



SUB-SUPPLIER QUESTIONNAIRE

Annexure III- Format for submitting credentials

FICHTNER

Name of the proposed Equipment / Item / Process with Model / Type / Rating / Capacity / Size / Tonnage etc. (As applicable):

1. **Name of Proposed Sub-Supplier:** _____

Website: _____

2. **Address of Regd. Office:**

Details of contact person:

Name_____

Mobile no._____

Desig._____

E-mail:

• **Country of Head Office**

• **Field of activitie**

3. **Address of Works where
Item is being manufactured**

Details of contact person:

Name_____

Mobile no._____

Desig._____

E-mail:

4. **Branch / Liaison office in Dhaka**

Details of contact person:

Name_____

Mobile no._____

Desig._____

E-mail:

**5. Details of Proposed Works:**

- a. Year of Establishment of present works: _____
- b. Year of Commencement of: _____
Manufacturing at the above works
- c. Details of change in works address in past, if any : _____
- d. Total Covered Area : _____
- e. Details of covered area like no. of sheds, : _____
Area of each shed etc.
- f. Electric power- Connected load: _____
Electric power- Stand by load & system: _____

6. **Annual Turnover & Profit in past three years** : _____
: _____

7. Do you have in-house Department for

- a) Design Yes / No
- b) Research & Development Yes / No
- c) Quality control/Inspection Yes / No
- d) After Sales Service Yes / No

If any of these items answered with “No”, an explanation shall be provided.

8. **Shift works per day** One / Two / Three
Weekly day off

9. Present Manpower Status:

Division Status	Graduate		Diploma	Skilled	Un-Skilled	Remarks
	Technical	Non-Technical				
Design						
Production						
Quality Control / Inspection						
After Sales Service						



SUB-SUPPLIER QUESTIONNAIRE

FICHTNER

- a. Enclose organization chart of the proposed works (Y / N) _____
- b. Enclose Organization chart of QA / QC Deptt. (Y / N) _____
- c. Enclose List of Qualified Welders with process etc. (Y / N) _____
- d. Enclose List of Qualified NDT personnel with area of specialization (Y / N) _____

10. **Trade Name of Product (if any)** _____

11. **Brief details of items manufactured:**

Sl. No.	Item & Material (Type / Size / Rating / Model / Tonnage, as applicable)	Installed Capacity	Annual Production Capacity	Annual Production for last Three years		
				I	II	III

12. **Details of foreign Collaboration, if any:**

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



13. **Furnish Type Test report for the proposed product (if applicable).**
-
14. **Approval/Certification by National/International standards/accredited agency applicable for the proposed product (if applicable).**
-
15. **Furnish statutory/mandatory certification for proposed product (if applicable).**
-
16. **Furnish supply Experience list of the proposed product.**
List shall include Item description (Type / Size / Rating / Model / Tonnage, as applicable), Customer name, Quantity, Year of Supply, and Year of commissioning.
-
17. **Enclose End User's operational feedback certificate for the proposed product.**
-
18. **Enclose list of equipment & machinery specific to the proposed product.**
This should include name of equipment, capacity & nos. etc.:
-
19. **Enclose Process Flow Diagram indicating in-house & outsourced process.**
-

**20. General manufacturing facilities available:**

Sl. No.	Description of machine	Inhouse		Outsourced	
		Capacity	No.	Capacity	No.
a)	Material Handling Mobile Crane Fork Lift Over Head Cranes				
b)	Metal Cutting & Bending				
c)	Casting				
d)	Forging				
e)	Fabrication				
f)	Welding				
g)	Machining				
h)	Heat Treatment				
i)	Surface & Cleaning Sand Blasting Shot Blasting Pickling				
j)	Painting				
k)	Metal Coating				
l)	Packing				
m)	Other, if any				

21. Enclose Testing & Inspection facilities specific to the proposed product:

- a. In-house
b. Outsourced

22. Storage of finished goods (covered / open).



- 23 **Enclose list of the source / make with location of major raw material, bought out items and out sourced process** _____
24. **Furnish details regarding local service support and spare parts availability in Bangladesh. process** _____
25. **Quality management**
- 25.1 General
- 25.1.1 Work Instruction for different processes available. (Y / N) _____
if yes, furnish list.
- 25.1.2 Evaluation system for raw material / bought out item's supplier is available. (Y / N) _____
- 25.1.3 Records generated during inspection maintained & available for review? (Y / N) _____
- 25.1.4 Statistical quality control techniques used? (Y/N) If yes please furnish details. (Y / N) _____
- 25.1.5 ISO certificate for the works available? (Y / N) _____
If yes, enclose copy of the certificate.
- 25.1.6 Quality & HSE Manual for the works available (Y / N) _____
If yes, enclose copy of the manual.
- 25.2 Corrective action
- 25.2.1 Specifically confirm whether System for identifying & disposition of Non Conformity in the process / product is available (Y / N) _____
- 25.2.2 Specifically confirm whether System for Customer complains & their satisfactory disposal is available. (Y / N) _____
- 25.3. Documentation Control
- 25.3.1 Procedure available for documentation control (Y / N) _____
- 25.4. Control of Inspection, measuring & testing equipments.
- 25.4.1 Procedure for calibration of testing & measuring instrument available. (Y / N) _____

**27. Certification of sub-supplier**

I CERTIFY THAT THE INFORMATION SUPPLIED HEREIN (INCLUDING ALL PAGES ATTACHED) IS CORRECT.

SEAL**M/S.** _____**PLACE** _____**DATE** _____**SIGNATURE** _____**NAME** _____**DESIGNATION** _____**MOBILE NO** _____**EMAIL** _____

LIST OF ENCLOSURE:

28. Certification by Main Supplier:

ABOVE INFORMATION HAVE BEEN VERIFIED AND FOUND IN ORDER TO COMPLY WITH TECHNICAL SPECIFICATION AS PER EPC-CONTRACT.

Name: _____ **Designation:** _____ **Signature:** _____ **Date:** _____**NOTE:**

- 1. COLUMN SHALL NOT BE LEFT UNFILLED. IN CASE OF NOT APPLICABLE / NOT AVAILABLE, THE SAME SHALL BE INDICTED IN THE PROVIDED SPACE.**
- 2. IN CASE PROVIDED SPACE IS NOT ADEQUATE, INFORMATION SHALL BE PROVIDED AS AN ATTACHMENT.**
- 3. PRODUCT CATALOGUE FOR THE PROPOSED EQUIPMENT / ITEM / PROCESS, IF AVAILABLE, SHALL BE ENCLOSED**