

FORMAT FOR LETTER OF RESPONSE

Respondents
Ref No.:
Date:

Executive Director (Carriage)
Room No: 2
Carriage Directorate, Annexe-I Building
Research Designs & Standards Organization
Ministry of Railways,
Manak Nagar
Lucknow – 226 011(U.P)

Dear Sir,

Subject: RESPONSE TO – EOI FOR PARTICIPATION _____

1. We, the undersigned, offer the following information in response to the Expression of Interest sought by you vide your Notification No._____, dated _____.
2. We are duly authorized to represent and act on behalf of _____ (hereinafter the “respondent”)
3. We have examined and have no reservations to the EOI Document including Addenda No(s) _____.
4. We are attaching with this letter, the copies of original documents defining: -
 - 4.1 the Respondent’s legal status;
 - 4.2 its principal place of business;
 - 4.3 its place of incorporation (if respondents are corporations); or its place of registration (if respondents are cooperative institutions, partnerships or individually owned firms);
 - 4.4 Self-certified financial statements of Last three years, clearly indicating the financial turn over and net worth.
 - 4.5 Copies of any market research, business studies, feasibility reports and the like sponsored by the respondent, relevant to the project under consideration
5. We shall assist MoR and/or its authorized representatives to obtain further clarification from us, if needed.
- 5.1 RDSO and/or its authorized representatives may contact the following nodal persons for further information on any aspects of the Response:

S.No.	Contact Name	Address	Telephone	E Mail
1				
2				

6. This application is made in the full understanding that:
 - 6.1 Information furnished in response to EOI shall be used confidentially by RDSO for the purpose of development of the project.
 - 6.2 RDSO reserves the right to reject or accept any or all applications, cancel the EOI and subsequent bidding process without any obligation to inform the respondent about the grounds of same.
 - 6.3 We confirm that we are interested in participating in development of the project.

7. We certify that our turnover and net worth in the last three years is as under:

Financial Year	Turnover	Net worth

8. In response to the EOI we hereby submit the following additional details annexed to this application.

- 8.1 Details of various items being manufactured/consultancy undertaken.
- 8.2 Details of customer(s) and supplies made in the field of item under EOI.
- 8.3 Experience and expertise for the items proposed in EOI.
- 8.4 Details of man-power with their qualification and experience.
- 8.5 Detailed proposal for items proposed in EOI including alternative proposal, if any.
- 8.6 Details of Intellectual Property Rights (IPR) held, patent filed/held and MOU/agreement signed.
- 8.7 Details of ISO certification.
- 8.8 Undertaking as per Annexure-A.

9. 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 qualified Respondents. We further understand that RDSO will give first preference to the applicants considered relevant for the purpose.

10. Our response is valid till (date in figures and Words):_____

Yours sincerely,

(Sign)

NAME

In the Capacity of

Duly authorized to sign the
response 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 Authorised 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 integrity 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 integrity 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 its against 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