

ANNEXURE- H

SOUTH EAST CENTRAL RAILWAY (SECR)
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
 M : Certified copies of Balance Sheet and Profit & Loss accounts
 N : Income Tax Clearance Certificate Other Annexure (if any)

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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 :

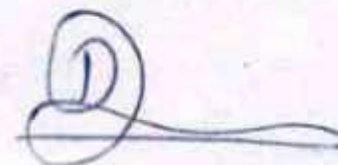
ii. Works/Factory :

iii. Authorized Person :

1.5 Description of Factory/Works.

i. Total land area :
(in Sq. metres)

ii. Total covered area :



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(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 :

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.

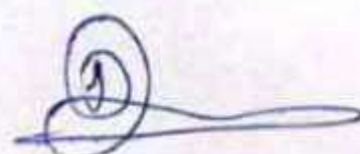
(Comments of Assessing Officer(s))

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))



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

- 5.2.1 The QC organization 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))

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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 there 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))

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:

ANNEXURE - C
LIST OF MACHINERY AND PLANT

S.N.	Description of Items	Make	Qty.	Year of procurement

ANNEXURE - F
LIST OF QC EQUIPMENT, MEASURING EQUIPMENT AND GAUGES

S.No.	Description	Range Least count where applicable	Qty.	Year of procurement

ANNEXURE - G
LIST OF IMPORATANT CUSTOMER & ORDERS EXECUTED W.E.F..... (DATE)

S.N.	Purchaser Order No.	Description/ value	Delivery dt.	Date recd.	Date Comm.	REMARKS

ANNEXURE - H
LIST OF PENDING ORDERS AS ON----- (DATE)

S.N.	Purchaser	Order No. and date	Value

Annexure-I
SOUTH EAST CENTRAL RAILWAY, BILASPUR
QUALITY ASSURANCE PLAN FOR EOT CRANE

SL NO	COMPONENT & OPERATION	TYPE OF CHECK	QUANTAM OF CHECK	ACCEP TANCE NORM	FORMAT OF RECORD	SOURCE	REMARK	OTHER REMARKS
1	2	3	4	5	6	7	8	9
01.	RAW MATERIAL							
1.1	Structural material for Bridge Girders, End Carriage, Crab, Platform	Chem & Mech	1 Sample per size of plate and Other Structural	IS: 2062-2021, Grade E-250 BR or BO	T.C. & Inv.	SAIL, TISCO, ESSAR, Jindal Steel, RFL vendor appl. lab	CHP	Identification and Tests to be carried out in the absence of Mill T.C and proper Correlation chalk mark
1.2	Rope Drum Plate	Chem & Mech	1 Sample per size of plate	IS: 2062-2021, Grade E-250 BR or BO	T.C. & Inv.	-do-	CHP	-do-
	Seamless Steel Tubes of Gr. A100/ A53 of Gr. 'A', 'B', 'C' ASTM Standard	Acid Etching of end	100%	ASTM A-108	R	Vendor	CHP	Check whether welded or seamless
1.3	Brake Drum	Chem	1 Sample	IS:1875 -2025 Class 3A or above IS:1030 Grade 230-530W	T.C	Marb.	V	Forging or Cast steel
1.4	Gears	Chem	1 per size per lot	DIN17210 DIN 10084 IS: 9175 EN-353 SAE-8620	T.C	Vendor Appl. Lab	CHP	Case carburizing low carbon alloy steel
1.5	Pinions	Chem	-do-	-do-	-do-	-do-	CHP	-do-
1.6	Sheave/Pulleys	Chem	1/lot	IS: 2062-2021 Gr.E-250 BR or BO IS: 1030 GR 230-450 (for Cast Steel) IS: 1875 Class 2 or above (for Forged Steel) BM 320 of IS: 14329 (For Malleable Iron Casting)	T.C	Vendor/	V Lab Approve	-do-
1.7	Wheels	Chem	1 Sample	IS:1570-2024	-do-	-do-	CHP	Co. Min.

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1	2	3	4	5	6	7	8	9
1.8	Hooks	U.T.	100%	IS: 3654-2020 ASTM A 388	T.C. and Inv.	Vendor/ appd. agency	CHP	U.T. on shank portion only
1.9	Wire rope	Examination of reports for breaking load	100%	IS: 2286-2024	T.C. and Inv.	Manf./ auth. stockist	V	Wire ropes of Usha Martin Fort Stoke Wylams & South India Bombay wire rope to be used
2.0	Rails	Visual	100%	Rail	Inv.	Manf./ auth. stockist	V	
2.1	Bearings	Visual	100%	Mfrs. Standard	Inv.	Manf./ auth. stockist	CHP	For Bearing mkt. in the country
02	IN PROCESS INSPECTION							
2.1	Welding Procedure/ Welder (qualification)	WPS PQR WQTR	TYPE test	As per IS 7318 -2023 IS 817 AWS D 14.1 ASME Sec IX		Vendor	V	Proper welding / welders records maintained by as per ASME or AWS D 14.1 Inspecting Engineer to carry out the type test if he is not satisfied
2.2	Welding of Rope drum	MPUCRT RT of Joint	100%	IS:4853-2020	I.R.	Qualified/auth. radiography Agency	V	To be conducted by ISNT/ASNT qualified personnel
2.3	Rope drum (for seamless tube)	Flattening test	100%	ASTM-A-106 IS 2328	TC	Vendor	V	
2.3	Welding of Bow- gilder, crab, End carriage etc.	Visual DPT	100% Random	IS: 822-2019 AWS D 14.1 IS: 3858 ASTM E-165	I.R. I.R.	Vendor Vendor	CHP CHP	Check of blow holes, slag and waviness
2.4	Welding (Gouldress)	R.T. of Butt welds in tension	100%	IS: 4853- 2020 ASME SEC. V & VIII ASTM-A-388	I.R.	auth. Radiographic agency	CHP	(Review of RT films - weld no. to be given by Inspector)
2.5	Gear & Pinions							
2.6	U.T.	Ultrasonic testing	100%	IS: 3654-2020 when backwall echo set to 100% (a) defect shall not exceed 20% (b) Backwall echo	I.R.	IS 3654	CHP	for thickness >50 mm

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b)	Dimensional accuracy	Measurement	Random	shall be minimum 80% in any area. IS: 3581 (Grade- 8 DIN 8)	IR	Vendor	CHP	Min. 50% Qty. to be witnessed & other 50% to be verified.
c)	Hardness	Hardness	100%	piston 50 – 60 HRC gears 2 to 3 HRC lower than pinion	IR	IR	-do-	CHP Difference in hardness of gears & piston must not be less than 2-3 HRC
d)	NPI	Crack Detection	Random	ASTM E-709 No Linear Indication	IR	-do-	V	
e)	Surface finish	Surface	Random	1.6 microns max.	IR	-do-	CHP	1.5 microns max.
2.6	Gear Boxes							
a)	Sound level	Sound	100%	COPMOW Specs. Sound Gear Box Practice	IR	-do-	CHP	85 db at a distance of 1 meter from Gear Box.
b)	Temp. rise	-do-	100%	Maximum 20 deg. °C above ambient temperature after 2 hours continuous Running	IR	Vendor	CHP	Maximum 20 deg. C. above ambient
c)	Leakage	-do-	100%		IR	Vendor	CHP	No Leakage
d)	Backlash	Measurement	Random		IR	Vendor	V	
2.7	Hooks	Proof load	100%	IS: 15560-2020 for "C" Hook IS: 5749-2018 for Ramshorn Hook		T.O.	Vendor/apped. Lab.	CHP
		DPT after Proof load	100%	IS: 3658 ASTM E165	IR	-do-	CHP	

NOTE : If Latest Version of IS / ISO has been revised / amendment from the date of publishing of tender then latest version must be followed.

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1	2	3	4	5	6	7	8	9
03	FINAL INSPECTION							
3.1	Motors	Review of routine test certificate	100%	IS:328 IEC:60034	T.C. & Ins.	Manuf/ auth stockist	V	In case of purchase from auth stockist, manufacturers invoice to auth. stockist should be available for verification by inspector.
3.2	Cables	Review of Type test/ Routine test	100%	IS:694 IS:1554 IS:5986	T.C. & Ins.	Manuf/ auth stockist	V	-do-
3.3	Control Panel & Pendant wiring, marking, continuity Input, Output, sequence operation	Visual check of fitting of components	100%	Electrical Diagram	IR	Vendor	CHP	Component type/routine test certificate to be reviewed.
3.4	Components	Visualizing	100%	-do-	IR	Vendor	CHP	
3.5	Complete Assembled EOT	Visual & Checking over-all dimensions, alignment & completeness	100%	Appt. orgs./Sch. II	IR	Vendor	CHP	
		Load test/ overload test, Deflection test, Hoisting speed measurements, for LT & CT current measurement	100%	IS:1177-2020 IS:800 IS: 807 IS:3538	IR	Vendor	CHP	
3.6	Painting	Surface preparation	100%	enter SPEC.	IR	Vendor	V	Sand blasting will be preferred.
3.7	Lubrication		100%	-do-	IR	Vendor	V	Ease of lubrication without dismantling any component.
V	= Verification				M	= Major		
CHP	= Hold Point to be got cleared before further processing				Vendor	= Crane Mfr		
IR	= Inspection Report				Appt. lab	= Lab. approved by inspecting Engineer		
T.C.	= Test Certificate				Col.7	= If test facility is not available with Vendor test must be done in an approved lab.		
CR	= Critical							

NOTE : If Latest Version of IS / ISO has been revised / amendment from the date of publishing of tender then latest version must be followed.



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