty</b>  |                    |                    |                    |
| <b>5</b>      | <b>Any other remarks, which you wish to make</b>   |                    |                    |                    |
| <b>6</b>      | <b>Annual Report/Balance Sheets, Profit &amp; Loss Statements. One copy each of the following should be furnished.</b><br>i. <b>Last Annual Report</b><br><br>ii. <b>Profit &amp; Loss Account &amp; Balance Sheet for and at the end of the last year.</b><br><br>iii. <b>A statement showing the results of operation and financial position of the firm during the preceding three years in the proforma given below.</b> |                    |                    |                    |
| <b>Sl. No</b> | <b>Sales</b>   | <b>Year ending</b> | <b>Year ending</b> | <b>Year ending</b> |
| 1             | Sales  |                    |                    |                    |
| 2             | Gross Profit   |                    |                    |                    |
| 3             | Depreciation   |                    |                    |                    |
| 4             | Pre-Tax Profit   |                    |                    |                    |
| 5             | Taxation   |                    |                    |                    |
| 6             | Net Profit after Tax   |                    |                    |                    |
| 7             | Percentage of Net Profit on sales  |                    |                    |                    |
| 8             | Dividend declared  |                    |                    |                    |
| 9             | Net Block  |                    |                    |                    |
| 10            | Capital employed   |                    |                    |                    |
| 11            | Reserves   |                    |                    |                    |
| 12            | Percentage Profit on capital employed  |                    |                    |                    |

**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.**

**Mr.....who has signed this application and of any other person who in future 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 RWF or not.**

**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 the conditions in all respects.**

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**Signature of Partners,  
Proprietors or Managers etc.**

**All subsequent changes in the constitution of working of a firm, affecting the accuracy of the answers now given should be promptly communicated to RWF.**

**Signature**

**Signature of Persons signing this  
application form  
(Proprietor, Partner, Manager etc.)**

**Place: \_\_\_\_\_**

**Date: \_\_\_\_\_ 200\_\_**

## Item No.8 of General Conditions

Item/Items of stores giving reference to trade group for which registration is sought

| Sl.No. | Trade Group | Installed Capacity/Stock held at a time in the case of Stockists/Agents | Percentage capacity available for our organisation (RWF) | Further Expansion Programme |
|--------|-------------|---|--|-----------------------------|
|        |             |   |  |                             |

| Value of all orders that can be handled at a time | Principal Customer's Data |                    |                       |                |
|---|---------------------------|--------------------|-----------------------|----------------|
|   | Sl.No.                    | Principal Customer | Total Value of orders | Financial Year |
|   |                           |                    |                       |                |

## Statement Showing Particulars of Performance

| Sl. No. | Order No. & Date | Placed by whom (Full particulars) | Full Description of materials ordered with specification and Drawing | Quantity ordered with total value | Quantity supplied |
|---------|------------------|-----------------------------------|--|-----------------------------------|-------------------|
| 1       | 2                | 3                                 | 4  | 5                                 | 6                 |
|         |                  |                                   |  |                                   |                   |

| <b>Delivery Period as per contract</b> | <b>Actual Delivery</b> | <b>Inspected by</b> | <b>Quantity rejected and reasons there for</b> | <b>Quantity rejected even after rework</b> | <b>Remarks-cheque particulars and payment received</b> | <b>Trade Group</b> |
|--|------------------------|---------------------|--|--|--|--------------------|
| 7                                      | 8                      | 9                   | 10   | 11   | 12   | 13                 |
|  |                        |                     |  |  |  |                    |

