



ANNEXURE-1

SUB-VENDOR QUESTIONNAIRE

i.	Item/Scope of Sub-contracting			
ii.	Address of the registered office	Details of Contact Person (Name, Designation, Mobile, Email)		
iii.	Name and Address of the proposed Sub-vendor's works where item is being manufactured	Details of Contact Person: (Name, Designation, Mobile, Email)		
iv.	Annual Production Capacity for proposed item/scope of sub-contracting			
v.	Annual production for last 3 years for proposed item/scope of sub-contracting			
vi.	Details of proposed works			
1.	Year of establishment of present works			
2.	Year of commencement of manufacturing at above works			
3.	Details of change in Works address in past (if any)			
4.	Total Area			
	Covered Area			
5.	Factory Registration Certificate	Details attached at Annexure – F2.1		
6.	Design/ Research & development set-up (No. of manpower, their qualification, machines & tools employed etc.)	Applicable / Not applicable if manufacturing is as per Main Contractor/purchaser design Details attached at Annexure – F2.2 (if applicable)		
7.	Overall organization Chart with Manpower Details (Design/Manufacturing/Quality etc)	Details attached at Annexure – F2.3		
8.	After sales service set up in India, in case of foreign sub-vendor (Location, Contact Person, Contact details etc.)	Applicable / Not applicable Details attached at Annexure – F2.4		
9.	Manufacturing process execution plan with flow chart indicating various stages of manufacturing from raw material to finished product including outsourced process, if any	Details attached at Annexure – F2.5		
10.	Sources of Raw Material/Major Bought Out Item	Details attached at Annexure – F2.6		
11.	Quality Control exercised during receipt of raw material/BOI, in-process, Final Testing, packing	Details attached at Annexure – F2.7		



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12.	Manufacturing facilities (List of machines, special process facilities, material handling etc.)	Details attached at Annexure – F2.8
13.	Testing facilities (List of testing equipment)	Details attached at Annexure – F2.9
14.	If manufacturing process involves fabrication then-	Applicable / Not applicable
	List of qualified Welders	Details attached at Annexure – F2.10
	List of qualified NDT personnel with area of specialization	(if applicable)
15.	List of out-sourced manufacturing processes with Sub-Vendors' names & addresses	Applicable / Not applicable Details attached at Annexure. –F2.11 (if applicable)
16.	Supply reference list including recent supplies	Details attached at Annexure – F2.12 (as per format given below)
Project/ package	Customer Name	Supplied Item (Type/Rating/Model /Capacity/Size etc)
PO ref no/date	Supplied Quantity	Date of Supply
17.	Product satisfactory performance feedback letter/certificates/End User Feedback	Attached at annexure - F2.13
18.	Summary of Type Test Report (Type Test Details, Report No, Agency, Date of testing) for the proposed product (similar or higher rating) Note:- Reports need not to be submitted	Applicable / Not applicable Details attached at Annexure – F2.14 (if applicable)
19.	Statutory / mandatory certification for the proposed product	Applicable / Not applicable Details attached at Annexure – F2.15 (if applicable)
20.	Copy of ISO 9001 certificate (if available)	Attached at Annexure – F2.16
21.	Product technical catalogues for proposed item (if available)	Details attached at Annexure – F2.17
Name:	Desig:	Sign:
Date:		

Company's Seal/Stamp:-