

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 ofearlier capability assessment(s) tobe 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**).

1.2.1 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 Organization.
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 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))
- 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))
- 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))
- 10.0 Recommendations**
(Should detail the findings in line with the scope of the assessment)

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

Place:

Date:

ANNEXURE - A
LIST OF MANAGERIAL STAFF
AS ON-----

S.No.	Name	Designation	Qualification	Workingsince
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ANNEXURE -C
LIST OF MACHINERY AND PLANT

S.No.	Description of Items	Make	Qty.	Year of procurement
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ANNEXURE - F
LIST OF QC EQUIPMENT, MEASURING EQUIPMENT AND GAUGES

S.No.	Description	Range Least count where applicable	Qty.	Year of procurement
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ANNEXURE - G
LIST OF IMPORATANT CUSTOMER &ORDERS EXECUTED W.E.F. (DATE)

S.No.	Purchaser Order No.	Description/ value	Delivery dt.	Date recd.	Date Comm.	REMARKS
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ANNEXURE - H
LIST OF PENDING ORDERS AS ON----- (DATE)

S.No.	Purchaser	Order No. and date	Value
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ANNEXURE-I

QUALITY ASSURANCE PLAN

MACHINE DESCRIPTION: - Diesel Driven Rotary Screw Type Air Compressor

Category	S. No.	Component/ Process	Sample Size	Type Of Check	Quality record	TYPE OF CHECK	REMARKS
Bought Out Raw Material		Steel plates, rods etc	1 Sample / Size	Chemical & Mech.	TC & INV.	CHP	
Bought Out Components		Bearings	100%	Visual	Inv	CHP	
		Electric motors	100%	Review of TC	TC & INV	CHP	
		Hydraulic Pumps , toolings, machine lamps, Voltage stabilizer, Isolation transformer, UPS, Panel AC, operating & maintenance tools , Ball screws etc	100%	Review of TC	TC & INV	CHP	
Fabrication & sub assemblies		Weld joints	100 %	RT	IR	CHP	
		Hardness of toolings & transfer balls	100%	Hardness	IIR	CHP	
		Heat Treatment welding structure	100%	Review of Inv.	IIR	V	
		Castings	100%	Visual	IIR	V	
		surface finish of components	Random	Surface	IR	CHP	
Final Inspection		Inspection of machine in complete as per specification	100%	Visual & Load test	IR	CHP	
		Temperature rise of coolant	100 %	Measurement	IR	CHP	
		Structures Geometry alignment,	100%	Relevant ISO/DIN/IS/JIS standard	IR	CHP	

INV - Invoice
 TC - Test Certificate
 V - Verification
 CHP - Customer Hold Point
 IIR - Internal Inspection Report
 IR - Inspection Report

ANNEXURE - J**DIESEL DRIVEN ROTARY SCREW AIR COMPRESSOR PROPOSED QUANTITY FOR RATE CONTRACT.**

Sr. No.			Proposed Quantity
	Schedule	Capacity	
1.	I A	180 CFM /7.5 kgs/cm ²	01
2.	I B	300 CFM /7.0 kgs/cm ²	01
3.	I C	300 CFM /8.5 kgs/cm ²	26
4.	I D	300 CFM /10.0 kgs/cm ²	01
5.	I E	450 CFM /10.0 kgs/cm ²	15
6.	I F	600 CFM /7.0 kgs/cm ²	01*
Total			45

NOTE:

1. THE QUANTITY PROPOSED IS BASED ON INDENT SENT TO STORES FOR PROCUREMENT IN RC 307270 DURING ITS CURRENCY.
2. * NO QUANTITY IS CONSUMED IN SCHEDULE 1F UNDER RC 307270 BUT FOR SAFETY MINIMUM 01 NO. QUANTITY IS CONSIDERED..

SPECIAL CONDITION OF TENDER

DIESEL DRIVEN ROTARY SCREW TYPE AIR COMPRESSOR

SPECIFICATION NO. COFMOW/IR/ DAC/SC/180/300/450/600/7.0/7.5/8.5/10.0/2018 (REV-02)

SPECIAL CONDITION OF TENDER NO. OP-

The following conditions are applicable in addition to those contained in Bid Documents Part-I & Bid Documents Part-II (technical specification/requirements). In case, any of the conditions mentioned hereunder are contrary to those mentioned elsewhere, conditions mentioned in this document (Special conditions of Tender) shall supersede the corresponding conditions given in Bid Documents Part-I & II.

A. Qualifying Requirement of Tenderers – Clause 0501 (e) of "Instructions to Tenderers", Bid Documents Part-I – Reference Clause for Diesel Driven Rotary Screw Type Air Compressor

1. The tenderer should provide satisfactory evidence, acceptable to the purchaser to show that he is a regular manufacturer and has adequate plant and manufacturing capacity and has a 'Quality Assurance Programmed'. The information as per Annexure- 2 under Bid Document Part-I may please be furnished. The manufacturer shall have valid ISO 9001 certificate on the date of closing of Tender and a copy of same shall be submitted along with the bid. Air compressor shall be in the scope of ISO certificate.
2. The bidder/ manufacturer must have supplied at least 05 nos. similar machines in last 03 years (to be reckoned from the original date of closing of tender).

Statement of past supplies along with, (i) purchaser's name and (ii) address, (iii) email address and (iv) phone/fax number of purchaser, (v) purchase order (PO) or supply order number and (vi) PO date (vii) along with the copies of purchase order (PO), (viii) quantity supplied (with proof of supply), (ix) date of supply and (x) their commissioning date shall be submitted with the offer. Copies of POs/commissioning/performance certificate submitted shall also indicate the parameters/ specification of subject machine to prove same/ similarity aspect of the machine as mentioned in para 3 below; technical specifications of the machine from the related document of the PO may be attached to supplement the PO in regard to the respective parameters of similarity aspect of the machine. Specifications attached shall have linkages to the PO

3. For the purpose of similarity, similar machine required under clause 2 means "Diesel /Electric driven rotary screw air compressor 300 CFM/8.5 Kg/cm² with same or Higher configuration /capacities in reference to quoted model".
4. The tenderer shall, in their offer, submit performance certificate of 05 nos. of such air compressors (which are counted for the purpose of clause 2 above) supplied in the last three years and the machine covered by these certificates must have worked satisfactorily for at least one year from the date of commissioning as on the original date of closing of tender.

The Certificate shall not be older than one year from the original date of closing of tender. The performance certificate issued after original date of closing of tender (in cases where tender closing date has been extended) are also acceptable however the machine must have completed one year of satisfactory working after date of commissioning as on original date of closing of tender.

The performance certificate submitted by the tenderer shall have been issued by the actual end user organization of the machine, with their clear signature and address therein, in whose premises the machine is installed and commissioned. Performance certificates should be as per Annexure A1.

5. All necessary information/ documents required for establishing reference requirement as per clause A (2) to A (4) above shall be submitted by the bidder along with original offer itself for establishing traceability of documents/entities such as manufacturer/PO/consignee/supply/Installation/ Commissioning/ performance certificate of the machine. No further clarification/ correspondence shall be sought/ entertained in this regard. In case, no information or incomplete information or illegible information is furnished by the bidder, their offer shall be summarily rejected.
6. Non-compliance of following shall lead to summarily rejection of the offer and no correspondence in this regard will be entertained.
 - a) The productivity requirement, as specified in clause 2.4 of Section -IV of the bid documents shall be clearly furnished.
 - b) There shall not be any deviation from the Major parameters mentioned in clause 2.2.1 of section IV of the bid documents part-II.