

SL No.

FORM NO. BS/REG/GIRDER

APPLICATION FORM FOR RENEWAL OF FIRMS FOR FABRICATION OF STEEL GIRDERS

Issued to:

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**GOVERNMENT OF INDIA – MINISTRY OF RAILWAYS
RESEARCH DESIGNS & STANDARDS ORGANISATION
Manak Nagar, Lucknow 226 011**

SECTION I – GENERAL INFORMATION

1. Item for which registration is required
 - I) Riveted girder
 - ii) Welded girders
 - iii) Both riveted and welded girders
2. Name of the firm
3. Postal Address (of)
 - I) Head office
 - iii) Works/Factory
4. Telephone No. (with STD Code)
 - i) Head Office
 - ii) Works/Factory
5. Telegraphic address
 - i) FAX No.
 - ii) E-mail address

6. Digital Signatures:

It is mandatory for all the vendors to obtain Digital Signature Certificate & get registered with IREPS at <http://www.ireps.gov.in>

- a) Name of the certifying authority.
- b) ID of the holder of the Digital Certificate.
- c) Date of issue of Digital Certificate.
- d) Validity of Digital Certificate.

7. Description of factory/works (Firm to enclose a copy of plan):

Item	Covered land area(in Sq.m)	Uncovered land area (in Sq.m)	Total
a) Manufacturing floor area			
b) Office area			
c) Store area (for storing raw materials)			
d) Store area (for keeping finished product)			
e) Template Shop area (Indicate size also)			
f) Area for surface preparation/ painting/metallising			
g) Lab Area			

8. Special feature such as Auto CAD etc.

9. Number of personnel employed Category-wise

- i) Managerial
- ii) Supervisory
- iii) Skilled/Artisans
- iv) Unskilled

NOTE:

- a) Name, qualification and experience of all the personnel employed by the firm to be given
- b) Number of personnel employed to be authenticated by giving ESIC/PF details
- c) Total number of persons engaged in the entire plant to be indicated
- d) Number of persons engaged exclusively in the activity for which registration is being sought to be indicated.
- e) Number of persons engaged for quality control is to be indicated.

SECTION – II TECHNICAL INFORMATION

(A) INFRASTRUCTURE FOR PRODUCTION CAPACITY

1.
 - I) Description of different departments in the factory/Works
 - II) Function of each department.
2. Detailed description of machinery and plants in each of the department (make, S.No. & year of procurement/commissioning to be provided. In case of special type of equipment, copy of pamphlets/write ups to be furnished so as to supplement the description).
3. Details of raw materials held in stock (state whether imported/indigenous)
 - i) Imported
 - ii) Indigenous
4. Production capacity
 - i) Per month
 - ii) Per annum

Note : Basis of production capacity to be indicated.

5. Power supply
 - i) Sanctioned power by state electricity board
 - ii) Installed power capacity
 - iii) Power capacity of installed D.G.set:
6. Details of type of girder for which registration is sought

B) PAST PERFORMANCE:

1. List of important customers of the firm (as relevant to the works for which registration is to be sought).
2. Details of important orders executed in past, in reference to the supplies made (attach details as enclosures):
 - i) To Central, State Govt.Depts and Undertakings
 - ii) To other important firms/companies
 - iii) To the railways
 - iv) To non-railway parties against the requirement/use of railways.
3. Important orders in hand
4. I) Whether another unit/factory of the firm is already registered with RDSO for supply of any other category/components. If yes, please indicate description of stores for which it is registered.

ii)Details of supplies made against the above registration.

C) QUALITY ASSURANCE

1. Does the factory have an established Quality Assurance programme. If yes, please enclose a copy of the QAP.
2. Details of Quality Assurance Organisation. Name of key personnel, their qualifications, designations and position in overall management structure (explain with organizational chart, if necessary).
3. Quality control testing facilities, laboratory equipment available to be listed along with the make, S.No., year of procurement and commissioning. Pamphlets to be included where required (please give details).
4. Source of procurement of raw materials/bought outs and steps taken to ensure their quality.

5. Brief details of manufacturing process as relevant to the items for which registration is sought.
6. Details of inspection/checks done during various stages of the above manufacturing process.
7. System of vendor evaluation
 - a) Are you keeping a detailed record of the raw material procured, consumed, vis-à-vis production of finished goods?
 - b) Are you keeping record of rejection against each of your vendors?
 - c) If so, what action is being taken against vendors with rate of rejection?
8. Details of method of disposal of rejected raw material/finished product.
9. Does your QAP system cater to establish correspondence between the final product and raw material/component? If yes, please explain.

NOTE: Please enclose self-attested copies of various formats in supports of above.

SECTION III – COMMERCIAL DOCUMENTS

1. Full details of the location of the factory/manufacturing works.
2. Copies of the following documents to be enclosed
 - i) Memorandum of Understanding and Article of association
 - ii) Proof of ownership
 - iii) Factory license
 - iv)
 - A) Calculation of the load as per machinery & plant and testing facilities installed as given in Section II.
 - B) Sanctioned power supply (A copy of certificate to be enclosed.)
 - C) Installed power capacity (copy of latest electricity bill to be enclosed)

- ii) Excise Registration No. (copy of the registration certificate to be enclosed).
 - iii) Sales Tax Registration No. (copy of registration certificate to be enclosed).
 - iv) Copy of registration under factory Act.
 - v) Copy of registration from municipality/state govt. for establishing and running of the manufacturing facilities in the area
 - vi) Copy of import license, if applicable
 - vii) Copy of Tenancy Agreement and rent deal with the landlord if the firm is operating from rented premises (duly registered with state govt. with registrar office). Minimum period of such agreement shall not be less than 3 years.
 - viii) Copy of partnership deed, if applicable (duly registered with state govt. with registrar office).
 - ix) If registered with NSIC/SSI, copies of certificate to be enclosed.
3. No objection certificate from Pollution Control Board.
4. Annual turnover for the last 3 years.
5. Names of partners/share holders/directors
6. Income-Tax clearance certificate for the last 3 years (copy to be attached)
7. Any award received during last 5 years.

I/WE have read the provision of IRS-B1 (Specifications for Fabrication of Steel Bridge Girders) and /or IRS Welded Bridge Code (Code of Practice for Metal Arc Welding in Structural Steel Bridges) and have understood the provisions for fabrication of steel girder bridges. I/We have adequate infrastructure and organization for fabrication of steel bridge girders as per the specification and quality requirement of Indian Railways. I/WE confirm that information furnished by me/us in this form is correct.

Place

Date

(Signature/s)

Name/s in Capitals-----

Designation-----

Stamp of the firm applying for the registration

NOTE: Where the space provided against any item is insufficient, the information should be furnished on a separate sheet of paper, which should be appended to this form.
