



# 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,<br>Please attach product catalogues, leaflets,<br>literatures etc.                |  |
| 3.0    | MANUFACTURING ASPECTS   |  |
| 3.1    | List of machineries & production equipments<br>installed with size, capacity, range etc.  |  |
| 3.2    | Raw material used and its sources   |  |
| 3.3    | Details of sub-contracted jobs viz. Their names,<br>address, type of job being sub-contracted, your<br>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<br>works   |  |
| 4.2    | Testing facilities availed from outside agencies<br>(such as chemical testing, Radiography, other NDT<br>methods).              |  |
|        |   |  |



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|     |  |  |
|-----|--|--|
| 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?<br>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<br>(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   |  |



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|      |  |   |   |   |
|------|--|---|---|---|
| 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<br>(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<br>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.  |   |   |   |

