

ANNEXURE – D

PERFORMANCE APPRAISAL FORM
APPRAISAL ON COMPLETION OF _____ YEAR of WARRANTY PERIOD

To, M/s.

Dated

1.	CENTRAL RAILWAY CONTRACT NO	
2.	Consignee/Railway	
3.	Name of supplier	
4.	Machine Name	
5.	Machine received on	
6.	Machine commissioned on	
7.	PTC issued on	
8.	Warranty period expired on	
9.	Performance during warranty period:	
9(a)	Total number of breakdowns	
9(b)	Total downtime in number of days	
10(a)	Any warranty complaint pending on date	Yes/No
10(b)	If yes, then the date and nature of defect(s)	

11. In case, of the machine with mandatory PMC during warranty period, following details of breakdown hours for preceding eight quarters must also be furnished.

Quarter	Period From -----To----	Breakdown hours
1		
to		
8		

Signature-----

Name-----

Designation: DY.CME/Sr.DME/Dy.CEE/Sr.DEE

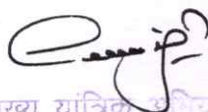
Office Stamp

- 1) PCME / CENTRAL RAILWAY
- 2) PCMM / CENTRAL RAILWAY
- 3) Sr. DFM / WAO / Dy. FA & CAO / PFA / CENTRAL RAILWAY

Note:

i.) This appraisal may please be sent immediately on completion of first and second year of warranty period. If any extension of warranty period required, may please also be mentioned with details.

ii) Sr.Scale Officer having independent charge is also authorized to sign.



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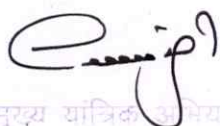
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ANNEXURE-E

Components to be processed for Prove Out

Applicable for Schedule-1A Consignee- Matunga Workshop			
Sr.	Name of Component	Drawing No.	Operations to be carried out
1	Contol Arm LHB Coaches	1277122	Press out of Old metal bonded rubber bush and press in of New Bush
2	Roll Link LHB Coaches	1267511	Press out of Old metal bonded rubber bush and press in of New Bush
3	Traction Lever LHB Coaches	1267508	Press out of Old metal bonded rubber bush and press in of New Bush
4	Traction Center LHB Coaches	1267507	Press out of Old metal bonded rubber bush and press in of New Bush
5	Minor Pad for secondary suspension	1903149	Pressing of minor pad prior to installation on bogie.
6	CBC Frontier Make (Rev.1)	Frontier Drg. No. FASL/TLC/SSC/1083	Press out of Old metal bonded rubber bush and press in of New Bush
7	CBC Escort Make (Rev.1)	Escort Drg. No. SK 463	Press out of Old metal bonded rubber bush and press in of New Bush
8	CBC Sanrock Make (Rev.1)	Sanrock Drg. No. 1ED-1013 Alt-02	Press out of Old metal bonded rubber bush and press in of New Bush
9	CBC Sanrock Make (Rev.3)	Sanrock Drg. No. 1ED-1013 Alt-04	Press out of Old metal bonded rubber bush and press in of New Bush
10	Control Arm VB Train Set	Medha Servo Drives Drg. No. D-A675UV2-135408	Press out of Old metal bonded rubber bush and press in of New Bush
11	Traction Center (CP) VB Train Set	Medha Servo Drives Drg. No. D-A675UV2-137352	Press out of Old metal bonded rubber bush and press in of New Bush
12	Traction Rod VB Train Set	GMT Drg. No. 65081502	Press out of Old metal bonded rubber bush and press in of New Bush
13	Stabilizer Link VB Train Set	GMT Drg. No. 65087601	Press out of Old metal bonded rubber bush and press in of New Bush
14	Anchor Link for ICF Coaches	T-0-7-603	Press out of Old metal bonded rubber bush and press in of New Bush



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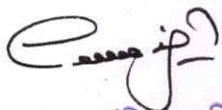
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ANNEXURE- F**Consignee's Certificate for Quarterly Work Done Under CAMC**

1. Name of Plant:
2. Consignee
3. CENTRAL RAILWAY Contract No.
4. Name of Contractor
5. Quarterly charges for CAMC(Standard): Rs. _____ As per CENTRAL RAILWAY Contract no. _____ dt. _____
6. Quarter for which bills are preferred: _____
From: _____ To: _____
7. No. of Breakdowns during the quarter:
8. Calculation of Penalty and Net CAMC charges payable to Contractor for the quarter:
 - i. Total Plant Down Time (in days):
 - ii. Standard down days for preventive maintenance (in days/quarter):
 - iii. Total grace period for break down:
 - iv. Net down time for the plant [= (i)-{(ii)+(iii)}] : v.
 - 100% Availability for the quarter (in days) :
 - vi. Actual availability [= (v)-(iv)] :
 - Actual availability in %age [= {(vi) / (v)}x 100]: vii.
 - Calculation of penalty:
 - a. %age availability below 90% to 80%:
 - b. %age availability below 80%:
 - c. Penalty [= {(vii a)x(5)x0.005 + (vii b)x(5)x0.01)}]:
 - viii. Net amount payable as AMC charges to [= (5)-(vii c)]

It is certified that all spares borrowed by the contractor for the previous quarter have been returned in good condition.

Signature of authorized representative of consignee



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ANNEXURE- G

Report on Capability Assessment of New Vendors

M/s(Name of Vendor).....

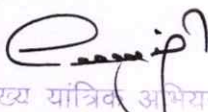
Machine/Product Class

Contents:

Para - 1 :	General Information
Para - 2 :	General Information (Technical)
Para - 3 :	Design Capability
Para - 4 :	Manufacturing Process
Para - 5 :	Quality Assurance
Para - 6 :	After-Sales Service
Para - 7 :	Past Performance
Para - 8 :	Commercial Information
Para - 9 :	Conclusions
Para - 10 :	Recommendations

List of Annexures :

A :	List of Managerial Staff
B :	Plan of Works to be assessed
C :	List of Machinery & Plant
D :	List of Raw Materials in Stock
E :	Q.A.P. of the Firm.
F :	List of QC equipments, Measuring equipments and Gauges
G :	List of Important Customers & Orders
H :	List of pending orders
I :	Performance of Machines supplied
J :	Proof of Ownership
K :	Factory License, NSIC/ SSI
L :	Copy of Latest Electricity Bill


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M : Certified copies of Balance Sheet and Profit & Loss accounts

N : Income Tax Clearance Certificate

Other Annexure (if any)

Report on Capability Assessment of New Vendors

- i) **Name of Vendor**
- ii) **Purpose:** (Assessing officers should detail the purpose of assessment, manufacturer, name of the machine and the tender number which necessitated assessment or otherwise.)
- iii) **Scope:** (The scope should define scope of capability assessment carried out detailing the machine/system or range of machines/systems.)
- iv) **Details of Stores/Items/Parts/components** for which assessment is carried out.
(Indicate complete description. Vendor should submit a request to include more similar items in the assessment if required)
- v) **Assessment done on**

1.0 General Information

1.1. Background of vendor in Brief

1.1.2 Location

1.2 Postal Address

i. Head Office :

ii. Works/Factory (as per Factory License) :

1.3. Telephone No. (with STD code and Mobile)

i. Head Office :

ii. Works/Factory :

iii. Authorized Person who can be contacted telephonically:

1.4. E-mail IDs

i. Head Office :

ii. Works/Factory :

iii. Authorized Person :

1.5 Description of Factory/Works.

i. Total land area :

(in Sq. metres)

- ii. Total covered area :
(in sq. metres)
- iii. Different sub-units :
(with details of covered/
uncovered area, etc.)
- iv. Special features, if any :
- 1.6. No. of personnel employed (category-wise).
- i. Managerial :
(List to be attached as **Annexure-A**)
- ii. Supervisory : Permanent _____ Temporary _____
- iii. Skilled artisans : Permanent _____ Temporary _____
- iv. Unskilled : Permanent _____ Temporary _____
- 1.7 Hours of working :
- 1.8 Is this first inspection for assessment?
If it is a re-inspection, details of earlier capability assessment(s) to be recorded and attached.

2.0 General Information—Technical

- 2.1 Description of different departments in the Factory/Works and function of each department.

- 2.1.1 The break-up of different work areas given below

Unit - I

Administrative Block :
Fabrication and assembly :
Machine Shop :
Store :
Laboratory :

Unit – II, Unit – III

Administrative Block :
Fabrication and assembly. :
Machine Shop :
Store :
Laboratory :


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2.1.2 A plan of the works, as described above, to be attached (**Annexure-B**).

2.2 Detailed description of Machinery and Plant in each department Unit wise (make and year of procurement/commissioning to be provided. For special type of equipment copy of pamphlets/write ups to be furnished so as to supplement the description). The list of machinery & plant available to be attached (**Annexure-C**).

2.2.1 It was observed that(Comments of Assessing Officer(s), on machines and infrastructure)

2.3 Plans for future expansion, if any.....

2.4 Details of raw-materials held in stock (state whether imported/indigenous).
(list enclosed as **Annexure-D**)

2.5 Production Capacity.

- i. Per month :
- ii. Per year :

2.5.1 Whether Production capacity has been certified by external agencies? If yes, then details/certificates to be attached.

(Comments of Assessing Officer(s))

2.6 Enumerate Type of Stores/Items, which the firm is capable of manufacturing.

(Comments of Assessing Officer(s))

3.0 Design Capability

3.1 Availability of Qualified Personnel.

(Comments of Assessing Officer(s))

3.2 Assessment of Expertise and Facilities.

(Comments of Assessing Officer(s))

4.0 Manufacturing Process

4.1 In-house Manufacturing Facilities for the item(s) being assessed.

(Comments of Assessing Officer(s))

4.2 Details of manufacturing process relevant to the items for which assessment is carried out.

(Comments of Assessing Officer(s))

4.3 Important Items/processes Outsourced by the Vendors
(Comments of Assessing Officer(s))

4.4 What is the system of traceability of the components/sub-assemblies manufactured in-house and outsourced.

(Assessment team to comment on the traceability records maintained by the vendor for the range of machines manufactured, from the stage of drawings to dispatch of material/machine.)

5.0 Quality Assurance

5.1 Does the factory have an established Quality Assurance Programme. If yes, please enclose a copy of the write-up? If not, what plans are there if any for setting it up? (QAP attached as **Annexure-E**)

(Comments of Assessing Officer(s))

5.2 Details of Quality Assurance Organisation.

Names of key personnel, their qualifications, designations and position in overall management structure (Data in tabular form, explain with organisation chart, if necessary).

5.2.1 The QC organisation is headed by Shri, who is designated as, with responsibility for (Comments of Assessing Officer(s))

5.3 Enlist Quality Control Testing Facilities and Laboratory equipment available.

5.3.1 In-house facilities available for inspection and QC include the following:

- i ii iii
(list enclosed as **Annexure-F**)

5.4 Availability of gauges

5.4.1 The following important items of gauging and other related equipment are available: (**Annexure F**)

5.5 Calibration of Laboratory/test equipment/gauges, indicated in para 5.3 and 5.4 above:

i. How is the calibration done? : ii. Frequency of calibration. : iii. System to ensure that calibration of above equipments :

does not fall overdue.

iv. Action taken if such calibration has fallen overdue :

(Comments of Assessing Officer(s))

5.6 Source of procurement of raw-materials, important bought-outs, and steps taken to ensure their quality.

(Comments of Assessing Officer(s))

5.7 Details of inspection/checks done on material during various stages of the above manufacturing process.

(Comments of Assessing Officer(s))

5.8 Have acceptable values for the parameters inspected during above stage checks been laid down? If yes, the action taken if value of the parameter inspected does not meet the desired laid-down value.

(Comments of Assessing Officer(s))

5.9 System for documentation of the results of the above stage checks.

(Comments of Assessing Officer(s))

6.0 After-Sales Service

6.1 After-Sales Service Facilities Available at Works and Branch Offices.

6.2 What is the system of recording customer complaints and action taken their upon.
(Comments of Assessing Officer(s))

6.3 Assessment of Quality of Service Including Response times.

(Comments of Assessing Officer(s))

7.0 Past Performance

7.1 List of important customers of the firm (as relevant to the works for which assessment being done)

This is attached at **Annexure-G**.

7.2 Details of important orders executed/supplies in the past.

Also included in **Annexure-G**.

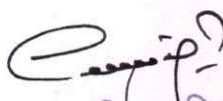
7.3 Details of Pending orders in hand (**Annexure-H**)

7.4 Whether another unit/factory of the firm is already approved by COFMOW for supply of stores/components.

(Comments of Assessing Officer(s))

7.5 Performance of machines manufactured and supplied in the past to different consignees.

(Comments of Assessing Officer(s))


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7.5.1 Machines at M/s(Name of consignee)

7.5.2 Conclusions on performance (Attach performance certificates from at least 5 consignees where machines are working for more than one year since commissioning as **Annexure-I**).

(Comments of Assessing Officer(s))

8.0 Commercial Information

8.1 Copies of following documents obtained and attached as Annexures.

- i. Proof of Ownership. : **Annexure-J**.
- ii. Factory License, NSIC/ SSI : **Annexure-K**.
- iii. Latest Electricity Bill. : **Annexure-L**.
- iv. CA/CS certified copies of Balance sheets and Profit & Loss accounts : **Annexure-M**

8.2 Whether the firm is registered under Indian Factories Act.

(Comments of Assessing Officer(s))

8.3 Whether the firm comes under the scope of Industries(Development & Regulations) Act, 1951.

(Comments of Assessing Officer(s))

8.4 Income Tax Clearance Certificate Copy attached at **Annexure-N**.

9.0 Conclusions

(Comments of Assessing Officer(s))

10 Recommendations

(Should detail the findings in line with the scope of the assessment)

(Signatures of the Assessing Officer(s))
Name & Designation

Place:

Date:


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