

## (For Non Indigenous sources only)

Essential Commercial Terms and Conditions (To be filled in full and to be submitted along with offer)

Sl.No	Buyers preference	Sellers Acceptance
1.	PRICE :Firm till completion of order.[ offer with Price Variation Clause is not acceptable ]	
2.	DELIVERY TERMS (FOB Seaport and CFR Chennai Sea Port)	
3.	Freight up to Chennai Sea Port to be indicated separately in each case of CFR Chennai Sea Port basis is considered.	
4.	Delivery Period- Please indicate Firm delivery period with clear reference from the date of LOI/ approval of drawings	
5.	Validity of offer (minimum of 90 days from the date of price opening)	
6.	Approximate weight and dimension of the goods.	
7.	Name of nearest Sea Port at foreign soil	
8.	Payment Term (For supply portion:90% of supply value by unconfirmed irrevocable Letter of Credit at 10 days sight by a first class bank in India against submission of PBG for 10% order value in BHEL format from BHEL's Consortium of Banks.(Indian Bank charges to BHEL A/C. Foreign Bank charges to Sellers account). Balance 10% of supply value will be released on successful completion of Erection &Commissioning (E&C). Incase if E&C does not start within 18 months from the date of supply completion, BHEL will release the balance 10% of the supply value payment against submission of an additional Bank Guarantee of equivalent value valid till completion of E&C. For supervision of E&C portion: Payment shall be 100% direct on completion of E&C against E&C certificate issued by BHEL. <b>For deviation in payment terms Interest @ Base rate of SBI as applicable on the scheduled date of technical bid opening + 6 % will be loaded for the period of relaxation sought and the same will be considered for ranking</b>	
9.	Name your bankers on whom the L/C Negotiation can be restricted with swift code	
10.	Deviation Report on buyers' specifications enclosed if any	
11.	Confirmation L.D. clause as indicated in Enquiry [penalty for delayed delivery as per IMPORTANT NOTE ] @ 0.5% per week subject to a maximum of 10% for the delayed delivery. In case any bidder is not accepting the above penalty for delayed Supply, the offer of bidder shall be loaded to the extent to which it is not agreed by the bidder. Example: If the Supplier has accepted for maximum 5% penalty clause, then balance 5% will be loaded for evaluating lowest bidder	
12.	Details of Indian office/agent if any. Valid Indian Agent agreement copy (Duly Notarized) to be submitted along with technical offer.	
13.	Indian agency commission if any (to be quoted clearly and payable in Indian rupees)	
14.	Original Equipment Manufacturer with name and Country of Origin	
15.	Country of Origin & Confirmation for the submission of Country of Origin Certificate	
16.	<b>Confirmation to the tender prequalification requirement</b>	
17.	<b>Confirmation if Supplier Registration Forms and NTPC questionnaire format have been submitted along with the technical offer.</b>	
18.	<b>Performance Bank Guarantee</b> 10% of Purchase Order value is required with validity period of 12 months from the date of commissioning (or) 18 months from the date of dispatch which ever is earlier plus three months claim period is also required [PBG shall be from BHEL consortium of banks and in BHEL prescribed format and the same shall be provided along with Purchase order].	
19.	<b>BHEL Standard Guarantee Clause:</b> Your confirmation to our standard Guarantee clause that the materials are to be guaranteed for satisfactory performance for a period of twelve months from the date of commissioning / putting into use (or) eighteen months from the dispatch which ever is earlier and if any defect is noticed during the above period, the same shall be rectified/replaced free of cost on Ranipet/ Destination basis within a reasonable time. To this effect a Guarantee certificate should be sent along with the dispatch documents in the event an order.	
20.	<b>Risk Purchase Clause:</b> The purchaser at his option will be entitled to terminate the contract and to purchase elsewhere at the risk and cost of the seller either the whole of the goods or any part which the seller has failed to deliver or dispatch within the time stipulated as aforesaid or if the same were not available, the best and the nearest available substitute thereof. The seller shall be liable for all losses and extra expenditure which the purchaser may sustain by reason of such risk purchases in addition to penalty at the rates of LD clause agreed.	
21.	INSPECTION BEFORE DESPATCH -Will be done at vendor's Works before Dispatch by BHEL / BHEL's Authorized Inspection Agency AIA / BHEL's customer	
22.	O&M MANUAL-As per enquiry specifications-12 copies to be sent to BHEL Ranipet	
23.	SPECIFICATION – <b>Please refer list of enquiry items for individual reference to specifications.</b> Clause wise / Point wise confirmation to be given in TOTO for all specifications& to be submitted along with offer.	
24.	SPECIFICATION DEVIATION DISPOSITION REPORT [SDDR] Attached SDDR to be filled & submit along with offer.(If NO deviation is taken, NIL report to be submitted).	
25.	Confirmation for the Submission of Test Certificate	
26.	Confirmation if unpriced bid copy is enclosed along with technical offer	

Date:

Name &amp; designation of the seller

**REQUIREMENT OF TECHNICAL DETAILS /CONFIRMATION**  
**(To be filled in full and to be submitted along with offer)**

S.NO	DESCRIPTION	BHEL'S REQUIREMENT	SUPPLIER'S COMMENTS
01	SPECIFICATION - <b>Please refer list of enquiry items for individual reference to specifications.</b>	Clause wise / Point wise confirmation to be given in TOTO for all specifications & to be submitted along with offer.	
02	DATA SHEET / DRGS	Filled Data Sheet and vendor's Drawings are to be submitted along with offer.( if applicable ).	
03	QUALITY PLAN	To confirm applicable QP will be followed. (OR) Your Quality Plan to be submitted for our review & approval along with offer.	
04	SPECIFICATION DEVIATION DISPOSITION REPORT (SDDR)	Attached SDDR to be filled & submit along with offer. (Even NO deviation is taken, NIL report to be submitted).	

**( To be submitted along with the offer )**

SPECIFICATION DEVIATION DISPOSITION REPORT			
Specn			Item
Enq.No & Date			
Vendor Name			
SPECN			
Page	Clause	Details Of Deviation With Reason	Disposition By Bhel
Signature Of Vendor			Reviewed By
" AGREED DEVIATION "			APPROVED BY
if any to be incorporated in the PO in the event of order.			

Date:

SIGNATURE WITH SEAL

**NOTE :** *The above format shall be completely filled and deviation if any shall be clearly spelt out. If no deviation is taken then the same shall be clearly mentioned. The columns which are not applicable shall be mentioned as "Not Applicable". No column should be left blank .Incase if NIL deviation has not been mentioned it will be presumed that enquiry specifications are complied with completely and no deviation has been taken. Offers will be evaluated on the basis of Total landed cost to BHEL at the Final destination. All applicable Taxes and duties as per Indian Laws will be deducted from the payment to be made to vendors after placement of Purchase Order.*

The above Commercial Terms and Conditions are confirmed by us for this tender. In case there is a variance between the conditions confirmed above and the main offer, we certify that the Commercial Terms and Conditions given above is applicable. Such Commercial Terms and Conditions in the main offer may be considered null and void by the Purchaser and this is accepted by us.

**(For Indigenous sources only)**

Essential Commercial Terms and Conditions (To be filled in full and to be submitted along with offer)

DESCRIPTION	BHEL Requirement	Suppliers Confirmation
PRICE	Firm till completion of order.	
DELIVERY TERMS	F.O.R. DESTINATION (BHEL Ranipet Stores)	
PACKING & FORWARDING	To be included. (if extra indicate in %)	
FREIGHT & INSURANCE	To be included. (if extra indicate in %)	
EXCISE DUTY %	To be indicated by supplier.	
SALES TAX in %	To be indicated by supplier. (Concessional form C / XVII will be given)	
OCTROI	If any, to supplier's account only.	
PAYMENT	(For supply portion :90% of supply value within 45 days (for SSI)/ 90 days (for Non SSI) from the date of material receipt at BHEL Stores Ranipet against SRV and submission of PBG for 10% order value in BHEL format from BHEL's Consortium of Banks. Balance 10% of supply value will be released on successful completion of Erection & Commissioning (E&C). In case if E&C does not start within 18 months from the date of supply completion, BHEL will release the balance 10% of the supply value payment against submission of an additional Bank Guarantee of equivalent value valid till completion of E&C. For Supervision of E&C Portion: Payment shall be 100% direct on completion of E&C against E&C certificate issued by BHEL. <b>For deviation in payment terms Interest @ Base rate of SBI as applicable on the scheduled date of technical bid opening + 6 % will be loaded for the period of relaxation sought and the same will be considered for ranking</b>	
DELIVERY PERIOD	To be indicated by supplier as per enquiry. Please indicate Firm delivery period with clear reference from the date of LOI/ approval of drawings	
L.D.CLAUSE: As indicated in Enquiry (as per IMPORTANT NOTE) @ 0.5% per week, max of 10% for the delayed delivery. In case any bidder is not accepting the above penalty for delayed Supply, the offer of bidder shall be loaded to the extent to which it is not agreed by the bidder. Example: If the Supplier has accepted for maximum 5% penalty clause, then balance 5% will be loaded for evaluating lowest bidder		
OFFER VALIDITY	Minimum 90 days from the date of price bid opening / Reverse Auction	
INSPECTION BEFORE DESPATCH	Will be done at vendor's Works before Dispatch by BHEL / BHEL's Authorized Inspection Agency AIA / BHEL's customer	
TEST CERTIFICATE	Required	
<b>Original Equipment manufacturer along with name and place of manufacturing</b>		
<b>Confirmation to the tender prequalification requirement</b>		
<b>Confirmation if Supplier Registration Forms and NTPC questionnaire format have been submitted along with the technical offer.</b>		
<b>Risk Purchase clause:</b> Your confirmation to our standard risk purchase clause that alternatively the Purchaser at his option will be entitled the contract and to purchase elsewhere at the risk and cost of the seller either the whole of the goods or any part which the supplier has failed to deliver or dispatch within the time stipulated as aforesaid or if the same were not available, the best and the nearest available substitute there for. The supplier shall be liable for any loss which the purchaser may sustain by reason of such risk purchases in addition to penalty at the rate mentioned in clause 10 above.		
<b>BHEL Standard Guarantee Clause:</b> Your confirmation to our standard Guarantee clause that the materials are to be guaranteed for satisfactory performance for a period of twelve months from the date of commissioning / putting into use (or) eighteen months from the dispatch whichever ever is earlier and if any defect is noticed during the above period, the same shall be rectified/replaced free of cost on Ranipet/ Destination basis within a reasonable time. To this effect a Guarantee certificate should be sent along with the dispatch documents in the event an order		
<b>Performance Bank Guarantee</b> 10% of Purchase Order value is required with validity period of 12 months from the date of commissioning (or) 18 months from the date of dispatch whichever ever is earlier plus three months claim period is also required [PBG shall be from BHEL consortium of banks and in BHEL prescribed format and the same shall be provided along with the Purchase order].		
Confirmation if unpriced bid copy is enclosed along with technical offer		

Date:

Name &amp; designation of the seller

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03	QUALITY PLAN	To confirm applicable QP will be followed. (OR) Your Quality Plan to be submitted for our review & approval along with offer.	
04	SPECIFICATION DEVIATION DISPOSITION REPORT (SDDR)	Attached SDDR to be filled & submit along with offer. (Even NO deviation is taken, NIL report to be submitted).	

**( To be submitted along with the offer )**

SPECIFICATION DEVIATION DISPOSITION REPORT			
Specn			Item
Enq.No & Date			
Vendor Name			
SPECN			
Page	Clause	Details Of Deviation With Reason	Disposition By Bhel
Signature Of Vendor			Reviewed By
" AGREED DEVIATION "			APPROVED BY
if any to be incorporated in the PO in the event of order.			

Date:

SIGNATURE WITH SEAL

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The above Commercial Terms and Conditions are confirmed by us for this tender. In case there is a variance between the conditions confirmed above and the main offer, we certify that the Commercial Terms and Conditions given above is applicable. Such Commercial Terms and Conditions in the main offer may be considered null and void by the Purchaser and this is accepted by us.

**Annexure B-Enquiry:BAP/PUR/FGD/4240182E dt 14.05.2014- Price Bid details (For Indigenous Sources); Project :NTPC Bongaigaon FGD**

Enq Sl. No	Material Code	Description	Enq. Qty	Unit	Rate in Currency*	Total value in Currency*
1	RFW401300001	AGITATORS FOR LIMESTONE SLURRY TANKS AS PER TECHNICAL SPECIFICATIONS	4	ST		
2	RFW401300002	AGITATORS FOR AUXILIARY ABSORBENT TANKS AS PER TECHNICAL SPECIFICATIONS	2	ST		
3	RFW401300003	AGITATORS FOR FILTRATE WATER TANKS AS PER TECHNICAL SPECIFICATIONS	2	ST		
4	RFW401300004	AGITATORS FOR SECONDARY HYDROCYCLONE TANKS AS PER TECHNICAL SPECIFICATIONS	2	ST		
5	RFW401300005	AGITATORS FOR WASTE WATER TANKS AS PER TECHNICAL SPECIFICATIONS	2	ST		
6	RFW401300006	MANDATORY SPARES FOR ENQ SL NO 1 TO 5 (1 SET FOR EACH MODEL IS REQUIRED AS PER TECHNICAL SPECIFICATIONS)	1	ST		
7	RFW401300010	AGITATORS FOR LIME FEED TANK AS PER TECHNICAL SPECIFICATIONS	2	ST		
8	RFW401300011	AGITATORS FOR ABSORBER AREA DRAIN PIT AS PER TECHNICAL SPECIFICATIONS	6	ST		
9	RFW401300012	AGITATORS FOR GYPSUM DEWATERING AREA DRAIN PIT AS PER TECHNICAL SPECIFICATIONS	2	ST		
10	RFW401300013	AGITATORS FOR BALL MILL AREA DRAIN PIT AS PER TECHNICAL SPECIFICATIONS	2	ST		
11	RFW401300014	MANDATORY SPARES FOR ENQ SL NO 7 TO 10 (1 SET FOR EACH MODEL IS REQUIRED AS PER TECHNICAL SPECIFICATIONS)	1	ST		
		Packing and Forwarding charges (For Enq S.No 1 to 6)			Lumpsum Prices	
		Freight and Insurance charges (For Enq S.No 1 to 6)			Lumpsum Prices	
		Packing and Forwarding charges (For Enq S.No 7 to 11)			Lumpsum Prices	
		Freight and Insurance charges (For Enq S.No 7 to 11)			Lumpsum Prices	
		Supervision of Erection and Commissioning charges as per the enquiry technical specifications			On PER DIEM BASIS	

\* Denotes the currency of the supplier's country

**Note:**

1)The price bid is to be submitted in this format only and should bear the signature and company seal.

**2)Enq item S.No 01 to 06 will be procured from the same source on set wise basis without any quantity split. Enq S.Nos 07 to 11 will be procured from the same source on set wise basis without any quantity split. i.e. Offers will be evaluated on Total landed cost basis upto Enq Delivery destination for Enq S.nos 01 to 06 and Enq S.nos 07 to 11 separately and ordering will be done on respective L1 bidders. Charges for Supervision of E&C will also be considered for evaluation and arriving at ranking**

3)BHEL will decide the number of days required for Erectioning and Commissioning. Supervision of Erectioning & Commissioning charges to be quoted on per man day basis only which includes all charges like boarding, lodging, air freight, transport in Indian & vendor country etc.

4)Validity of the offer is 90 days from the date of price bid opening.

5)Supervision of E&C is to be done by the respective L1 bidders evaluated for Enq S.Nos 01 to 06 and Enq S.nos 07 to 11.

6)All taxes and duties as per the Laws of Indian Government will be applicable

**Signature with Date**

**Annexure B-Enquiry:BAP/PUR/FGD/4240182E dt 14.05.2014- Price Bid details (For Non Indigenous Sources);  
Project :NTPC Bongaigaon FGD**

Enq Sl. No	Material Code	Description	Enq. Qty	Unit	Rate in Currency*	Total value in Currency*
1	RFW401300001	AGITATORS FOR LIMESTONE SLURRY TANKS AS PER TECHNICAL SPECIFICATIONS	4	ST		
2	RFW401300002	AGITATORS FOR AUXILIARY ABSORBENT TANKS AS PER TECHNICAL SPECIFICATIONS	2	ST		
3	RFW401300003	AGITATORS FOR FILTRATE WATER TANKS AS PER TECHNICAL SPECIFICATIONS	2	ST		
4	RFW401300004	AGITATORS FOR SECONDARY HYDROCYCLONE TANKS AS PER TECHNICAL SPECIFICATIONS	2	ST		
5	RFW401300005	AGITATORS FOR WASTE WATER TANKS AS PER TECHNICAL SPECIFICATIONS	2	ST		
6	RFW401300006	MANDATORY SPARES FOR ENQ SL NO 1 TO 5 (1 SET FOR EACH MODEL IS REQUIRED AS PER TECHNICAL SPECIFICATIONS)	1	ST		
7	RFW401300010	AGITATORS FOR LIME FEED TANK AS PER TECHNICAL SPECIFICATIONS	2	ST		
8	RFW401300011	AGITATORS FOR ABSORBER AREA DRAIN PIT AS PER TECHNICAL SPECIFICATIONS	6	ST		
9	RFW401300012	AGITATORS FOR GYPSUM DEWATERING AREA DRAIN PIT AS PER TECHNICAL SPECIFICATIONS	2	ST		
10	RFW401300013	AGITATORS FOR BALL MILL AREA DRAIN PIT AS PER TECHNICAL SPECIFICATIONS	2	ST		
11	RFW401300014	MANDATORY SPARES FOR ENQ SL NO 7 TO 10 (1 SET FOR EACH MODEL IS REQUIRED AS PER TECHNICAL SPECIFICATIONS)	1	ST		
		FOB Charges upto nearest Sea port (For Enq S.No 1 to 6)			Lumpsum Prices	
		CFR charges from Port of despatch to Chennai sea port.(For Enq S.No 1 to 6 .-No of containers like 40 feet/20 feet shall have to be indicated separately)			Lumpsum Prices	
		FOB Charges upto nearest Sea port (For Enq S.No 7 to 11)			Lumpsum Prices	
		CFR charges from Port of despatch to Chennai sea port.(For Enq S.No 7 to 11 .-No of containers like 40 feet/20 feet shall have to be indicated separately)			Lumpsum Prices	
		Supervision of Erection and Commissioning charges as per the enquiry technical specifications			On PER DIEM BASIS	

\* Denotes the currency of the supplier's country

**Note:**

1)The price bid is to be submitted in this format only and should bear the signature and company seal.

2)Enq item S.No 01 to 06 will be procured from the same source on set wise basis without any quantity split. Enq S.Nos 07 to 11 will be procured from the same source on set wise basis without any quantity split. i.e. Offers will be evaluated on Total landed cost basis upto Enq Delivery destination for Enq S.nos 01 to 06 and Enq S.nos 07 to 11 separately and ordering will be done on respective L1 bidders. Charges for Supervision of E&C will also be considered for evaluation and arriving at ranking

3)BHEL will decide the number of days required for Erectioning and Commissioning. Supervision of Erectioning & Commissioning charges to be quoted on per man day basis only which includes all charges like boarding, lodging, air freight, transport in Indian & vendor country etc.

4)Validity of the offer is 90 days from the date of price bid opening.

5)Supervision of E&C is to be done by the respective L1 bidders evaluated for Enq S.Nos 01 to 06 and Enq S.nos 07 to 11.

6)All taxes and duties as per the Laws of Indian Government will be applicable

**Signature with Date**



**SUB-SUPPLIER QUESTIONNAIRE**  
(To be filled in by the Sub Supplier )

Approval Desired for Process/item (Rating/Size/Type) :

1. Name of Company (Sub-Supplier):

2. Address of Regd. Office:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Tel \_\_\_\_\_  
\_\_\_\_\_ Fax \_\_\_\_\_  
\_\_\_\_\_ e-mail \_\_\_\_\_  
\_\_\_\_\_ Mobile \_\_\_\_\_

3. Address of Factory/Works

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Tel \_\_\_\_\_  
\_\_\_\_\_ Fax \_\_\_\_\_  
\_\_\_\_\_ e-mail \_\_\_\_\_  
\_\_\_\_\_ Mobile \_\_\_\_\_

Weekly off day

4. Branch/Liaison Office in Delhi:

\_\_\_\_\_  
\_\_\_\_\_ Tel \_\_\_\_\_  
\_\_\_\_\_ Fax \_\_\_\_\_  
\_\_\_\_\_ E-mail \_\_\_\_\_  
\_\_\_\_\_ Mobile \_\_\_\_\_

Weekly off day

5. Person(s) to be contacted

Place	Name(s)	Official Capacity	Telephone No(s)
-----	-----	-----	-----

Regd. Off.

Factory

Branch/

Liaison Off.

6. Nature of Company : Proprietary/Partnership/Pvt. Ltd./Public Ltd.

Works Details:

7. Year of Factory Establishment :



**SUB-SUPPLIER QUESTIONNAIRE**  
(To be filled in by the Sub Supplier )

8. Year of Commencement of Manufacture :
9. Total Area/Covered Area
10. Electric Power-Connected Load :  
Electric Power-Standby Load & System
11. Finance-Total Capital :  
- Annual Turnover & profit For past three years  
- Limit of Credit Facility Available from the Banks :
12. Do you have in-house Department for :
- a) Design Yes/No
- b) Research & Development Yes/No
- c) Manufacturing/Production Yes/No
- d) Quality control/Inspection Yes/No
- e) Clearance from pollution deptt. Yes/No
13. Shift works per day One/Two/Three
14. Details regarding employees :

Division Status	Graduate		Diploma	Skilled	Un-Skilled	Remarks
	Technical	Non-Technical				
Production						
Quality Control						
Admn & other Supporting Activities						

15. Please enclose a copy of company's organisation chart (for the unit).
16. Trade Name of Product (if any) :
17. Manufacturing capacity details :



**SUB-SUPPLIER QUESTIONNAIRE**  
(To be filled in by the Sub Supplier )

S. N.	Product	Licensed Capacity	Installed Capacity

18. Brief details of items manufactured :

Sl. No.	Item & Material	Description (Type/Size/Rating)	Annual Production for last Three years		
			I	II	III

19. Details of foreign collaboration, if any :

Sl. No.	Product	Name & Address of Collaborator	Collaboration		
			Scope	Year	Valid upto



**SUB-SUPPLIER QUESTIONNAIRE**  
(To be filled in by the Sub Supplier )

20. Have your product been type tested by any external agency? If so, give details

Sl. No.	Product	Test (Size, Type & Class)	Test Report No. & Date	Next Due Date

21. Indicate Approval/Certification by National/International standards/agencies applicable for the subject product.

Sl. No.	Product	Code/Standard	License No. & Date

22. Have you been approved by any third party/statutory agency? If so, indicate details and enclose copies of approval letters.

Sl. No.	Item/ Material	Description (Size, Type & Class)	Agency	Date of Approval	Next Due Date



**SUB-SUPPLIER QUESTIONNAIRE**  
(To be filled in by the Sub Supplier )

23. Reference list (Experience in the particular type of equipment) :

Sl. No.	Item/ Material	Type & Capacity	Customer (End User) with Address	Date of supply	Under Operation Since Year/ Month

24(a) Specific to process & product facilities :

Sl. No.	Description of machine	Capacity & Nos.	Location Shop	Make	Year of Manufg.



**SUB-SUPPLIER QUESTIONNAIRE**  
(To be filled in by the Sub Supplier )

24(b) Other/General facilities :

Sl. No.	Description of machine	Capacity & Nos.	Location Shop	Make	Year of Mfg.
1)	Material Handling Mobile Crane Fork Lift Over Head Cranes				
2)	Metal Cutting & Bending				
3)	Casting				
4)	Forging				
5)	Fabrication				
6)	Welding				
7)	Machining				
8)	Heat Treatment				
9)	Sheet Metal				
10)	Fettling & Cle aning Sand Blasting Shot Blasting Pickling				
11)	Painting				
12)	Metal Coating				
13)	Protection before packing				
14)	Packing				
15	Other				



**SUB-SUPPLIER QUESTIONNAIRE**  
(To be filled in by the Sub Supplier )

25 (a) Facilities for Testing & Inspection :

Sl. No.	Description	Capacity & Nos.	Make & year of Mfg	Calibration Status	Approval Qualification	

25 (b) If In-house testing facilities are not available, indicate source of testing with relevant details:

Sl. No.	Source of Testing	Description	Capacity & Nos.	Make & year of Mfg.	Calibration Status	Approval/Qualification



**SUB-SUPPLIER QUESTIONNAIRE**  
**(To be filled in by the Sub Supplier )**

26 (a) Details of any Govt. laboratory facilities available in area :

26 (b) Product related testing facilities (Type/Performance/Routine/Acceptance Tests) :

26 (c) Storage of finish goods (covered / open)

27 Source of Raw Materials (including imported raw materials) :

a) Type Source

b) Raw material storage & identification :

28. **No. of PCs available with internet Connectivity at works:**

**29. Quality management**

**29.1 General**

29.1.1. Organisation Chart of Quality Management: Attached: (Y/N)

29.1.2. Head of QC Department reports to :

29.1.3. Do you have a written Quality Control Instruction Manual? If yes, please furnish a copy of the same.

29.1.4. Have written Quality Control Instruction sheets been prepared and properly used ?

29.1.5. Are records generated during inspection maintained & available for review?

29.1.6. Are final inspection areas clean, adequately lighted & of suitable size?

29.1.7. Are written procedure defining stage wise operations and functions on shop floor established and followed?

29.1.8. Are quality control checks adequate to maintain desired quality right from incoming stage to final operation?

29.1.9. Whether 100% or adequate sampling inspection used?



**SUB-SUPPLIER QUESTIONNAIRE**  
(To be filled in by the Sub Supplier )

29.1.10. Are statistical quality control techniques used?

**29.2. Corrective Action**

29.2.1. Does the system provide for proper detection of inferior quality and correction of its assignable causes?

29.2.2. Is adequate action taken to correct the causes of defects in products?

29.2.3. Are analysis made to identify trends towards product deficiencies?

29.2.4. Does corrective action extend to products?

**29.3 Documentation Control**

29.3.1. Does a system for clear and precise stipulation of responsibilities for documentation issue & change control exists?

29.3.2. Are changes made in writing?

**29.4. Control of Inspection, measuring & Testing equipments**

29.4.1. Are necessary gauges, testing and measuring equipment's, available and used?

29.4.2. Are testing and measuring equipment properly maintained?

29.4.3. Is recorded control on calibration of equipment available?

**29.5. Control of procured supplies & Services**

29.5.1. Do the vendor/sub-Supplier's purchasing documents refer to specific design manufacturing and testing requirements?

29.5.2. Do purchasing documents also contain special requirements?

29.5.3. Are requirements for necessary tests and inspection of raw material specified in purchasing documents?

**30. CONSISTENCY IN SUPPLY**

30.1. Has the vendor/sub-Supplier produced items of similar nature in past?

30.2. Has the vendor/sub-Supplier maintained delivery commitments in past?

30.3. Has there been frequent labour trouble in past?



**SUB-SUPPLIER QUESTIONNAIRE**  
**(To be filled in by the Sub Supplier )**

- 30.4. Has there been major upset due to faulty material management?
- 30.5. Whether the system of planning and scheduling resilient enough to overcome temporary setbacks and make up lost time?
- 30.6. Can the vendor/sub-Supplier quickly off load the work to other reliable subvendors:  
If Yes, the name of sub-vendors :
31. Order booking position as on date in terms of:  
a) Value :  
b) Time :
32. Any special information
33. I CERTIFY THAT THE NFORMATION SUPPLIED HEREIN (INCLUDING ALL PAGES ATTACHED) IS CORRECT TO THE BEST OF MY KNOWLEDGE.

SEAL

**SIGNATURE** \_\_\_\_\_  
**NAME** \_\_\_\_\_  
**DESIGNATION** \_\_\_\_\_  
**M/S.** \_\_\_\_\_  
**PLACE** \_\_\_\_\_  
**DATE** \_\_\_\_\_

LIST OF ENCLOSURE

- 1.
- 2.
- 3.

