

Format for Design Review Body Application

Respondent's ref no.

Date:

To

Executive Director (Wagon),
Room no. 32. Annexe- I building, 1st floor,
Research Design & Standards Organization (RDSO)
Manak Nagar, Lucknow.
Pincode-226011

Dear Sir,

Subject: Application for Design review body

1. We, the undersigned, offer the following information for registering our firm's name as a design review body.
2. We are duly authorized to represent and act on behalf of (herein after the "Applicant").
3. We have examined and have no reservations to the EOI Document including Addenda No(s)..... .
4. I / We understand that
 - 4.1. This EOI is for Empanelment of Design review body for New Wagon Designs.
 - 4.2. IR may float a separate Tender (based on their requirement), with all conditions like Eligibility Criteria, and our Participation in this EOI doesn't guarantee any qualification to that tender.
 - 4.3. IR is free to initiate different mode/ method for appointment of activities/ services/including, but not limited to, those not covered in the scope of this for which IR feels other modes of appointment are better suited.
5. We are attaching with this letter, the copies of original documents defining:-
 - 5.1. The respondent's legal status;
 - 5.2. Its principal place of business;
 - 5.3. Its place of incorporation (if applicants are corporations); or its place of registration (if applicants are cooperative institutions, partnerships or individually owned firms);
 - 5.4. Self-certified financial statements of last three years, clearly indicating the financial turn over and net worth.
 - 5.5. Copies of any market research, business studies, feasibility reports and the like sponsored by the applicant, relevant to the project under consideration.
6. We shall assist RDSO and/or its authorized representatives to obtain further clarifications from us, if needed. RDSO and/or its authorized representatives may contact the following nodal persons for further information on any aspects of the application:

S.No.	Contact person name	Address	Telephone/Mobile	E-mail

7. This application is made in the full understanding that:
- 7.1. Information furnished in application to fulfill the requirements of shortlisting shall be used by RDSO.
- 7.2. RDSO reserves the right to reject or accept any or all applications.
- 7.3. We confirm that we are interested for empanelment in the Design review body panel for the project.
8. We certify that our turnover and net worth in the last three years is as under:

Financial Year	Turn over	Net worth

9. In addition to application, we hereby submit the following additional details annexed with this application (As described in document "method for shortlisting of Design review body"):

9.1. Type of firm (appropriate documents):

9.2. Certification/Accreditation details (certificate/proof to be attached):

(details)
(details)

Firm shall also submit a summary of accreditation details along with the accreditation certificate in following format:

S.N.	Name of the firm	Accreditation certificate no. with validity	The name of national/ foreign accreditation body	Name of the forum of which the accreditation body is member*	Scope of accreditation	How a user can verify the details of accreditation	Remarks

- 9.3. Qualifying requirements: Details of projects carried out during last 10 years in India and abroad may be submitted as per the following format

Name of the project *1	Details of activities *2	Type of Rolling stock covered *3	Commencement and completion dates of the project

Notes:

*1 Client name to be included (scope should match with category being applied for).

*2 Only design review activities. Brief description of services and details of specific tasks undertaken including staffing and man-months.

*3 (Locomotive or Passenger carrying coaches or Electrical/diesel multiple units or Railway wagons or Self- propelled Rail vehicles)

- 9.4. User (Client) certificates for projects listed above (proof to be attached):

(details) name, address, phone and email of person signing the certificate, shown clearly
(details)

- 9.5. Self-certificate for item B6 of qualifying requirements:

9.6. Undertaking as per Annexure-A

9.7. Details of ISO certification

10. The following undertakings are hereby given:

10.1. In regard to matters relating to the security and sovereignty of the country, no charge sheet has been filed by an agency of the Government/conviction by a court of law for an offence committed by the..... (name of the entity) or by any sister concern of the..... (name of the entity). Any such situation will result in disqualification.

10.2. In regard to matters other than the security and sovereignty of the country..... (name of the entity) has not been convicted by a court of law or indicted/passed any adverse order by a regulatory authority against it or it's any sister concern which relates to a grave offence. Any such situation will result in disqualification. Grave offence is defined to be of such a nature that it outrages the moral sense of the community.

11. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail. We also understand that in the event of any information furnished by us being found later on to be incorrect or any material information having been suppressed, RDSO may delete our name from the list of empaneled firms. We further understand that RDSO will give first preference to the applicants considered relevant for the purpose. Our response is valid till (date in figures and words).....

12. Any other information (concise preferably within two pages) relevant to the subjects.

Yours sincerely,

(Sign)

NAME

In the Capacity of

Duly authorized to sign the
application for and on behalf of

Date

Annexure-A

(To be taken on non-judicial stamp paper of appropriate value as applicable in the respective state and duly notarised & witnessed)

UNDERTAKING

I, son of..... aged about years resident of do hereby solemnly affirm as under

1. That the deponent is the authorized signatory of *(Name of the Sole Proprietorship Concern/ Partnership Firm/ Registered Company/ Joint Venture)*.
2. That the deponent declares on behalf of *(Name of the Sole Proprietorship Concern/Partnership Firm/ Registered Company/Joint Venture)* that:
 - a) In regard to matters relating to the security and sovereignty of the country, no charge sheet has been filed by an agency of the Government / conviction by a Court of Law for an offence committed by the (name of the entity) or by any sister concern of the(name of the entity) would result in disqualification.
 - b) In regard to matters other than the security and sovereignty of the country,(name of the entity) has not been convicted by a Court of Law or indicted/passed any adverse order by a regulatory authority against it or it's any sister concern which relates to a grave offence, or would constitute disqualification. Grave offence is defined to be of such a nature that it outrages the moral sense of the community.

DEPONENT

VERIFICATION

I declare that the contents of para 1 to 2 above are true as per my knowledge and nothing has been hidden.

DEPONENT

Method for shortlisting of Design Review Body

- A. Design Review Body is an accredited body competent to carry out design review activities duly certifying conformance with prescribed guidelines/standards. RDSO intends to carry out registration of competent agency having significant previous experience in carrying out design review work of rolling stock with applicable technical standards as per ISO/IEC 17065.
- B. Design review body shall meet following qualifying requirements:
1. The design review body may be an individual or a partnership firm or a consortium or a joint venture firm registered under the relevant applicable laws.
 2. Design Review Body carrying out design review work should be an accredited body under ISO/IEC 17065 (Conformity assessment –Requirements for bodies certifying products, processes and services) for Rolling stock.
 3. Accreditation of Design Review Body with appropriate scope shall be from a national/foreign accreditation body that is member of one of the following accreditation forums and should have been admitted to its MLA/MRA (Multilateral recognition arrangement) program with appropriate scope:
 - a. IAF (International accreditation forum),
 - b. EA (European co-operation for accreditation),
 - c. PAC (Pacific accreditation cooperation)
 4. Design review body should have successfully completed at least one project of rolling stock (Locomotive or Passenger carrying coaches or Electrical/diesel multiple units or Railway wagons or Self- propelled Rail vehicles) covering the activities of design review, in accordance with laid down guidelines, over preceding 10 (ten) years (should have been completed in preceding 10 years from last date fixed for submission of application irrespective of commencement date of such project).
 5. At least 25 number of such rolling stock (Locomotive or Passenger carrying coaches or Electrical/diesel multiple units or Railway wagons or Self- propelled Rail vehicles) should have successfully completed two years of operation or earned 100,000 Km, whichever is earlier.
 6. Design review body should not have been blacklisted by any organization or penalized for poor quality work or abandoned any work over preceding 10 years from the date of issue of EOI. An undertaking to this effect shall be submitted by the Design Review Body duly certified by their Company Secretary/Authorized person, as applicable.

NB: Time period in any of the above criteria or else where in this document (unless specifically mentioned) shall be reckoned from last date set for submission of application.

C. Role of design review body:

As per New Wagon Design Approval Policy- Revision 2.0 (NWDAP- Rev. 2.0) issued by Railway Board on 07.02.2024, particularly para no. 4.3.5.

D. Details to be submitted:

Proof against item B1-

Type of firm (appropriate documents)

Proof against item B2, B3, B4 of qualifying requirements:

Certifications/ Accreditations details (Certificate/proof to be attached)
(Details)

Proof against item B5 & B6 of qualifying requirements:

Name of the project *1	Details activities *2	Type of Rolling stock *3	Commencement and completion date of the project

Notes:

*1 Client name to be included (scope should match with category being applied for).

*2 Only design review activities. Brief description of services and details of specific tasks undertaken including staffing and man-months.

*3 (Locomotive or Passenger carrying coaches or Electrical/diesel multiple units or Railway wagons or Self- propelled Rail vehicles)

User (Client) certificates for projects listed above
(Details) Name, address, phone and email of person signing the certificate, shown clearly
(Details)
(Details)

Certificate for item B6 of qualifying requirements:-

Self-certificate for compliance with item-B6
Yes/No