



RESEARCH DESIGNS & STANDARDS ORGANIZATION

Manaknagar, Lucknow – 226011

QO-D-8.1-16

Publishing expression of interest(EOI)

1.0 Amendment History:

| S. No. | Amendment Date | Version | Reasons for Amendment |
|--------|----------------|---------|---|
| 1. | 12.09.2018 | 1.0 | First issue under ISO 9001:2015. Approved by DG/RDSO on NP-1 to NP-3 of MR/ISO9001/App/QMS/Doc/2018 on date 07.09.2018.No change in content from previous document no.QO-D-7.1-16 Ver 3.1 of 9001:2008 QMS. |
| 2. | 19.06.2020 | 1.1 | Special DG VD (Vender Development) has joined RDSO and looking after vendor development work. All proposal for ISO procedure related to vendor development , where it was earlier required to get the approval of DG/RDSO, now to be put up to Spl.DG/VD who is now designated as final authority in vendor development matters. DG's note no. DG/Misc. dated 15.Jun.2020 and 16 June 2020 to ED /VDG RDSO/LKO |

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2.0 Purpose

To define common guidelines for publishing expression of interest.

3.0 Scope of Application

Applicable to all directorates of RDSO covered by the QMS.

4.0 Procedure / Details

EOI may be issued by different directorates for the following:

- Development of specification of new products either to replace product with new technology, better manufacturing process or additional item in equipment or rolling stock.
- Developing more vendors for an item.
- Selection of panel for consultancy.
- Equipments/items which have RDSO specifications but vendor approval is not done by RDSO are procured by railways on their own. Inclusion of such items as identified by Railway Board in RDSO approved list shall be done by inviting EOI for vendor registration in which existing firms can also participate.
- Any other need with specific approval from competent authority

4.1 Process of EOI

- Prepare a draft Functional Requirement Specification (FRS) of an item for which EOI is being invited.
- Approval for issue of EOI from competent authority, i.e. Directorate Incharge for 4.0(a) to (d) and Spl. DG/VD for item under 4.0(e).
- Publishing of brief description of EOI in the newspaper with details posted on the RDSO's website.
- Where global EOI is to be invited, requirements of all Dtes for such items can be collected and invited by the Research Dte. Such proposal for invitation of global EOI will need administrative approval from Spl. DG/VD.
- The typical notice of EOI is provided under para 4.4. Normally the firms may be asked to submit his proposal within a period of one month from the date of publication of EOI.
- The interested party may be asked to give information relevant for the EOI and may include the items as indicated in Annexure-II.
- EOI may also include expected business of new technology/item proposed to be developed.

4.2 EOI for purpose of short listing

EOI can be for the purpose of short-listing some of the firms for further development/finalisation of the specification or it can be only to explore the technology. If EOI is for shortlisting, the selection criteria should be defined in the EOI. The model criteria for shortlisting are indicated below:

| S.No. | Item | Marks | Remarks |
|-------|---|-------|--|
| 1 | Turnover of the firm during last 3 years | 20 | Firm having maximum be given full marks and other as percentile. |
| 2. | Details of supplies made in the field of item under Eoi | 30 | This is the turnover of supplies made in the field of item under Eoi. The firm having maximum be given full marks & other as percentile. |
| 3. | Experience & expertise for item proposed under Eoi | 20 | It is based on years of experience in such products 7 firm having maximum be given full marks & other as percentile. |
| 4. | Manpower & their qualification | 10 | No. of persons with profession qualification on firms direct role and percentile |
| 5. | Details of patent held & MoU/agreement with OEM | 20 | Number of such items & percentile thereof. |

The criteria given above may be suitably extended for specific EOI by the concerned directorate with the approval of the directorate incharge.

The short-listing can be done by a standing committee of 3 officers nominated for each directorate and with approval of Directorate incharge.

4.3 EOI for consultancy panel

EOI for selection of panel for consultancy shall be issued with detailed document of eligibility criteria and assessment/evaluation method needs to be included and offer needs to be submitted by due date.

Further, the assessment is done first and on its approval, screening be done by a committee of atleast three officers which should include a member from finance.

4.4 Standard notice for Expression of Interest (EOI)

The following standard notice shall be published:

EXPRESSION OF INTEREST

Ministry of Railways, Research Designs and Standards Organisation (RDSO), Lucknow, India is interested in developing firms/specification for ITEMS along with details etc. appearing on RDSO website. Firms interested in developing and supply of said items are requested to see the details on RDSO website www.rdsso.indianrailways.gov.in at HOME PAGE under 'EOI' appearing in RED

4.5 Details to be submitted by the respondents

The respondents to the EOI shall be instructed to submit the following details:

1. Turn-over of the firm during the last three financial years with the copies of annual report.
2. Details of various items being manufactured/consultancy undertaken.
3. Details of customer(s) and supplies made in the field of item under Eoi.
4. Experience and expertise for the items proposed in EOI.
5. Details of man-power with their qualification and experience.
6. Detailed proposal for items proposed in EOI including alternative proposal, if any.
7. Details of Intellectual Property Rights (IPR) held, patent filed/held and MoU/agreement signed.
8. Details of ISO certification

A starting template for response to the EOI is provided as an annexure to this document. This should be suitably amended to fit the conditions for the respective EOI.

5.0 Referenced Documents

None

6.0 Referenced Documents of External Origin

None

7.0 Associated Records

As required by directorate documentation

8.0 Responsibility and Authority

| Activity | Responsible | Approver | Supporting | Consulted | Informed |
|--|-----------------------------------|---------------------|-----------------------------------|--------------------|-----------------------------------|
| Creation, maintenance of this document | MR/ISO Cell | Spl. DG/VD | Staff of ISO Cell | Standing Committee | All directorates through intranet |
| Compliance of directives contained in this document. | Director In-charge of Directorate | Head of Directorate | Directorate Staff | | |
| Requirement of deviation from directive. | Head of Directorate | Spl. DG/VD | Respective officer of directorate | MR/ISO Cell | All directorates through intranet |

9.0 Abbreviations

None

**FORMAT FOR LETTER OF RESPONSE
(MODIFY FOR USE WITH SPECIFIC EOI)**

Respondents Ref No.:
Date:

Designation of officer to whom the respondent replies
Room No: _____,
Building:
Research Designs & Standards Organization
Ministry of Railways
Manak Nagar
Lucknow,
INDIA 226011

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: -
 - a) the Respondent's legal status;
 - b) its principal place of business;
 - c) its place of incorporation (if respondents are corporations); or its place of registration (if respondents are cooperative institutions, partnerships or individually owned firms);
 - d) Self certified financial statements of Last three years, clearly indicating the financial turn over and net worth.
 - e) 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.
 - a) 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:
 - a) Information furnished in response to EOI shall be used confidentially by RDSO for the purpose of development of the project.
 - b) 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
 - c) 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 | Turn over | 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 purpose¹⁰. 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

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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 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

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