

Annexure-1

Checklist No. QA.PC.WD011/1-R-1

CHECKLIST FOR EVALUATION OF VENDORS*[to be filled and submitted by the contractor]*

Contractor:		W.O.Number	
Package:			
Item:		BOQ/WD No	

PART 1: VENDOR DETAILS	
Registered Company Name:	
Registered Address:	
Phone:	
E-Mail:	
Fax:	
Website:	
Details of item/ Services proposed to be supplied:	
Number of years in business:	
Employee Strength: (Please attach the Organization Chart of the Company)	
Key persons to be contacted:	
Top management:	
Quality Assurance:	
Marketing:	
Does the vendor have several plants/branches?	Yes/No
If Yes, please provide details:	

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Company Name:	Location:	Field of Activity:

PART 2: CONTRACTS MANAGEMENT SYSTEM				
Part 2	Contracts Management	Yes	No	Comments
2.1	Do you have a procedure on Contract review processes?			
	• Are interface mechanisms (point of contacts for each discipline) between contractor and vendor are clear?			
	• Are the QA requirements clearly understood?			
	• Whether NPCIL jobs executed earlier?			
2.2	Recognition details if any (code stamps like U1, U2 or certification like ISO etc. verify the records)			
2.3	Is the Company a Limited Liability, Partnership, Sole Trader, Public Ltd., Other? Please specify:			
2.4	What was the company's turnover for last 3 years?			
	What is the combined value of orders received over the last 3 years?			
2.5	Floor space availability for present activities			
	Level of House Keeping			
	General delivery Schedule			
2.6	Major customers preferably Govt/PSU to whom you have supplied similar items in last 3 years(List can be attached)			
	Company Name	Order Details with delivery schedule		Address

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PART 3: QUALITY MANAGEMENT SYSTEM				
Part 3	Quality Management System	Yes	No	Comments
3.0	Do you have valid ISO: 9001 certification?			Enclose copy
3.1	Do you have a Quality Manual?			
3.2	Do you have an internal and external audit programme in place?			
3.3	Do you have a staff training programme in place?			
3.4	Purchasing Process: - Do you have a controlled list of approved suppliers? - Are your suppliers assessed and monitored? - Are order quality requirements clearly defined?			
3.5	Inspection Process: - Are there documented procedures for the inspection and testing of items? - Are there documented procedures for inward, in-process and final inspection? - Are incoming items and raw material inspected upon receipt? - Is acceptance/rejection criteria defined? - Are rejected items identified and segregated? - Are process cards used for monitoring product inspection and test activities at each stage? - Are QA stamps/stickers used and controlled?			
3.6	Are QA records pertaining to item maintained?			
3.7	Are monitoring and measuring devices controlled, calibrated and records available?			
3.8	Records of NDE qualification of QC personnel available?			
3.9	Do you have full/partial identification and traceability of item? Please specify: [full traceability required for QA1,QA2 and QA3 category items]			

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3.10	Product Handling Process:		
	• Do you have a procedure on handling and storage of items?		
	• Are shelf life items controlled and monitored?		
3.11	Do you have a procedure for controlling customer property?		
3.12	Do you have a procedure to confirm customer documents are of latest revision before being issued for use?		
3.13	Do you have a procedure for controlling deviations to customer specification?		
3.14	Control of records (process cards, test results, etc.). How long do you retain quality records?		
3.15	Is non-conforming material clearly identified?		
3.16	Is there a documented NC control procedure?		
3.17	Do you have a documented customer complaint procedure?		
3.18	Are there documented procedures for corrective actions?		
3.19	Would you permit access to NPCIL personnel for QS/audit of your Quality Management System and processes as per approved QPs, without additional charges?		

Specific to item to be supplied	
Understanding of scope of supply	
Availability and understanding of related standards.	
Capacity of the vendor to inspect/test the item	
Understanding of special Examination/testing (e.g Ultrasonic Examination/ Helium Leak testing etc. as applicable)	

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Availability of special facilities required for the item	
Availability of trained personnel specific to item to be supplied	
Availability of inspection/test facilities	
Availability of QP and procedures	
Independence of Head of QA/QC group	
Availability of test reports for the item/items for the past 1 year	

Submitted by (Vendor)	Signature,(with name, designation and date)
Assessed and forwarded to NPCIL (Contractor: Head QA & PE)	Signature,(with name, designation and date)

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