

## MEMORANDUM OF UNDERSTANDING (MOU)

**Sub:- Third party Inspection for Conducting Capacity and Capability Assessment of Development orders of Rail Wheel Plant, Bela.**

Ref:- 1. RWP/Bela L.N RWP/Mech./Plg./2025/misc., dated 23.05.2025 (Through e-mail).


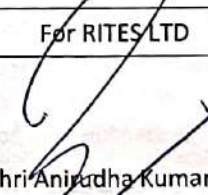
2. RITES offer no. RITES/ERIO/2025/RWP/Bela/01 DATED:- 23.05.2025

This MOU made on 11.06.2025 between Shri Anirudha Kumar Bharti, Group General Manager, on behalf of M/s. RITES Limited, Eastern Region, OJAS BHAWAN, 8th Floor, Plot No.- DJ/20, Action area, 1D, Street No. 326 New Town, Kolkata-700160 ( hereafter referred to as the "contractor") of the one part and Shri S. K Singh, Deputy Chief Mechanical Engineer/Plg. on behalf of Rail Wheel Plant (RWP), Bela, having office at "3rd Floor, Administrative building, Rail Wheel Plant, vill-Bela, Block-Dariapur, Distt.-Saran(Chhapra) Pin-841221 (hereafter called the "purchaser" of the other part). In the line with RITES's offer letter referred above, the rates of inspection charges for the services shall be as under:

S.No.	Services Offered	Rates
1	Third party Inspection for conducting Capacity and Capability Assessment of Developmental Vendors of RWP as per Scope of Assessment mentioned in Annexure-1	For each case, RITES fee will be INR 25,000/- (Rupees Twenty Five Thousand Only) plus GST as applicable (current rate being @18% on inspection fee). In one assessment only one product will be covered.

This MEMORANDUM OF UNDERSTANDING is subject to GENERAL TERMS AND CONDITIONS mentioned in ANNEXURE-1(copy attached).

Validity:- This MOU shall be effective from date of signing. The validity of this MOU will be 02 Years & will be extended thereafter on the basis of mutual understanding between Rail Wheel Plant, Bela & RITES.

For RWP	For RITES LTD
 (S. K Singh) Deputy Chief Mechanical Engineer/Plg. 3rd Floor, Administrative building, Rail Wheel Plant, vill-Bela, Block-Dariapur, Distt.-Saran(Chhapra) Pin-841221 उप मुख्य यांत्रिक अभियंता/योजना रेल पहिया कारखाना/बेला Dy. Chief Mechanical Engineer/PLG Rail Wheel Plant/Bela	 (Shri Anirudha Kumar Bharti) Group General Manager, on behalf of M/s. RITES Limited, Eastern Region, OJAS BHAWAN, 8th Floor, Plot No.- DJ/20, Action area, 1D, Street No. 326 New Town, Kolkata-700160 अनिरुद्ध कुमार भारती / Anirudha Kumar Bharti समूह महाप्रबंधक / Group General Manager राइट्स लिमिटेड / RITES LIMITED पूर्व क्षेत्र निरीक्षण कार्यालय / Eastern Region Inspection Office कोलकाता / Kolkata

**Annexure -I**  
**Conducting Vendor's capability assessment for development order**

**The Scope of the assessment shall be as follows:**

- 1) RITES will carry out physical inspection of the factory/ works premises of the applicant Firm manufacturing the product as per information provided by firm. In one assessment only one product will be covered.
- 2) The assessment will involve:
  - a) Scrutiny of documents submitted by firm as per attached list (Annexure-II)
  - b) Verification of manufacturing requirements of firm as per RWP Specification/ Drawings of the item, on site visit.
  - c) Submission of recommendations as per attached format. (Vendor assessment report as per attached annexure-III and IIIA)

**Terms & Conditions:**

**1.0 Assessment Requirements**

- 1.1 For arranging Inspections cum capacity assessment, RWP along with covering letter (Annexure V) will forward application form (Annexure IV) with supporting document to the coordinating region (Eastern Region) which will then forward it to the Region where vendor is located.
- 1.2 The Inspecting Engineer shall have full and free access to the vendor's premises during assessment activities.

**2.0 Assessment Notice Period**

- 2.1 Minimum 7 working days' notice shall be given by the purchaser/ vendor to RITES regional office under whose jurisdiction the Vendor is located.
- 2.2 Vendor will submit the application form for the capacity assessment to RWP along with all supporting documents and RWP will forward the same to RITES coordinating region (Eastern Region) which will then forward it to concerned region for taking up the assessment. Concerned region of RITES will nominate the Inspecting Engineer to carry out the assessment. RITES Engineer will attend the call within 7 working days of receipt of the application.
- 2.3 The assessment will be carried out based on the process being carried out on the days of visit and document verification, submitted by vendor along with call, as in Annexure-II.

**3.0 Submission of Reports**

The report will be submitted to RWP within 15 days of the assessment. Assessment will be of recommendatory in nature and final decision regarding approval will be taken by RWP. RITES will not be providing copy of report directly to the vendor.

**Assessment format followed : As per attached annexure-III, IIIA & IIIB.**

**4.0 Fee payable**

RITES assessment fee will @ 25000/- per case +taxes (Present GST@18%)

RITES fee is to be paid in advance by vendor along with the application for assessment. If visit is in fructuous due to any reason, fee will be forfeited.

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 Dy. Chief Mechanical Engineer/PLG  
 Rail Wheel Plant/Bela

अनिरुद्ध कुमार भारती / Aniruddha Kumar Bharti  
 समूह महाप्रबंधक / Group General Manager  
 राइट्स लिमिटेड / RITES LIMITED  
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### 5.0 Liability:

Notwithstanding anything to be contrary herein, in no event shall the TPI Agency herein RITES be liable for any losses incurred by the Client as a result of the performance of the Service in excess of the fee received by the RITES.

### 6.0 Dispute:

In case of any dispute/complaint on the findings of any assessment case. RWP and RITES Representatives will carry out joint inspection at Vendor's premises and joint inspection team's decision will be final on the matter.

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## Annexure -II

**LIST OF REQUIRED DOCUMENTS FOR CCA FOR DEVELOPMENT ORDER**

1. Factory License, Company profile & Credentials.
2. Electrical Bill.
3. Machine and plants list with capacity, make and year of installation (along with affidavit).
4. List of In- house testing facility/ measuring instruments indicating brand /make model no, technical specification.
5. List of main products.
6. List of customers.
7. Drawing, design facilities, software, no of terminal etc.
8. Valid ISO certificate.
9. Date of commencement of production on letter head.
10. Manpower list with qualification.
11. Declaration on letter head along with affidavit (Format mentioned below).
12. Valid Calibration certificate testing equipments/measuring instruments.
13. Quality assurance plan (QAP).
14. List of MOU as per RWP specification (if applicable).
15. Raw material Procurement details & Testing certificate of raw Material.
16. Videography of Firm showing address on main entrance gate and photographs.
17. Color photographs of M&P, testing equipments and measuring instruments.
18. License for Manufacture of Quoted material & Consents from state pollution control boards (if applicable).
19. Other documents as per RWP Specification /Drawings.
20. Past performance statement regarding supplies made by the firm to other railways, DGS&D and other agencies for similar stores in past 3 years.
21. Financial Status/ Standing of firm (Annual report).
22. Manufacturing practice (Process flow chart and description of processes).
23. Compliance Report with respect to RWP specification

**FORMAT FOR DECLARATION**

Date :-

**To whom it may concern**

It is certified that all the documents, credentials and test certificate submitted by M/s..... having address..... are solemnly true.

If any discrepancy found, M/S..... will be taken for de-registration and competent Authority is lawful to take necessary action as per Railway Code.


Following are the certificates attached with application:-

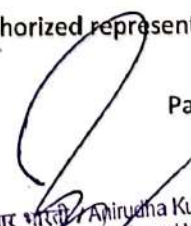
- 1)
- 2)

Signature & seal of  
Owner/ proprietor/ partner

\*\* All documents must be signed by owner of company or his authorized representative.

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## Rail Wheel Plant, Bela

## VENDOR ASSESSMENT REPORT

(To be used for placement of DEVELOPMENTAL orders)

Date:

1.	Name and City of Firm	
2.	Address of works	
3.	Phone/Fax No. & E-mail I.D.	
4.	Name /Designation/Mobile No. of Contacted Person	
5.	Date of Inspection	
6.	Item (s) for which firm is being assessed {Description/PL.No.}	
7.	Reference letter(s) on the basis of which the firm is being assessed (specify letter no. date & designation of sender)	
8.	Main processes involved for manufacture	
9.	Is firm registered with RWP ? If yes, give registration number.	
10.	Important Customers of the firm(use separate annexure if needed)	
11.	Main Products of Manufacturing (use separate annexure, needed)	
12.	Has the firm supplied any item (s) to RWP ? If yes, please give details(use separate annexure, if needed)	
13.	Details of Machinery & Plant available with firm (use separate annexure ,if needed)	


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14.	Details of testing & Quality control faculties Available with firm (use separate annexure, if needed)	
15.	Details of Drawing /Design Facilities, if any	
16.	In case of capability assessment for SS items ,whether the firm has requisite infrastructure and work culture for manufacturing the same ?	
17.	Does the firm have adequate systems to ensure consistent & acceptable quality products? -ISO STATUS etc.	
18.	Does the firm have adequate and competent technical manpower ?	
19.	Other Observations:	
20.	Items for which firm is being recommended:	
21.	Items for which firm is not being recommended & reason for the same:	
22.	Details of Main documents attached with this report, if any:	

Signature, Name and Designation of Assessing Officer

  
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**Annexure-III A**

**Summary report of M&P, Quality and Testing requirement as per RWP Specifications/drawings:-**

**M&P Requirement:-**

No.	Description of machine	Availability	Remark


**Testing requirement:-**


No.	Description of Measuring/Testing equipment	Availability	Remark

**Quality requirements:-**

SN	Requirements	Status/Remarks
1.	In house availability of quality control & testing facility	
2.	Existence of Quality assurance system	
3.	Availability of trained manpower for quality assurance	
4.	Quality control system for incoming raw material & semi finished products	
5.	Other requirements mentioned in RWP specifications/drawings	

Signature, Name and Designation of Assessing Officer

  
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**rites**

(Schedule 'A' Navratna Enterprise of Govt. of India)


**INSPECTION OFFICERS REPORT**

Details report on inspection of the premises and work of M/s-----

Date of Inspector's visit of the firm: - -----

1.	Location of the Mfg. works	
2.	Brief description of the factory e.g. area covered accommodation, department into which it is divided, laboratory etc.	
3.	Organization (Whether registered under Indian Factories/Companies Act, Supervision, Management etc.	
4.	Foreign Collaboration, if any.	
5.	Details of stores under manufacture at the time of Inspection	
6.	Details of plant and machinery installed in each department.	
7.	Details and stocks of raw materials held at the time of inspection also whether imported or indigenous.	
8.	Standard of workmanship and quality.	
9.	The details of DGS & D/State Govt/Quasi-Gov. bodies orders handled by the firm so far.	
10.	Capacity and out turn with the existing plant and machinery of various items manufactured by the firm.	


  
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11.		Number of Supervisory Staff/Technical Staff and Skilled labours at present employed.	
12.	(a)	Arrangement for Quality Control and Testing Facilities available with the manufacturing unit.	
	(b)	Details of common Testing Facilities and Quality control provide in common at Industrial Estate, or in a laboratory etc. to which the Manufacturing unit has access.	
	(c)	Agreement with any nearby large scale or small scale unit about the utilization of their Testing Facilities together with the details of such facilities enjoyed.	
13.		Facilities for after sales service.	
14.		Whether the Proprietor/Partners/Directors have any link with large scale industries, if so, details thereof.	
	(a)	Is the firm a Subsidiary or Associate of a large scale unit or not.	
	(b)	Whether sizeable portion of the capital is held by any large unit?	
	(c)	Is there any Inter-locking of capital and loan funds, with one or two large scale units under the same management?	
	(d)	Has any loan or advance been under-written by one or more large scale units or persons possessing large means?	

  
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 Dy. Chief Mechanical Engineer/PLG  
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15.	Recommendations: M/s-		
	(a) Remarks if not Recommended –		
	(b) Recommended – Manufacturing Related items		
Sr. No.	Name of Stores	Specification to which store are manufactured	Quantitative Capacity Per Month/Annum
1			
2			


Place:

Date:

Signature Inspecting Officer  
With seal

Countersigned

  
 उप मुख्य यांत्रिक अभियंता/योजना  
 रेल पहिया कारखाना/बेला  
 Dy. Chief Mechanical Engineer/PLG-  
 Rail Wheel Plant/Bela

  
 अनिरुद्ध कुमार भारती / Anirudha Kumar Bharti  
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## Annexure-IV

## Format for Application Form

1.	Name and City of Firm	
2.	Address of works	
3.	Phone/Fax No. & E-mail I.D.	
4.	Name/Designation/Mobile No. of contacted Person	
5.	Proposed date of Inspection	
6.	Item(s) for which assessment is to be done (Description/PL No.)	
7.	Reference letter(s) on the basis of which the firm is being assessed  (specify letter no. date & designation of sender)	
8.	Details of documents attached with this application if:-	

Signature & seal of  
Owner/Proprietor/Partner

Note:- All documents must be signed by owner of company or his authorized representative.

उप मुख्य यांत्रिक अभियंता / योजना  
एन एन एन एन एन एन / वेला  
Dy. Chief Mechanical Engineer/PLG  
Raj Vihar, Prantli, Jharkhand

अनिरुद्ध कुमार भारती / Anirudha Kumar Bharti  
समूह महाप्रबंधक / Group General Manager  
राइट्स लिमिटेड / RITES LIMITED  
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## Annexure-V

## Rail Wheel Plant, Bela

No. RWP/XXXX

Date:-

Group General Manager, M/s. RITES Limited, Eastern Region,  
OJAS BHAWAN, 8th Floor, Plot No.- DJ/20, Action area, 1D,  
Street No. 326 New Town, Kolkata-700160

Sub- Carrying out capacity cum capability assessment of M/s-----  
Ref- MOU No.-----

In reference to the subject above, the details for carrying cum capability assessment is hereby forwarded to you for further necessary action.


1.	Name and address of the firm	
2.	Item to be assessed for	
3.	Applicable RWP Specifications/drawings (if applicable)	

You are kindly requested to carry out the CCA and submit the report as agreed in the MOU referred above.

RWP Official

Copy to:- M/s.....(Firms name)

  
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