

## MEMORANDUM OF UNDERSTANDING (MOU)

Sub:- Third Party Inspection for Conducting Capacity and Capability Assessment of Developmental orders of Rail Wheel Factory, Yelahanka, Bengaluru.

Ref: - 1. RWF e-mail dated 21.12.2023.

2. RITES offer no.RITES/SRIO/BD-RWF/2023-24 DATED 22.12.2023.


This MOU made on **26 March 2024** between Shri. K.S.PANDIAN, Additional General Manager, on behalf of **M/s. RITES Limited**, Southern Region, CTS Building, 2<sup>nd</sup> Floor, BSNL complex, No.16, Greams Road, Chennai-600 006 (hereafter referred to as the "Contractor") of the one part and Shri. SHAMMI NAYYAR, Deputy Chief Mechanical Engineer/Design, on behalf of **Rail Wheel Factory (RWF)**, Bengaluru, having office at "Rail Wheel Factory", Yelahanka, Bengaluru-560064 (hereafter called the "Purchaser" of the other part).

In 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 RWF as per Scope of Assessment mentioned in Annexure-I	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).


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

For RWF

  
26/3/2024

(SHAMMI NAYYAR)  
DEPUTY CHIEF MECHANICAL ENGINEER/DESIGN  
RAIL WHEEL FACTORY  
YELAHANKA, BENGALURU-560064

For RITES LTD

 26/3/24

(K.S.PANDIAN)  
ADDITIONAL GENERAL MANAGER  
RITES LIMITED, SOUTHERN REGION  
BSNL COMPLEX, II FLOOR, CTS BUILDING  
NO.16 GREAMS ROAD, CHENNAI-600 006

उप मुख्य यांत्रिक इंजीनियर / अभिकल्प  
Dy. Chief Mechanical Engineer / Design  
रेल पहिया कारखाना (भारतीय रेल)  
Rail Wheel Factory (Indian Railways)  
यelahanka, बेंगलूर - 560064  
Yelahanka, Bengaluru - 560064

के. एस. पांडियन / K. S. PANDIAN  
अतिरिक्त महा प्रबंधक / Addl. General Manager  
राइट्स लिमिटेड / RITES LTD.  
दक्षिण क्षेत्र, चेन्नई / Southern Region, Chennai

**Conducting Vendor's capacity & Capability assessment  
for developmental order**

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

- i) 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.
- ii) 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 RWF 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 & Condition:**

**1.0 Assessment Requirements**

- 1.1 For arranging Inspection cum capacity assessment, RWF along with covering letter (Annexure V) will forward application form (Annexure IV) with supporting document to the coordinating region (Southern 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 RWF along with all supporting documents and RWF will forward the same to RITES coordinating region (Southern 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 documents verification, submitted by vendor along with call, as in Annexure-II.

  
26/3/24  
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Rail Wheel Factory (Indian Railways)  
येलहंका, बेंगलूर - 560064  
Yelahanka, Bengaluru - 560064

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दक्षिण क्षेत्र, चेन्नई / Southern Region, Chennai

### 3.0 Submission of Report

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

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

### 4.0 Fee payable

RITES assessment fee will be @ 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 infructuous due to any reason, fee will be forfeited.

### 5.0 Liability:

RITES liability will be limited to fee charged for assessment of a particular case.

### 6.0 Dispute:

In case of any dispute/complaint on the findings of any assessment case, RWF 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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पश्चिम क्षेत्र, चेन्नई / Southern Region, Chennai



**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 of testing equipments / measuring instruments.
13. Quality insurance plan (QAP)
14. List of MOU as per RWF 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 & measuring instruments
18. License for Manufacture of Quoted material & Consents from State Pollution Control Boards (if applicable)
19. Other documents as per RWF Specifications/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 RWF Specifications.

**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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उप मुख्य यंत्रिक इंजीनियर / अभिकल्प  
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राइट्स लिमिटेड / RITES LTD.  
दक्षिण क्षेत्र, चेन्नई / Southern Region, Chennai

## RAIL WHEEL FACTORY, BENGALURU

**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 <i>(specify letter no., date &amp; designation of sender)</i>	
8	Main Processes involved for manufacture	
9	Is firm registered with RWF? If yes, give registration number	
10	Important Customers of the firm <i>(use separate annexure, if needed)</i>	
11	Main Products of Manufacturing <i>(use separate annexure, if needed)</i>	
12	Has the firm supplied any item(s) to RWF? If yes, please give details <i>(use separate annexure, if needed)</i>	
13	Details of Machinery & Plant available with firm <i>(use separate annexure, if needed)</i>	

  
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 Rail Wheel Factory (Indian Railways)  
 येलहंका, बेंगलूर - 560064  
 Yelahanka, Bengaluru - 560064

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 पश्चिम क्षेत्र, चेन्नई / Southern Region, Chennai

14	Details of testing & Quality control facilities available with firm <i>(use separate annexure, if needed)</i>	
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

  
 26/3/24  
 उप मुख्य यांत्रिक इंजीनियर / अभिकल्प  
 Dy. Chief Mechanical Engineer / Design  
 रेल वाहक कारखाना (भारतीय रेल)  
 Rail Wheel Factory (Indian Railways)  
 बंगलूरु, केरल - 560064  
 Bengaluru, Karnataka - 560064

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26/3/24  
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 राइट्स लिमिटेड / RITES LTD.  
 दक्षिण क्षेत्र, चेन्नई / Southern Region, Chennai



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

No.	Description of machine	Availability	Remark

**Testing requirement:-**

No.	Description of Measuring/Testing equipment	Availability	Remark

**Quality requirement:-**

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 RWF Specifications/drawings	

Signature, Name and Designation of Assessing Officer

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 26/3/24  
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 Yeluhanka, Bengaluru - 560084

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 दक्षिण क्षेत्र, चेन्नई / Southern Region, Chennai

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


**INSPECTION OFFICERS REPORT**

Detailed 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.	Organisation(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-Govt. 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	



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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 रेल चक्र कारखाना (भारतीय रेल)  
 Rail Wheel Factory (Indian Railways)  
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 दक्षिण क्षेत्र, चेन्नई / Southern Region, Chennai

15.	Recommendations: M/s-		
	a) Remarks if not Recommended -		
	b) Recommended -Manufacturing Related items		
Sr. No	Name of Stores	Specification to which stores are manufactured	Quantitative Capacity Per Month/Annum
1			
2			

Place:

Date:

Signature Inspecting Office

With Seal

Countersigned:

  
 26/3/24  
 उप मुख्य यांत्रिक इंजीनियर / अभिकल्प  
 Dy. Chief Mechanical Engineer / Design  
 रेल पहिया कारखाना (भारतीय रेल)  
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 दक्षिण क्षेत्र, चेन्नई / Southern Region, Chennai

**Format for Application Form**

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	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.

  
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दक्षिण क्षेत्र, चेन्नई / Southern Region, Chennai



## Rail Wheel Factory, Bengaluru

No. RWF/XXXX

Date:

Group General Manager,  
M/s RITES Ltd.,  
No.16, CTS Building, 2nd Floor,  
BSNL Complex, Greams Road,  
Chennai- 600 006

Sub: Carrying out capacity cum capability assessment of M/s \_\_\_\_\_

Ref: MOU No. \_\_\_\_\_


In reference to the subject above, the details for carrying out capacity 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 RWF Specifications/drawings (if applicable)	

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

(RWF Official)

Copy To: M/s -----(Firm name)

  
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 दक्षिण क्षेत्र, चेन्नई / Southern Region, Chennai

GSTIN: 33AAACR0830Q1ZD

CIN: L74899DL1974GOI007227

Date: 24.09.2018

**NEFT / RTGS MANDATE FORM**

PROFORMA FOR SUBMISSION OF PARTICULARS FOR COLLECTING/DEPOSIT OF PAYMENT THROUGH ELECTRONIC MODE INCLUDING NATIONAL ELECTRONIC FUND TRANSFER (NEFT) AND REAL TIME GROSS SETTLEMENT (RTGS) & ELECTRONIC CLEARING SYSTEM (ECS).

**1. ACCOUNT HOLDERS NAME:**

R	I	T	E	S		L	I	M	I	T	E	D							
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**2. BANK NAME**

A	X	I	S		B	A	N	K		L	I	M	I	T	E	D			
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**3. BRANCH NAME:**

**BRANCH CODE: 60021102**

8	2		D	R	.	R	A	D	H	A	K	R	I	S	H	N	A		
S	A	L	A	I	,	M	Y	L	P	O	R	E	,						
C	H	E	N	N	A	I	-	6	0	0	0	0	0	4					

**4. DIGIT CODE No. as appearing in the MICR cheque:**

6	0	0	2	1	1	0	0	2	-
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**5. Account type: Cash Credit**

**CURRENT ACCOUNT**

**6. ACCOUNT No:**

0	0	6	0	1	0	2	0	0	0	0	9	8	4	3	-	-	-	-	-
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**7. IFSC CODE ( RTGS)**

U	T	I	B	0	0	0	0	0	0	6	-	-	-	-	-	-	-	-	-
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**8. IFSC CODE (NEFT)**

U	T	I	B	0	0	0	0	0	0	6	-	-	-	-	-	-	-	-	-
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

E-mail ID of the Party: [srinspn@rites.com](mailto:srinspn@rites.com)

For **RITES LIMITED**

**SDGM (Finance)**  
Authorized Signatory of Party

**E. SHESHATHRI**  
S.S. No.15924  
EMP-118929

**BANKER'S CERTIFICATION**

(with official seal & stamp and authorization)



**Regional Office Address:-**

RITES Ltd.,  
BSNL Office, CTS Building  
2<sup>nd</sup> Floor, 16, Greaves Road  
Chennai - 600006

दक्षिण क्षेत्र दूसरी मजिल सीटीएस बिल्डिंग, बीएसएनएल बौगिक, ग्रीम्स रोड, चेन्नै-600 006

Southern Region: 2<sup>nd</sup> floor, CTS Building, 16, Greaves Road, BSNL Office, Chennai-600006.

फोन/Ph-044-28290356, E-mail: [srinspn@rites.com](mailto:srinspn@rites.com)

Regd Office: SCOPE Minar, Lakshmi Nagar, Delhi - 100092

Corp office: RITES BHAWAN, No-1, plot no-29, Gurugram - 122001