



# Gujarat State Fertilizers and Chemicals Limited

P.O. Fertilizernagar - 391 750, Dist. Vadodara Gujarat (India)

Phone 91-265-2242651, 91-265-2242751,

Fax 91-265-2242746(Purchase), 2240966, 2240119



## Questionnaire for Vendor Evaluation

Sr.no.	DESCRIPTION	
1.0	GENERAL	
1.1	Name of Company	
1.2	Registered Office Address	
	Telephone nos.	
	Fax no.	
	E-mail no.	
	Contact Person	
	Name	
	Designation	
	Resi Phone no.	
1.3	Works Address	
	Telephone nos.	
	Fax no.	
	E-mail no.	
	Contact Person	
	Name	
	Designation	
	Resi Phone no.	
1.4	Nearest Branch Office/Vadodara Office address	
	Telephone nos.	
	Fax no.	
	E-mail no.	
	Contact Person	
	Name	
	Designation	
	Resi Phone no.	
2.0	Product details	
	Name,size range,Models,Grades, standards etc, Please attach product catalogues, leaflets, literatures etc.	
3.0	MANUFACTURING ASPECTS	
3.1	List of machineries & production equipments installed with size, capacity, range etc.	
3.2	Raw material used and its sources	
3.3	Details of sub-contracted jobs viz. Their names, address, type of job being sub-contracted, your quality check on it etc.	
3.4	Standards and codes followed	
3.5	Any specific manufacturing facilities of interest.	
4.0	INSPECTION AND TESTING ASPECTS	
4.1	Test equipments & facilities available at your works	
4.2	Testing facilities availed from outside agencies (such as chemical testing, Radiography, other NDT methods).	



### Questionnaire for Vendor Evaluation

4.3	Name & address of outside agencies from whom testing facilities are availed as 4.2 above.	
4.4	Codes & standards followed for testing	
4.5	Whether independent Q.C and Inspection Section is established.	
4.6	Inspection & Quality Control and record procedure for :	
	i) Raw Material	
	ii) Various stages of Production	
	iii) Final product	
4.7	Third Party Inspection Agencies	
5.0	DESIGN/DEVELOPMENT/DOCUMENTATION/ ENGG. ASPECTS	
5.1	Design & drawing facilities	
5.2	Documentation Procedure & Formats used for the same.	
5.3	Whether your works is ISO certified ? / certifying agency? yes, furnish detailed procedure for the same.	
5.4	Do you have Computerised facilities? If yes, than give details of software packages used for design & engineering.	
5.5	Do you have R&D set up? If yes than furnish details for he same.	
5.6	Technical Collaboration (if any)	
5.7	Name & experience of key design & development Engineers.	
6.0	EXPERIENCE / SERVICE ASPECTS	
6.1	List of important customers alongwith order no. & date, delivery date(attach separate list for last two years orders).	
6.2	Present production load in percentage	
6.3	Orders under execution with details	
6.4	Delivery period quoted at present	
6.5	Reasons for delayed delivery for past and present orders (Your views).	
6.6	Details about procedure & set-up for after sales service, complaints regarding non-performance of products.	
7.0	MANAGEMENT ASPECTS	
7.1	Type of Establishment (Proprietary/Partnership/Pvt. Ltd./Public Ltd. Govt. Undertaking / Co-operative	
7.2	Name & Profile of Proprietors/Partners/Directors/ Members.	
7.3	Year of establishment and starting of production.	
7.4	Initial investment	



# Gujarat State Fertilizers and Chemicals Limited

P.O. Fertilizernagar - 391 750, Dist. Vadodara Gujarat (India)

Phone 91-265-2242651, 91-265-2242751,

Fax 91-265-2242746(Purchase), 2240966, 2240119



## Questionnaire for Vendor Evaluation

7.5	Present investment			
7.6	Floor Area/Open Area of works/office.			
7.7	No. of Employees			
	(I) Technocrats/Qualified Engineers			
	(ii) Administrative officers/qualifications			
	(iii)Administrative staff			
	(iv) Marketing/Sales & Service staff			
	(v) Shop Floor Labours - Skilled			
	(vi) Shop Floor Labours - Semi Skilled			
	(vii) Shop Floor Labours - Unskilled			
	(viii)Supervisory Staff			
	(ix) Quality Control Engineers/Supervisors			
7.8	Name of your Bankers			
7.9	Banking facilities availed (Pls. attach Credit Information Report from your Bankers)			
7.10	Financial collaboration (if any)			
7.11	Nearest Railway/Airport available to reach your works / Godown and connections from metros/major cities.			
7.12	Last labour unrest at your works / Workers Union Affiliation to National Bodies etc.			
7.13	Last three years financial parameters. Please also attach your Income Tax Clearance Certificate	1	2	3
	Turnover			
	Profit			
	Net assets			
	Current assets			
	Current liabilities			
	Debt			
		SEAL & STAMP OF AUTHORISED SIGNATORY OF THE COMPANY		
	REMARKS			
1.0	Party to fill in correct information as asked. If information found to be incorrect, it may lead to delisting of your Company from GSFC Vendor list.			
2.0	Party is requested to furnish all the asked information as applicable. As each & every information carries certain points during evaluation of vendors/assessment of vendors.In absence of any information, evaluating engineer will not give any points which may ultimately will reflect in overall assessment.			
3.0	Vendor to attach separate sheet as Annexure wherever required to furnish the required information. Please attach your product catalogues/ leaflets and relevant technical information in support.			



# Gujarat State Fertilizers and Chemicals Limited

P.O. Fertilizernagar - 391 750, Dist. Vadodara Gujarat (India)

Phone 91-265-2242651, 91-265-2242751,

Fax 91-265-2242746(Purchase), 2240966, 2240119



## Questionnaire for Vendor Evaluation

1.0	SAFETY ASPECTS													
1.1	Do you have Health & Safety Policy of your Company? If so, provide a copy. If not give reason for not having it. You shall follow our RC (QEHS) policy.													
1.2	Do you have a set of Safety & Health related Rules & Regulations followed in your Company. If yes, give a copy of it.													
1.3	Are your engineers/supervisors/workmen trained for various safety aspects such as safety, safety procedures, use of Personal Protective Appliances and use of portable extinguishers? Are you providing Personal Protective Appliances to your workman? Please give details.													
1.4	Are your supervisors have undergone First Aid Training Programme? Do you keep First Aid Boxes at your work place?													
1.5	Do you periodically get your electrical appliances/ powered tools tested for their proper functioning ? Do you keep the record of such testing.													
1.6	Do you periodically get your lifting tools & tackles, mobile cranes tested through a competent person and maintain record in a prescribed Form no.10 under the factories Act & Rules ?													
1.7	Do you deploy a qualified electrical Supervisor to look after all electrical aspects at work place.													
1.8	Do you deploy a qualified Safety Supervisor to look after safety requirements and safety of the personal at work place ?													
1.9	Please furnish the record of accidents during working in past for the last five years as per format given below :													
	<table border="1"> <thead> <tr> <th>Sr.no.</th> <th>Date of accident</th> <th>Name of work</th> <th>No. of persons injured</th> <th>Whether fatal</th> <th>Reason of accident</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		Sr.no.	Date of accident	Name of work	No. of persons injured	Whether fatal	Reason of accident						
Sr.no.	Date of accident	Name of work	No. of persons injured	Whether fatal	Reason of accident									
1.10	Do you follow the practice of pre-employment and periodic medical examination of all your employees and maintain records as per statutory requirements.													