

SUPPLIER QUESTIONNAIRE

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 Hyderabad** **Details of contact person:**

Name _____

Mobile no. _____

Desig. _____

E-mail: _____

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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. Furnish Type Test report for the proposed product (if applicable).

9. Approval/Certification by National/International standards/accredited agency applicable for the proposed product (if applicable).

10. Furnish statutory/mandatory certification for proposed product (if applicable).

11. 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.

12. Enclose End User's operational feedback certificate for the proposed product.

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13. Enclose list of equipment & machinery specific to the proposed product.

This should include name of equipment, capacity & nos. etc.:

14. Enclose Process Flow Diagram indicating in-house & outsourced process.

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

a. In-house _____

b. Outsourced _____

16. Storage of finished goods (covered / open). _____

17 Enclose list of the source / make with location of major raw material, bought out items and out sourced process _____

18. Furnish details regarding local service support and spare parts availability in site _____

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19. Quality management

19.1 General

19.1.1 Work Instruction for different processes available. (Y / N) _____
if yes, furnish list.

19.1.2 Evaluation system for raw material / bought out item's supplier is available.
(Y / N) _____

19.1.3 Records generated during inspection maintained & available for review?
(Y / N) _____

19.1.4 Statistical quality control techniques used? (Y/N) If yes please furnish details.
(Y / N) _____

19.1.5 ISO certificate for the works available? (Y / N) _____
If yes, enclose copy of the certificate.

19.1.6 Quality & HSE Manual for the works available (Y / N) _____
If yes, enclose copy of the manual.

19.2 Corrective action

19.2.1 Specifically confirm whether System for identifying & disposition of Non
Conformity in the process / product is available (Y / N) _____

19.2.2 Specifically confirm whether System for Customer complains & their satisfactory
disposal is available. (Y / N) _____

19.3. Documentation Control

19.3.1 Procedure available for documentation control (Y / N) _____

19.4. Control of Inspection, measuring & testing equipments.

19.4.1 Procedure for calibration of testing & measuring instrument available.
(Y / N) _____

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20. **Certification of sub-supplier**

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

SEAL

SIGNATURE _____

NAME _____

DESIGNATION _____

MOBILE NO _____

EMAIL _____

M/S. _____

PLACE _____

DATE _____

LIST OF ENCLOSURE: