

# **Instructions for Filling Application Form**


**Software for On-Line Vendor Registration  
&  
Vendor Development**

**MCF, Raebareli**

# **VENDOR LOGIN**

## VENDOR Login

- Vendor will log in and can fill Application through the online software
- To access the online software the user has to type the web address - [http://mcf.ggn.rcil.gov.in/mcf\\_vr/](http://mcf.ggn.rcil.gov.in/mcf_vr/)
- The main page of the website is open as shown below.
- Vendor will create his Account first.
- Vendor can Login using his Login Credentials provided by MCF through Email/SMS.




**Modern Coach Factory, Raebareli**  
**Online Vendor Registration & Vendor Development**

**About MCF**

In 2007, Indian Railways decided to set up its third railway passenger coaches manufacturing unit in Lalganj, distt Raebareli in Uttar Pradesh. Foundation stone was laid in 2007 and construction work started in 2009. In Dec 2015, it was named as Modern Coach Factory. It was planned at a total cost of Rs 3,192 Crore, with annual production capacity of 1000 coaches. MCF is located around 3 km away from Lalganj on Kanpur-Raebareli road (85 km from Lucknow).

The first completely in-house manufactured coach was turned out in August 2014. Since then, MCF has almost doubled its production year by year, starting from 140 coaches in 2014-15, to 285 coaches in 2015-16, then 576 coaches in 2016-17 and first time achieving the given production target of 710 coaches by manufacturing 711 coaches in 2017-18 ,MCF has turned out 1425 coaches in 2018-19 against a target of 1422 coaches.

MCF is certified to international standards for Quality Management, Environment Management, Occupational Health and Safety, Energy Management, Laboratory and Testing. MCF is also the first unit of Indian Railways to get IRIS (International Railway Industries Standard) certification (ISO 22163:2017) for manufacture and design of rolling stock.

**Log In to your account**

[Create Account](#) [Submit](#)

For Support Call : 8005462401

Email Id : rcfrblvs@gmail.com

For Help

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*Main page of the portal*

- On successful login of Vendor following links will be displayed:

1. Apply New Item
2. Fill Application Form
3. Deficiencies Advised
4. Status Of Application
5. Change Password
6. Logout

The screenshot displays the 'Modern Coach Factory, Raebareilly' vendor portal. The left sidebar contains a main menu with the following items: 'Apply New Item', 'Fill Application Form (1)', 'Deficiencies Advised (0)', 'Status of Application (1)', 'Change Password', and 'Log out'. The main content area is titled 'Welcome TEST\_VENDOR' and features a sub-header 'Apply New Item'. Below this, there are two sections: 'Enter Firm Details' and 'Enter Item Details'. The 'Enter Firm Details' section includes input fields for 'Firm Name' (filled with 'TEST\_VENDOR'), 'Mobile' (filled with '123456'), 'Email ID' (filled with 'Test@Test.com'), and 'Address' (filled with 'dfsdf'). The 'Enter Item Details' section includes input fields for 'Item Category' (dropdown menu), 'Sub Category', 'Item name' (dropdown menu), 'PL No.', 'Drawing', and 'Specification No.'. At the bottom right of the form is an 'ADD' button. At the bottom center are 'Submit' and 'Cancel' buttons.

*Main menu of the VENDOR Login*

## 1. Fill Application Form

- On clicking this button a form will open.
- The Vendor needs to select **Fill Application Form** provided for filling Capacity cum Capability form.

The screenshot displays a web application interface. On the left is a dark sidebar with a teal header containing the text 'Modern Coach Factory, Raebareli'. The sidebar menu includes: 'Apply New Item', 'Fill Application Form (1)', 'Deficiencies Advised (0)', 'Status of Application (1)', 'Change Password', and 'Log out'. The main content area has a dark header with 'Welcome TEST\_VENDOR' and a light grey sub-header 'Fill Application Form'. Below this is a table with the following data:

Sr.No	Reference Id	Firm Name	Date of Receiving
1	177	TEST_VENDOR	21-May-2019

To the right of the table row, there are two buttons: a teal 'View Items' button and a grey 'Fill Application Form' button. A green callout bubble with the text 'Click to fill Application Form' points to the 'Fill Application Form' button.

*Fill Application Form*

Modern Coach Factory,  
Raebareilly

Welcome TEST\_VENDOR

Fill Application Form (1)  
Deficiencies Advised (0)  
Status of Application (0)  
Change Password  
Log out

1.0 General Details: \*

1.1 Name of the Firm \*

TEST\_VENDOR

1.2 Office Address \*

TEST AADDRESS

State \*

Chandigarh

City \*

fgofgfnofngog

1.3 Factory Address \*

ofgofghd

State \*

Bihar

City \*

fgofgofgofg

1.4 Hours of factory working \*

fgfog

1.5 Weekly closing day \*

5

1.6 For clarification Person to be contacted: \*

a. Name of key person \*

hfgnf

Designation \*

fnfnfg

b. Mobile/Telephone No. \*

1234567890

c. E-mail Address. \*

XYZ@GMAIL.COM

1.7 Factory Area (Sq. Mtr.):

a. Covered \*

5000

b. Uncovered \*

200

c. Is the factory site in your name or on rental basis (attach document proof as applicable) \*

Choose File

No file chosen

Anjali0DraftLetter.docx

1.8 Industrial details:

a. Factory License no. \*

35345

b. Is it a partnership firm or sole proprietors firm (Encl. copy of the partnership deed/sole proprietor deed) \*

Partnership

## Application Form (General Details)

Vendor needs to fill General Details Provided in Application Form (i.e. Name of Firm, Address, Mobile no., Email, Factory Area, Factory License No. etc.)

Modern Coach Factory,  
Roobarelli

Welcome TEST\_VENDOR

2.0 Technical Details:

2.1 Manufacturing capacity as approved by any Railway Production Units & Government Organisation

Licence No. \*  Licence Date \*

Item Description \*

Attachment \*  No file chosen

**ADD**

Sr.No	Licence No.	Licence date	Item Description	Attachment	
1	TEST_VENDOR	15/02/2019	GBHFGHG	ApplicationofFreshVendorRegistration0.pdf	<input type="button" value="Delete"/>

2.2 Infrastructure available for production to be submitted on following formats:

a. Details of Plant and Machinery

Name of the machine \*  Size/Model/Make \*

Year of Manufacture \*  Quantity(No.)\*

Machine No. \*  Detailed capacity \*

**ADD**

b. Details of Heat treatment

Process of Heat Treatment \*  Capacity of Plant/equipment used \*

On successful submission of General details, next form appears which contains Technical Details to be filled by Vendor in Application Form (i.e. Manufacturing Capacity, Infrastructure, Details of Heat Treatment etc.)

Press Delete button for removing wrongly entered record in application form

### *Application Form (Technical Details)*

Modern Coach Factory,  
Raebareilly

Welcome TEST\_VENDOR

3.0 Commercial and Financial Details:

3.1 Copies of following documents to be enclosed

a. Proof of ownership\*   No file chosen

b. Factory License\*   No file chosen

c. GSTN\*   No file chosen

d. Latest electricity bill\*   No file chosen

e. NSIC/DIC\*

f. MSME\*

g. Any other Certificates

Name of Certificate   No file chosen

Sr.No	Name of Certificate	Attachment
1	FDDSF	<input type="button" value="Application\FreshVendorRegistration1.pdf"/> <input type="button" value="Delete"/>

3.2 Banker's Details:

a. Banker's Name\*  b. Banker's Address\*

3.3 Last three year of ITR

IE-Filing Acknowledgement No.\*  Date\*

On successful submission of Technical details, next form appears which contains Commercial Financial Details to be filled by Vendor in Application Form (i.e. Attach Copies of Ownership, Factory License, Electricity Bill, MSME, Other certificates if any, Banker's Details, Last year of ITR etc.)

Press Delete button for removing wrongly entered record in application form

*Application Form (Commercial and Financial Details)*



Modern Coach Factory,  
Raebareilly

Fill Application Form (1)  
Deficiencies Advised (0)  
Status of Application (0)  
Change Password  
Log out

#### 4.0 Questionnaire for Evaluating Supplier Environment Performance:

1. Is your company certified for ISO 14001? (if yes please provide the year of certification) ☐ Yes ☐ No
2. Is there any other system followed in your plant to monitor your environment performance? ☐ Yes ☐ No
3. Are you measuring your environmental performance? (if yes, please attach relevant information) ☐ Yes ☐ No
4. Have you identified environmental impacts as a result of your activities? (if yes, please attach relevant information) ☐ Yes ☐ No
5. Have you defined any goals and implemented measures to reduce energy consumption of your plant? (if yes, please attach information about the initiatives undertaken) ☐ Yes ☐ No
6. Have you defined any goals and implemented measures to reduce water consumption of your plant? (if yes, please attach information about the initiatives undertaken) ☐ Yes ☐ No
7. Have you identified all legal requirements? ☐ Yes ☐ No
8. Is there any procedure to monitor the compliance of legal requirements? ☐ Yes ☐ No
9. Have you identified various wastes generated in your plant? ☐ Yes ☐ No
10. Are you segregating the waste generated in your plant? ☐ Yes ☐ No
11. Have you developed any written procedure for the safe disposal of waste? ☐ Yes ☐ No
12. Are you disposing the waste generated from your plant in an environmental friendly way as prescribed by statutory bodies? ☐ Yes ☐ No
13. Do you purchase energy efficient and environment friendly products? ☐ Yes ☐ No
14. Are you conducting regular awareness programs for your employees on energy and environment? ☐ Yes ☐ No

**Declaration**

1) We do hereby declare that the above particulars are correct and no discrepancy shall be found during actual investigation before and during execution of order.  
2) Any change in the plant and machinery and change of place of office and of worksite shall be brought to notice of MCF for clearance and approval.  
3) We hereby undertake that all our equipments for manufacturing and testing as listed above shall be maintained in good working order all times.  
4) We hereby undertake that we will inform to MCF through E-mail (followed by confirmation copy through courier/speed post) as soon as any machinery is removed from the firm premise (even for repair etc.). We will also inform to MCF again when machines brought back and made operational. (Note: Each of the pages shall be signed with office seal by the authorized signatory)

Back
Save
Submit
Exit
View Application

Click on save button before downloading of Application pdf

Click on Submit button for Final Submission of Application Form

Click on View Application button for preview/downloading of Application Form after successful saving

On successful submission of financial details, next form appears which contains Questionnaire to be filled by Vendor in Application Form (i.e. Questionnaire for Evaluating Supplier Environment Performance)

## Application Form (Questionnaire)