



## **SUB-SUPPLIER QUESTIONNAIRE**

(Information marked with asterisk (\*) is mandatory)

**FICHTNER**

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

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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 activities \***

\_\_\_\_\_

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: \_\_\_\_\_



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### 5. Details of Proposed Works (If Applicable):

- 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						



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- 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).**
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- 14. Approval/Certification by National/International standards/accredited agency applicable for the proposed product (if applicable).**
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- 15. Furnish statutory/mandatory certification for proposed product (if applicable).**
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- 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.
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- 17. Enclose End User's operational feedback certificate for the proposed product\*.**
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- 18. Enclose list of equipment & machinery specific to the proposed product.**  
This should include name of equipment, capacity & nos. etc.:
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- 19. Enclose Process Flow Diagram indicating in-house & outsourced process.**
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### **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).**

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- 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 INDICATED 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**