



**VENDOR ASSESSMENT FORM**

**\* PART I - GENERAL \***

*(Please attach separate sheet if required)*

**1. Name of Organisation :** \_\_\_\_\_

**2. Nature of Business :** \_\_\_\_\_  
 (Proprietary/Private/Partnership/Public)

**3. Registered Office & Factory Address:** \_\_\_\_\_

<b>Office -</b> Tele : _____ Fax : _____ Email : _____	<b>Factory -</b> Tele : _____ Fax : _____ Email : _____
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**4. Company Website :** \_\_\_\_\_

**5. Primary Business Contact Person :** \_\_\_\_\_  
 (Name, Position, Qualification, Telephone no. & Email)

**6. Name of Chief Executive :** \_\_\_\_\_

**7. Total factory area :** \_\_\_\_\_  
 (Covered & Uncovered)

**8. Total Employees :** \_\_\_\_\_  
 (Cadre wise)

**9. Organisation**

**a) Production Set Up :** \_\_\_\_\_  
 (Attach organisation chart)

**b) Quality Control Set-up :** \_\_\_\_\_  
 (Persons with Qualification)

**10. Range of Product Manufactured :** \_\_\_\_\_

**11. Year of Commencement of Mfg. :** \_\_\_\_\_

**12. Last three years Production :**

Year			
Installed Capacity			
Actual Production			

**13. ISO & OHSAS Certification Details :** \_\_\_\_\_  
 (Attach copies)



**\* PART II - TECHNICAL & EHS \***

*(Please attach separate sheet if required)*

**1. Details of Major Products Manufactured :** \_\_\_\_\_

**2. Has your product been tested by any External Agency? :** \_\_\_\_\_  
*(If yes, give details, copies of qualification, approval test certificates(s), test reports and other related documents)*

**3. Details of Plant Machinery :** \_\_\_\_\_  
*(Include list of major items of plant and equipment relevant to the product under consideration)*

**4. Quality Assurance :** \_\_\_\_\_  
*(How is the quality assurance function carried out? Give its organisation and linkage with the Chief Executive)*

**5. Are there written procedures for all quality related activities? :** \_\_\_\_\_  
*(Attach copy of Standard manufacturing Quality Plan)*

**6. Attach copy of quality manual of the organisation :** \_\_\_\_\_

**7. Do you have an R&D department? :** \_\_\_\_\_  
*(If so, supply details of its infrastructure and laboratory test facilities)*

**8. How is the quality control of raw materials and purchased items exercised? :** \_\_\_\_\_

**9. If goods coming in are inspected, provide the following details.**  
 o *Test equipment and facilities available in the factory:* \_\_\_\_\_  
 o *Assistance from external agencies :* \_\_\_\_\_  
 o *Description of test(s) :* \_\_\_\_\_  
 o *Name of the Agency carrying out the test :* \_\_\_\_\_

**10. Inspection and quality control of finished products.**  
 o *Test equipment's and facilities available in the factory:* \_\_\_\_\_  
 o *Assistance from external agencies :* \_\_\_\_\_

**11. Principal Customers**  
 o *Name and Address :* \_\_\_\_\_  
 o *Product :* \_\_\_\_\_  
 o *Sales for last two years :* \_\_\_\_\_  
 o *Any other information you would like to provide :* \_\_\_\_\_

**12. Safety at Work**  
 Number of injuries in the last 3 years  
 o *Minor :* \_\_\_\_\_  
 o *Major :* \_\_\_\_\_



**\* PART III - COMMERCIAL \***

*(Please attach separate sheet if required)*

1. Name and address of your bank(s) : \_\_\_\_\_

2. Value of current assets & liabilities to date : \_\_\_\_\_  
*(Attach balance sheets for last 3 years)*

3. Net fixed assets : \_\_\_\_\_

4. Value of total sales during the previous year : \_\_\_\_\_

5. Value of orders in hand : \_\_\_\_\_

6. Value of total capital employed : \_\_\_\_\_

7. Source of finance : \_\_\_\_\_

8. Delivery lead time required : \_\_\_\_\_  
*(Mention in terms of Size & Qty.)*

9. Borrowing limits as sanctioned by bank(s), if any : \_\_\_\_\_

10. Any special information which you may like to provide : \_\_\_\_\_

We certify that the information supplied herein, including all pages attached, is correct to the best of my knowledge.

Name : \_\_\_\_\_ Signature : \_\_\_\_\_

Designation : \_\_\_\_\_ Seal : \_\_\_\_\_ Date : \_\_\_\_\_

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**\* To be filled by GJIL Officials only.**

Evaluation Rating : \_\_\_\_\_

Recommendations : \_\_\_\_\_

**Assessing Officer**

**Authorisation**

Signature : \_\_\_\_\_

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Designation : \_\_\_\_\_