



**CORPORATE QUALITY ASSURANCE**  
**SUB-VENDOR QUESTIONNAIRE**

<i>i.</i>	<i>Item/Scope of Sub-contracting</i>	
<i>ii.</i>	<i>Address of the registered office</i>	<i>Details of Contact Person (Name, Designation, Mobile, Email)</i>
<i>iii.</i>	<i>Name and Address of the proposed Sub-vendor's works where item is being manufactured</i>	<i>Details of Contact Person: (Name, Designation, Mobile, Email)</i>
<i>iv.</i>	<i>Annual Production Capacity for proposed item/scope of sub-contracting</i>	
<i>v.</i>	<i>Annual production for last 3 years for proposed item/scope of sub-contracting</i>	
<i>vi.</i>	<b><i>Details of proposed works</i></b>	
<i>1.</i>	<i>Year of establishment of present works</i>	
<i>2.</i>	<i>Year of commencement of manufacturing at above works</i>	
<i>3.</i>	<i>Details of change in Works address in past (if any)</i>	
<i>4.</i>	<i>Total Area</i>	
	<i>Covered Area</i>	
<i>5.</i>	<i>Factory Registration Certificate</i>	<i>Details attached at Annexure – F2.1</i>
<i>6.</i>	<i>Design/ Research &amp; development set-up (No. of manpower, their qualification, machines &amp; tools employed etc.)</i>	<i>Applicable / Not applicable if manufacturing is as per Main Contractor/purchaser design Details attached at Annexure – F2.2 (if applicable)</i>
<i>7.</i>	<i>Overall organization Chart with Manpower Details (Design/Manufacturing/Quality etc)</i>	<i>Details attached at Annexure – F2.3</i>
<i>8.</i>	<i>After sales service set up in India, in case of foreign sub-vendor (Location, Contact Person, Contact details etc.)</i>	<i>Applicable / Not applicable Details attached at Annexure – F2.4</i>
<i>9.</i>	<i>Manufacturing process execution plan with flow chart indicating various stages of manufacturing from raw material to finished product including outsourced process, if any</i>	<i>Details attached at Annexure – F2.5</i>
<i>10.</i>	<i>Sources of Raw Material/Major Bought Out Item</i>	<i>Details attached at Annexure – F2.6</i>
<i>11.</i>	<i>Quality Control exercised during receipt of raw material/BOI, in-process , Final Testing, packing</i>	<i>Details attached at Annexure – F2.7</i>



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12.	<b>Manufacturing facilities</b> (List of machines, special process facilities, material handling etc.)	<i>Details attached at Annexure – F2.8</i>			
13.	<b>Testing facilities</b> (List of testing equipment)	<i>Details attached at Annexure – F2.9</i>			
14.	<b>If manufacturing process involves fabrication then-</b>	<i>Applicable / Not applicable</i>			
	<b>List of qualified Welders</b>	<i>Details attached at Annexure – F2.10</i>			
	<b>List of qualified NDT personnel with area of specialization</b>	<i>(if applicable)</i>			
15.	<b>List of out-sourced manufacturing processes with Sub-Vendors' names &amp; addresses</b>	<i>Applicable / Not applicable</i>  <i>Details attached at Annexure. –F2.11</i> <i>(if applicable)</i>			
16.	<b>Supply reference list including recent supplies</b>	<i>Details attached at Annexure – F2.12</i> <i>(as per format given below)</i>			
Project/ package	Customer Name	Supplied Item (Type/Rating/Model /Capacity/Size etc)	PO ref no/date	Supplied Quantity	Date of Supply
17.	<b>Product satisfactory performance feedback letter/certificates/End User Feedback</b>		<i>Attached at annexure - F2.13</i>		
18.	<b>Summary of Type Test Report (Type Test Details, Report No, Agency, Date of testing) for the proposed product</b> (similar or higher rating) <i>Note:- Reports need not to be submitted</i>		<i>Applicable / Not applicable</i>  <i>Details attached at Annexure – F2.14</i> <i>(if applicable)</i>		
19.	<b>Statutory / mandatory certification for the proposed product</b>		<i>Applicable / Not applicable</i>  <i>Details attached at Annexure – F2.15</i> <i>(if applicable)</i>		
20.	<b>Copy of ISO 9001 certificate</b> (if available)		<i>Attached at Annexure – F2.16</i>		
21.	<b>Product technical catalogues for proposed item (if available)</b>		<i>Details attached at Annexure – F2.17</i>		
<b>Name:</b> _____ <b>Desig:</b> _____ <b>Sign:</b> _____ <b>Date:</b> _____					

**Company's Seal/Stamp:-**