



**Garden Reach Shipbuilders & Engineers Ltd.**

**गार्डन रीच शिपबिल्डर्स एण्ड इंजीनियर्स लिमिटेड**

**A Government of India (Ministry of Defence) Undertaking**

**भारत सरकार (रक्षा मंत्रालय) का एक उपक्रम**

**“An ISO 9001: 2015 Certified Company”**

**43/46, Garden Reach Road,**

**Kolkata – 700024**



**GRSE Policy on Vendor Development**

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## **CHAPTER 1**

### **INTRODUCTION**

#### **1.1 Principal objectives**

The Principal objectives of this Policy on Vendor Development, Selection, Assessment, Registration and Grading are as follows:

- a) To recognize and enlist suitable vendors commensurate with their capabilities and performances, who are competent to supply required material and provide services in time bound manner.
- b) To ensure consistency, fair play and transparency in selection of vendors, who are quality conscious and maintain strict specifications requirement for the end product.
- c) To provide all vendors equitable opportunity.
- d) To provide an opportunity to vendors, who have been supplying products / services to M/s. GRSE for more than three years, but not yet registered.

#### **1.2 The Policy will be dealt under following main headings: -**

- a) Vendor Development
- b) Vendor Assessment.
- c) Vendor Registration.
- d) Grading and Performance Rating for Stores & Equipment Suppliers.
- e) Grading and Performance Rating of Sub-contractors for outsourced work.
- f) Tender Holiday.

#### **1.3 Vendor Assessment**

Vendor assessment & enlistment will be done by the inter-disciplinary committee consisting of members from user Dept. (Production, Design etc.), Commercial, Subcontract Cell, and Finance & QA Department. Detail procedures are placed at Chapter – 2.



**1.4 Vendor Registration**

- a) Registration of vendors for GRSE will be guided as per the policy placed at Chapter-3.
- b) Vendor Registration Form (VRF) is placed at Annexure-I.

**1.5 Vendor Re-assessment**

- a) If the vendor maintains consistently high grade of quality, delivery and after sales service, re-assessment will not be required. These have been quantified at Chapter- 4&5.
- b) Vendors not covered under 1.5 (a) above, will be periodically re-assessed before retaining permanent code. Time interval of re-assessment will be decided by the yard depending on the performance of the vendor.
- c) Rating of vendors will be governed by GRSE Policy (Chapter 4 & 5).
- d) Re-assessment of vendors will be mandatory, if vendor's rating falls below the acceptable limit. (Minimum Grade D).

**1.6 Performance Rating & Grading of Stores & Equipment Suppliers**

- a) On completion of each order, the performance of the vendor will be rated by the ordering/executing authority and incorporated into the vendor directory. Vendor performance will be computed in a scientific, fair and transparent manner, giving due weightage to factors of:
  - (i) Quality rating (QR)
  - (ii) Delivery rating (DR)
  - (iii) Experience Rating (ER)
- b) Scientific Model for calculation of vendors Performance Ratings & Grading is placed at Chapter-4.

**1.7 Performance Rating & Grading for Outsourced Sub-contractors**

- a) There are large numbers of jobs which need to be outsourced to subcontractors. While offloading, it is necessary that right grade of subcontractor is engaged for right type of job to meet production target. During tendering, it is



necessary to identify the job and float the tender enquiries to suitable qualified vendors in the case of limited tendering and in the case of e tendering specifying pre-qualification criteria so that the production can be undertaken in a time bound manner. In order to carry out the same, it will be necessary that tendering is done based on Vendor grading.

b) Vendor grading and quality control are vital to ensure high productivity. In order to meet the delivery schedule, Subcontract Cell shall float tenders to various vendors, according to the type of job and their gradation. Subcontractors gradation will be done by nominated “gradation committee.”

c) Vendor Rating & Grading criteria in respect of outsourced sub-contractors are placed at Chapter-5.

### **1.8 Revalidation of registration**

Ninety days prior to date of expiry of registration, a request for re-validation in specified format duly filled in attaching relevant documents as requisitioned therein need to be forwarded by the vendor to the Vendor Development Department. The relevant form can also be downloaded from GRSE website. Sample form for re-validation is placed at Annexure-II.

In case the validity period of registration is expired and no request for revalidation is received, vendor is required to apply for fresh registration complying all requisite formalities detailed in Chapter - 3 of this manual.

### **1.9 Scheme for change of gradation of vendors**

Based on performance, the stores / equipment suppliers & sub-contractors may be upgraded or downgraded by a constituted committee of GRSE. The details have been spelt out at Chapter – 4, 5 & 7.

### **1.10 Tender Holiday to registered vendors**

Tender Holiday to delinquent vendors on Shipyard Orders will be governed as per the guideline placed at Chapter-6.





## **CHAPTER 2**

### **VENDOR ASSESSMENT & ENLISTMENT**

#### **2.1 Introduction**

Vendor Assessment & Enlistment will be undertaken based on the details as stated in the succeeding paragraphs:

#### **2.2 Information Stage**

- a) Information received from all possible sources like procuring departments, engineering wings, web sources, press, direct from vendor etc. will be put into central data base and acknowledged to the vendor through a designated coordinating agency, i.e., Vendor Development Department.
- b) Vendor Development Department shall seek further information in prescribed format only and shall coordinate with internal agencies and keep the status updated on web so that the vendors can view and know the status of their application for registration.

#### **2.3. Assessment Stage**

Assessment of vendor has to be done, in a transparent manner by Vendor Development Department through a structured format with due weightage to different factors. The Vendor Development Department must take into consideration all factors including:

- a) Organization soundness of the vendor to discharge the business commitments (including financial, Managerial, Statutory compliances etc.);
- b) Quality system of vendor to ensure the quality of product; and
- c) Technical competence of the vendor in terms of process capability, skilled manpower, manufacturing facilities, testing equipment and process, capability to develop and/or read technical standards and product specifications.
- d) Capacity in terms of financial limit that can be executed successfully per year.
- e) ISO - Status.
- f) Performance report from other PSU Customers, both on delivery compliance & Quality compliance.



While processing the application, the Vendor Development Department shall also consult the respective department for assessment.

During this stage, if required, depending on the merit of the case, a visit to Firm's premises is to be arranged by Vendor Development Department with representative from Production / Material / Design / Maintenance as necessary.

**2.4. Enlistment stage:**

a) Depending upon the recommendations of the Vendor Assessment Committee, the vendors can be registered and a permanent registration code will be allotted and this will remain valid for three years, extendable by another two years, provided the performance is satisfactory (minimum Grade D to be maintained) for three consecutive years.

b) For urgent placement of order on an unregistered firm, a provisional code will be allotted by Vendor Development Department on request from a purchasing point, which must satisfy itself that the vendor is both financially & technically capable of executing the order. The vendor should simultaneously be asked to apply for permanent registration in case of recurrent nature of requirement. Such vendor must have GST, VAT (whenever applicable), IT Nos. etc. Provisional code will be valid for four order only. Extension of validity of provisional code may be granted by HOD (Vendor Development), on the recommendation of the concerned CGM / GM / HODs. The vendor should generally not be allowed to continue on provisional code for more than four times, unless the vendor approaches with formal application for registration. In this case permanent registration can be given, if performance is satisfactory and vendor fulfils all the other criteria as indicated in the application form.

c) Enlistment process will be open throughout the year. However, vendors will also be invited every year for enlistment through press / web notification.

d) Vendor Assessment & Enlistment to be completed in time bound manner.

- a. For MSME vendor within 60 days from receipt of completed application.
- b. Other than MSME vendor 90 days from receipt of completed application.
- c. For short other Defence PSU / PSU registered vendors within 30 days from receipt of completed application.



## **CHAPTER 3**

### **DEVELOPMENT & REGISTRATION OF VENDORS**

#### **3.1 Introduction**

- 3.1.1 Registration/Restriction/De-registration of vendors will be a continuous process and the yard will be informed accordingly from time to time by Vendor Development Department. Real time updation of the vendor base status will be available in SAP system through DMS mode. However consolidated vendors' list will be circulated twice in a year i.e. during January and July by Vendor Development Department. Status will also be updated on weekly basis to the yard.
- 3.1.2 Procedure for Vendor registration, GRSE vendor policy, updated status of vendors etc. will be hosted in GRSE website and the same will need to be followed.

#### **3.2 Development of New Vendors**

- 3.2.1 To create a strong and vibrant manufacturing base, a capable and cost effective supply chain needs to be developed in the shipyard. In order to do so, the yard will identify core and strategic operations which need to be outsourced wherever feasible and outsourcing of the noncore activities to Indian Private Industry.

The focused activities like vendor development, building long term partnership and strategic alliance in the mutual interest of the shipyard and Indian Private Industry is the guiding philosophy for building up a strong manufacturing base and supply chain for the shipyard.

The worldwide trend in Defence Industry reflects that OEMs are playing the role of system integrator and noncore manufacturing and other operations are outsourced to vendors. The shipyard also accordingly will transform the strategy in a similar way from vertical integration business model to system integration business model. Adapting to such strategic shift, the yard will serve the ultimate customers in a better way. The other significant objective of this policy is also aimed to build a manufacturing ecosystem to attain self-reliance. The outsourcing effort by the yard will add to capacity enhancement, attain cost effectiveness and improve competitiveness in global market. On the other hand, participation of Indian Private Industry will be an enabler in building technological and manufacturing capability.



The measurement of out-sourcing content will be linked with corresponding contribution of value addition from indigenous vendors in terms of value of production by the shipyard on yearly basis. The formula to measure the “Indigenisation Index” of the yard to establish the extent of indigenisation achieved may be derived as follows:

$$\text{Indigenisation Index} = \frac{\text{VoP} - \text{Net Import Content}}{\text{VoP}}$$

Where,

VoP = Value of Production

Net Import content = Imported Equipment + Imported Raw Material + Imported Services

Value of Outsourcing = VoP – Value of Direct Import – Value of Labour & Overheads

Considering the present order book of GRSE and future orders in pipeline, the requirement of capability enhancement of GRSE need to be assessed. Accordingly vendor base for subcontract work need to be increased commensurate with this requirement.

### **3.2.2 Multiple approach in vendor’s development:**

The ultimate test of success of DPSUs out-sourcing policy would depend on how it is able to develop and retain capable, reliable and competitive vendors for supply of required items/services.

In pursuit to attain higher level of outsourcing contribution by the yard, the most significant step will be to identify categories of goods and services in yearly manufacturing program which can be considered for outsourcing. Such categories of items may be broadly classified in succeeding paragraphs.

- 3.2.2.1 The items which are low in cost, low/high in demand, generic in nature and less technology intensive (e.g. screw, rivets, bush, bearings, rubber items, spring, PCBs, electrical motors, filters, transformers etc.) will be considered for outsourcing to private vendors/SMEs. The know-how & know-why available with shipyard for such items will be shared with private Indian vendors. It may not be economically viable for the yard to manufacture these items, therefore, these items will be assigned to existing potential vendors with a degree of technical assistance and sharing of know-how and know-why by the yard to vendors. The shipyard may not make future investment in manufacturing of such category of items, as capability and capacity is available with Indian private industry.



3.2.2.2 The second category of items may be those which are manufactured by shipyard under transfer of technology from licensors/OEMs. Such items like sub system or system or higher assembly may require intensive machining and special manufacturing processes. Many sub systems or systems may be strategic in nature and in consideration of this, the yard may not outsource the entire sub system or system. However, machining & other operations which are not strategic in nature may be considered for outsourcing to indigenous business partners. The necessary technical assistance like manufacturing drawings, 3D Model, process documentation, quality process etc. may be shared by the yard with potential agencies for initial learning and operational acquaintance.

The machining operations can be done with the available machines and process capability of vendors and may not require any special assistance from the yard. However, if special operations and processes are required or higher assembly job to be out-sourced, degree of assistance from the yard may require technical, financial and consultative support. At many occasions, assistance may be required in the form of establishing in-house facilities by shipyard and make the facility available to vendors, providing test & inspection facilities, sharing of engineering details and process knowledge with vendors etc. In the case of a possibility that the yard has manufacturing infrastructure but requisite skilled manpower is not available with them whereas a vendor may have skilled manpower. Such arrangement may be quite cost competitive and at the same time it may augment the available capacity utilization of yard's work centers. The other possibility may be that vendor has most of the machining facilities available at their premise but possibly inspection and test facility is not available with them. In such cases the yard may consider providing their facility to vendor on a prevailing market rate and/or setting up the test/inspection facility at vendor's premise, if not available. This facility can be positioned there till the operations are complete and subsequently facility can be taken back by shipyard. Such strategic alliance or collaborative strategy among shipyard and their vendors help both in reduction of available manufacturing & test facilities at shipyard work place etc. Synergistic relationship may also be considered among shipyards by making consortium to harness the benefits of huge infra-structure and manufacturing and test facilities at their work centers.

3.2.2.3 The third category of items, which are of generic types, may be of low/high in demand and least technology intensive but imported by the yard on regular basis to meet the production demand shall be identified and assigned to Indian vendors for indigenous development. This will require a different vendor development approach like capability assessment of vendors, their willingness to take up development of such items, assessment of technological assistance, capital investment for development of



such items, making firm orders commitment by the yard to the vendors in post development phase, establishing long term association and possibly certain incentives. In broad sense, such vendor's development policy framework called "Hand Holding" and nurturing of vendor needs an explicit approach towards establishing strategic alliance with vendor. Such vendors with whom this sort of relationship is built, they shall be considered as extended work centres of the shipyard. The yard will extend technical assistance to those vendors to develop such import substitution items. If required, financial assistance shall also be extended to the potential vendors during developmental phase, if required. Indigenous development of such items will reduce capability in manufacturing of such items.

3.2.2.4 There are large number of items which are technology sensitive, strategic and complex in manufacturing. Invariably, transfer of technology is denied by OEMs/licensors for such critical systems & subsystems (For example Engine, Radar, Fire Fighting System, Communication Systems, Gear Box, etc.). Many such systems & sub-systems (Mainly Electronics & software oriented) also become obsolete and licensor/foreign OEMs refuse to support repair & maintenance for entire product life cycle. Even if they agree to support, they demands exorbitant support price. Hence, it becomes inevitable to develop and indigenise these item to attain self-reliance. The items under this category are also price sensitive. Therefore, development of such systems/sub-systems indigenously will prevent out-flow of foreign currency and make them cost competitive. Otherwise also, foreign OEMs/Licensors have a tendency to demand exorbitant price to support the delivery of such obsolete items during their product life cycle. In order to attain self-reliance, a strategic proposition need to be adopted to co-develop and manufacture these systems and sub-systems in the country jointly by yard, Indian Navy and Indian Private Industry.

### **3.2.2.5 Strategic Partnership among Shipyard and Vendors:**

There may emerge some business scenarios which may lead to many systems & sub-systems for which transfer of technology, is invariably denied by Licensors/OEMs. Overcoming the technology denial regime of foreign licensors, the problem can be addressed through participation among shipyard and vendors in co- development and joint production phase. This opportunity once exploited jointly by the yard and vendors, may add to new Indian private industry. Strategic orientation of this sort of "co-development & co-production" business model shall be "To develop state-of-the-art technologies with long term vision" by strengthening partnership with private industry to evolve internationally competitive shipyard. Vendor development policy for such strategic nature of items will be oriented and focused to "Develop, Build up and utilise capabilities of vendors". In long term, this may require transfer of



technology and consultancy to shipyard for developing technical capability to serve domestic as well international market of shipbuilding. To achieve such objectives, vendor development policy of shipyard will be to establish joint ventures with private vendors, acquisitions of firms abroad or domestically, forming of consortium among DPSUs and vendors etc. Here, out-sourcing shall be adopted as the business strategy of the shipyard for one or more of the reasons like cost minimisation, resource access, resource leverage, building up domestic supply chain, creating national capability and risk mitigation & diversification of obsolescence. Formation of joint ventures, consortium, arranging transfer of technology or technology development etc. are certain measures which will be adopted individually by the yard or jointly of two or more depending upon the products/services required at a particular point of time and the market conditions there in.

The next logical step in vendor development policy is introduction of competition to break the monopolistic situation development by implementation of “Hand Holding” and nurturing policy. This shall be done through tendering process and vendors developed by the yard shall be asked to participate in tenders. Formation of joint vendors with potential and capable vendors shall be done in a fair and transparent manner.

- 3.2.26 Although the primary responsibility for development of new vendors lies with Vendor Development Department, Contract cell and all user departments will put their best efforts to locate for technically competent and financially sound new vendors. Timely execution of work and quality of services are the two pillars on which new vendors will be developed.
- 3.2.27 Some of the methods that will be adopted to locate new vendors are given below:
- (a) Reach to vendors already registered with other DPSU shipyards.
  - (b) Organise vendor Mela/Business Partner meet at GRSE.
  - (c) Utilise Defence Task Force meeting organised by CII.
  - (d) Take help from Indian Chamber of Commerce, Bengal Chamber of Commerce & Industries.
  - (e) Issue Expression of Interest (EOI)/open tender in press media/website.
- 3.2.28 Proper guidance, technical assistance etc. will be extended by Contract cell and user departments to new vendors working first time at GRSE so that they feel comfortable working with GRSE. All possible help in terms of providing GRSE part of services as





per P.O. provision, inspection of the job and release of work done certificate in a time bound manner, clearance of bills expeditiously etc. are to be provided to the vendors. All activities starting from NIT to order placement and subsequent execution of job should be carried out in a transparent, fair and equitable manner to build confidence on the vendors so that they come up with more investment at GRSE.

- 3.2.2.9 For development of new vendors for block fabrication work, order for a panel may be given to the vendor to start with as per existing/old rate contract to enable the vendor to go through the entire process of fabrication including stringent quality requirement. If the vendor is successful in completing the job, he may be qualified for taking part in tender for block fabrication.
- 3.2.2.10 For development of new vendors in outfitting activities, to start with a small order for similar job may be given by CGM/GM of production department through EPC or other method to enable the vendor to go through the entire process of carrying out the job including stringent quality requirement at various stages. If the vendor is successful in completing the job, he may be qualified for taking part in the tender for outfitting work.
- 3.2.2.11 A new vendor having sound financial status may not possess the requisite technical pre-qualification criteria indicated in NIT. In such cases, the new vendor may sign a MOU with an another company having requisite technical pre-qualification, then qualification of that company may be considered as that of new vendor provided that the MOU is signed before submission of bid.

### **3.3 Registration of New Vendors**

### **3.4 Applicability**

This vendor Registration policy will be applicable to all Indian and overseas industries, manufacturers, agents / stockiest / distributors / dealers / small-scale industries & sub-contractors.

### **3.5 Definition of Company & Vendors**

a) 'Company' means M/s. Garden Reach Shipbuilders and Engineers Limited, Kolkata, including all its Branches/Units/Regional offices/Liaison offices and having its Registered Corporate Office at 43/46 Garden Reach Road, Kolkata – 700 024.

b) 'Vendors' means an organization having manufacturing/service facility, agents, stockiest, distributors, dealers, traders, suppliers & subcontractors.





**3.6 Vendor Categories:**

Vendors are categorized as follows: -

**a) Manufactures**

Those who have manufacturing facilities and quality assessment system for the product.

**b) Agent:**

Those who have valid authorized agency/dealership/stockiest ship/dealership certificates from original manufacturer for supply of machinery/components/items.

**c) Service provider:**

Those who undertake jobs/services/work packages on tender enquiry, on contract/demand basis for ship's out fitting, ship's structural works, civil construction, engineering construction, structural work, fabrication work, erection work, repair of ship and shipyard assets, erection, supply of office equipment and services, repair/maintenance of plants and machineries, facilitation/consultancy work and any other GRSE activities.

**3.7 Availability of Vendor Registration Form (VRF):**

a) Vendor Registration Form may be obtained from Vendor Development Department, GRSE, 43/46 Garden Reach Road, Kolkata-24 (Phone 033-2469 8100- 15, Extn. 706 or downloaded from M/s. GRSE Website [www.grse.in](http://www.grse.in). A copy of VRF is placed at Annexure-I.

b) Any clarification with respect to procedure for registration may be obtained from the Vendor Development Department, GRSE.

**3.8 Pre-requisite for Vendor Registration:**

i) Product list/Type of work for which vendor is interested for registration.

ii) Current Income Tax, GST, Sales Tax, VAT, Trade Licence no. & Service Tax No. to be furnished by applicants (wherever applicable). Copy of registration certificate & trade licence to be attached.

iii) Audited Balance sheet of organization for last three years at the time of application.



- iv) Details of order received from M/s. GRSE, M/s. MDL, M/s. GSL, M/s. HAL, M/s. BEL and other PSU/Business House, if any.
- v) Purchase order copies and performance/acceptance report form existing customers of repute, if any.
- vi) Copy of certificate indicating registration with DQA (N) / DQA (WP) / Officer in-charge, Quality Assurance (Kolkata), if any.
- vii) If the vendor is a manufacturer, then following to be submitted:
  - a. Number of units/plants held along with address, if any.
  - b. Total area for each units/plants.
  - c. Total manpower for each units/plants.
  - d. List of machineries installed at each units/plants.
- viii) If the vendor is a Distributor/Dealer/Agent/Trader, then submission of certificates from OEM is essential.
- ix) ESI code number and PF A/C No to be furnished, if the vendor is a Sub-contractor.
- x) SSI/NSIC Certificates, if registered. (This is desirable, but not essential).
- xi) ISO Certificate, if accredited. (This is desirable but not essential).

### **3.9 Procedure for Vendor Registration:**

#### **(a) Action by Vendor**

##### **STEP I**

- i) Obtain a vendor registration form (VRF) from Vendor Development Department, Kolkata or download (VRF) application form from GRSE website [www.grse.in](http://www.grse.in) and submit the completed form.

##### **STEP II**

- ii) Vendors to submit the VRF duly filled in along with requisite documents as mentioned at Para 3.8. Application in sealed envelope with required Annexures and credentials as mentioned at Para 3.8 is to be addressed to The Officer-in-charge, Vendor Development Department, G.R.S.E. Ltd. (Main), 43/46, Garden



Reach Road, Kolkata-700 024. Subject and specific category must be written on top of the closed envelope. Application may be sent by post/courier.

iii) Vendor can in addition, also send e-mail ([vd.onlinereg.grse@grse.co.in](mailto:vd.onlinereg.grse@grse.co.in)) to HOD (Vendor Development) attaching a copy of VRF duly filled in. This will ensure establishment of instant communication between vendor & GRSE.

**(b) Action by Vendor Registration Cell**

**STEP III**

i) On receipt of VRF, Vendor Development Department will process the application for the product/services being offered by the vendor, through Design Dept. /Planning Dept. /Material Dept./Production Dept./Quality Assurance Dept./ Medical Dept./Personnel Dept./ Any other functional dept., as applicable for comments/opinion.

**STEP IV**

ii) On completion of Step III, Vendor Development Department will process the VRF through Finance Department for financial scrutiny, which involves study of financial viability of the firm and compliance with financial requirement.

**STEP V**

iii) Thereafter VRF will be processed through Company Secretary/Legal cell of Admin Department (if required) for verification of the legal aspect.

**STEP VI**

iv) On receipt of clearance from Finance Dept. and Legal Cell of Admin Dept., Vendor's works/establishment will be visited by technical team from concerned department of GRSE comprising of representatives of QA, Design, Material Dept. etc. for assessment of firm. However the visit to the firm can be waived off at the discretion of HOD (Vendor Development).

**STEP VII**

v) On scrutiny, if it is observed that the vendor is financially capable, technically competent to offer goods/services, the firm will qualify for registration and will be registered with M/s GRSE with approval of HOD (Vendor Development). Vendor Development Department will issue letter to the vendor, intimating the Registration number endorsing copy to all purchase points.



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**STEP VIII**

vi) On scrutiny, if it is observed that vendor is not suitable, then a rejection letter will be sent to the vendor by Vendor Development Department.

**STEP IX**

vii) This process will generally be completed within 90 days of submission of completed vendor registration form, while all-out effort to be made to complete the process within 60 days.

**3.10 Registration of PSUs / Major OEM /Supplier /Fabricator / Manufacturer**

**a) Major OEM / Supplier / Fabricator / Manufacturer:**

On receipt of correctly filled in VRF from Major OEM / Supplier / Fabricator / Manufacturer, registration number will be issued to them. Alternatively, on receipt of purchase order from M/s. GRSE, Major and reputed OEM / Supplier / Fabricator / Manufacturers should apply on VRF along with purchase order copy for registration.

**b) PSUs / Govt. Organisations:**

PSUs / Govt. Organisation are exempted from payment of Registration charges. They will automatically be registered either on receipt of applications from them or on placement of any order on them by GRSE.

**c) Out Station Ship Repair Vendor:**

i) Ship Repair Organization at outstation who are registered with Indian Naval / Coast Guard Organization may be registered for outstation repair / GD related work on the basis of application along with documentary evidence of their registration with the Naval / Coast Guard Organization.

ii) In Charge Repair Cell shall submit the Vendor Registration Form duly recommended by the concerned CGM / GM to Vendor Development Department.

iii) A copy of the Vendor Registration Certificate issued by the Indian Naval / Coast Guard Organization shall be enclosed with the Vendor Registration Form.

iv) Such Vendors are exempted from paying any processing fees.



**3.11 DQA Registered Vendor**

There will be no separate registration charges for DQA registered vendors. They will be given a registration number, subject to submission of relevant documents by them to complete Registration formalities, prior to expiry of validity period of DQA registration.

**3.12. Vendors Registered with Defence Shipyards / PSUs.**

- a) Vendors, if registered with Defence Shipyards / PSUs, will be registered on receipt of their application, without going through all the formalities.
- b) Vendors registered in other Defence PSU's will be considered as Deemed Registered, when apply for Registration at GRSE, subject to completion of regularization of Registration Process as per extent procedure.
- c) All vendors registered at MDL / GSL / HSL & CSL will be considered as Deemed Registered, when they apply for Registration as GRSE, subject to completion of regularization of Registration Process as per extent procedure.
- d) Vendor nominated by IHQ-MOD(N) / Customer also to be considered as Deemed Registered, when they apply for Registration at GRSE, subject to completion of regularization of Registration Process as per extent procedure.

**3.13. MSME Vendors**

- a) All MSME Vendors will be registered only after receipt and checking of EM Part – II or NSIC registration. Firm will be recorded as MSME Vendor based on submitted documents.
- b) During registration confirmation to be obtained from firm whether firm is owned by SC/ST and if yes, certificate issued by District Authority to be submitted during registration.
- c) MSEs will be allowed to participate against tender enquiries without submission of prior experience and prior turnover details even if asked for in the tender enquiry.
- d) However, with a view to ensure certainty of the MSE vendor executing the order, they will be asked to submit proof of manufacturing capability, testing capability and submission of samples (wherever required) to meet the quality and technical specifications of the tendered products.



- e) In case, after ordering, such vendors are not able to deliver the products/services of required quality and specifications, the same will be informed to the NSIC and MSME authorities for necessary corrective action for delivery compliance.
- f) The list of items/products for which eligibility criteria can be relaxed without compromising quality and technical specifications is available in GRSE web site.
- g) In the case of participating MSE is a partnership company having one of the partners belonging to SC/ST, benefits related to SC/ST owned MSE will be accorded only if the majority partner [i.e. holding 51% shares or above] is an SC/ST.
- h) GRSE being a public sector enterprise, endeavors to support the Micro and Small Enterprises for facilitating their promotion and development and enhancing their competitiveness.

Bidders may therefore procure all such parts / components, as contained in the list available in GRSE website, required in manufacturing of the ordered equipments / products, from MSEs and a certificate to that effect (with details of the vendors, value of procurement and quantity) may be furnished with the bills.

#### **3.14. Short Listing of Vendor through Open Tendering**

- a) Any new vendor short listed / qualified through open tendering process will be given an opportunity to get registered for the item subject to completion of registration formalities and recommendation of concern department.
- b) Vendor short listed through open tendering process will be considered as per – qualified vendor for the tender value more than Rs. 10 Lakhs to avoid repeated open tender for same item within one year. Such per-qualified vendors shall be pursued for vendor registration as per GRSE procedure.

#### **3.15. Single Nominated Source / Vendor**

- a) Firm is to be registered automatically for the item.
- b) Registration will be project specific.

#### **3.16. Registration through Vendor Meet**

Vendors will be issued on spot Temporary Registration / Provisional Vendor Code based on submitted documents.



**3.17. Registration for using Vendor's Infrastructure**

Interested vendors are to be registered as Technical Partner to share their infrastructure for development of new item by GRSE.

**3.18. Processing Time of VRF**

- a) The processing of VRF till acceptance / non-acceptance will generally be completed within 90 days from the date of receipt of filled in VRF from Party. (Step IX of SL. 3.9)
- b) In case of contractual urgency, assessment formalities will be completed in less time.
- c) Status of Fresh registration cases will be published in the GRSE Website every month till allotment of registration number or rejection, as the case may be.

**3.19 ISO 9000 accredited firm** – Registration Preference will be given to these firms.

**3.20. E-commerce**

Preference will be given to those, who can conduct on-line transaction. ID to be mandatory for on-line transaction. Vendors may automatically be registered for E-Commerce having valid DSC Class III certificate.

**3.21. Period of Registration**

- a) The registration will be for a period of three years. However, the registration period can be extended / reduced with the approval of appropriate authority, if considered necessary.
- b) Canvassing by any means and at any stage will be considered as disqualification.

**3.22. Rejection of application**

M/s. GRSE reserves the right to reject any or all applications without any reasons thereof.

**3.23 Undertaking by Vendors in the VRF**

Declaration as mentioned at the VRF is to be given by vendor while forwarding VRF. Form will be rejected, if vendor does not give declaration.



**3.24 SU-MOTO Enlistment**

Vendors, if not registered with GRSE, still can be considered for providing materials/services for urgent requirement. Following procedures to be followed for enlistment in such cases:

- a) This is applicable for urgent placement of order on unregistered Firm.
- b) A provisional code will be allotted by Vendor Development Department on request from purchase point.
- c) Purchase point will ensure financial & technical capability of vendor executing the order.
- d) If, the requirement is of recurrent nature, the vendor shall be requested simultaneously to apply for permanent registration.
- e) Such vendor must have VAT/ IT A/c. No.
- f) Provisional code will be valid for four orders only.
- g) Extension of validity of provisional code will be granted on recommendation of concerned CGM / GM / Departmental Head & with the approval of HOD (Vendor Development).
- h) The vendor will generally not be allowed to continue on provisional code for more than four times.

**3.25 Allotment of code for special services**

- a) There will be few vendors, whose services are required by GRSE. These special services fall in the category of Legal/HR/Special services, Power supply, Drinking water supply, Statutory Authorities, Hotel services, WC/Toilet cleaning, Vegetable/Bread/Grocery supplies, Photography coverage, etc.
- b) In these cases, on receipt of request from concerned CGM / GM / HOD of user Dept. in a prescribed format, a special code will be allotted by Vendor Development Department after approval of HOD (Vendor Development).

**3.26 Limitation of Registered Vendors for Particular Product Group**

There shall be no limit for registration of new vendors in a particular Product Group so as to give opportunity to quality vendors to register with GRSE and facilitating broader vendor base.





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**3.27 Limitation for Registration for various Product Group**

A vendor can be registered for maximum up to 12 Product groups.

**3.28 Registration Number**

- 3.28.1 A vendor can have only one registration number. Vendor can be registered for various product group against this registration number. Vendor will be allotted registration number along with details of Product Group, as per the Format placed at Annexure – III.
- 3.23.2 Registration is meant for items of recurrent use only. For one time requirement, order may be placed against a Provisional Code to be issued by Vendor Development Department.
- 3.23.3 All registered vendors will be given a digit code by Vendor Development Department. This Code No. against each approved vendor's name, address and PSG allotted will be circulated through vendor list to all purchase / contract points and Finance Dept. for future reference. Vendors shall be registered activity wise i.e. PSG.
- 3.23.4 Any restriction/deregistration/regret cases will be circulated immediately to all purchase points and Finance as and when case arises. Real time updation of the status will be available in SAP system through DMS mode. The consolidated list will be circulated twice in a year. No enquiry should be issued or any order to be placed on vendors whose cases have been restricted/deregistered/regretted.
- 3.23.5 The registered vendor shall inform the relevant purchasing point in advance in case he is unable to participate in the tender for whatsoever reason. Failure to comply with this will be viewed seriously and consecutive three failure on the part of the Vendor to do so is liable for disqualification/debarring of the Vendor from all future tender enquiries and or delisting from the list of 'Approved Registered Vendors'.

**3.29 Placement of Orders on New Vendors**

- 3.29.1 Registration is to restrict entry of any unreliable and fictitious vendor. As such, all precautions will be taken when a new firm is proposed to be registered for the purpose of receiving tenders/enquiries and eventual order placement.
- 3.29.2 For urgent placement of order on an unregistered firm, a provisional code will be allotted on request from purchasing department. The purchasing department must satisfy itself that the vendor is both financially and technically capable of executing the order. The vendor should be asked simultaneously to apply for registration, in case the requirement is of recurrent nature. Such vendor must have PF & ESI Registration,



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GST, Service Tax Registration No & IT A/C No. Provisional code will be valid for one order only. Extension of validity of provisional code may be granted on recommendation of concerned authority and approval of HOD (Vendor Development). The vendor should not generally be allowed to continue on provisional code for more than four times, unless the vendor approaches with formal application for registration / request from internal department (with due approval of HOD).

3.29.3 On recommendation of the purchasing department after satisfactory execution of order, the case of registration of the new firm be considered. However, failure of the firm to get itself registered due to non-submission of filled in VR Form or necessary documents will debar the firm from continuing business dealing with GRSE.

### **3.30 Restriction of Business to Vendors**

Restriction of Business to vendors will be done when vendor is loaded to its full capacity as assessed by TNC or vendor has failed to execute similar type of job(s) recently for reasons attributable to vendor or delinquent vendors or vendor convicted of violation of norms repeatedly regarding safety, security, quality, statutory obligations etc.

### **3.31 Relationship with Business Partners**

- (a) All out efforts are to be taken to make the vendor understands that there is a genuine interest of the buyer in service rather than a mere contract fulfilment. A business relationship always pays.
- (b) Straightforward conduct may be followed in all transactions/consignment with the overall buying policies and principles of GRSE.
- (c) The competition amongst vendors shall be kept open and fair and the sanctity of the tendering system will be maintained by discouraging revision of bids after submission and insisting on receiving the best price at the outset.
- (d) The confidence of the contractor or his company shall be respected as to quotations or other confidential information.
- (e) All correspondences with the vendors shall be prompt, complete and to the point.
- (f) The contractor's genuine omissions/errors shall not be exploited.
- (g) The buyer shall visit from time to time sources of supply and keep informed about products and stability.
- (h) Give all sub-contractors a full, fair, prompt and courteous hearing.
- (i) Cordial and due consideration shall be given to all vendors.
- (j) A buyer shall keep himself free of any obligation to any vendor.
- (k) Mutual friendly relations are matters apart from business. It is a two-way traffic to



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foster business relationship on proper platform. To confer with business circle when a job is required urgently, the contractor may come to the rescue of the buyer. The contractor, receiving brusque dealings, will not make any effort to render any special service. Honestly reciprocity and square dealings beget friendship.

- (l) All sorts of commercial bribery, favouritism or entertainments which prejudice the buyer's fair decision will be treated as serious offence and by all means, should be avoided.
- (m) Assurances which cannot be kept shall not be given as in the long run they will undo all the previous goodwill built up.
- (n) Lend all kinds of help in explaining the procedures for submission of bills, payment follow-up etc.
- (o) Purchasing for the vendor shall be avoided as it entails legal complications.
- (p) All denials shall be communicated with courtesy and the vendor should be convinced logically. This will prevent the consequent damages which otherwise a disappointed vendor may cause.
- (q) Respect time of both yourself and that of the vendor. Maintenance of time schedules for meetings also establish good relations. Prior appointments will conserve time.
- (r) Disclosing any confidential matter will be treated as serious offence and by all means should be avoided.
- (s) To respect GRSE's obligations, express/implied promise which Ordering Department cannot be reasonably expected to fulfil, will be tactfully avoided.

## **CHAPTER 4**

### **PERFORMANCE RATING AND GRADING OF STORES & EQUIPMENT SUPPLIERS**

#### **4.1. Introduction**

All vendors will be given a vendor rating expressed as a percentage score based on their actual performance against each completed purchase order. On completion of each order, the performance of the vendor will be rated and incorporated into the vendor directory. Vendor performance will be computed in a scientific, fair and transparent manner based on the following criteria: -

- a) Quality rating (QR)
- b) Delivery rating (DR)
- c) Experience Rating (ER)

42 Scientific Model for calculation of vendors' performance ratings is enumerated in the succeeding paragraphs.

#### **43 Quality Rating (QR)**

Weightage of Quality Rating (QR) will be 40. The following attributes shall be considered for establishment of Quality Ratings: -

- a) The quality of suppliers as per the contractual specifications shall play the important role.
- b) The number of rejections/modifications/improvements, affected to the product to meet the laid down specifications.
- c) The quality systems adopted, superiority of the process involved and the Quality Assurance (QA) methods to achieve the end product.
- d) The effectiveness of the manufacturer's/supplier's policy in vogue to control the quality of inward goods and the raw materials/bought out items and their traceability factors.
- e) The overall effectiveness/independency of the QA Department and the quality management of the Suppliers.

Weightage of Quality rating will be 40.

The formula for Quality Rating:

$$QR = \frac{[Kd \times Kr \times Na]}{Ni}$$

Where,

Ni = Qty offered for inspection,

Na = Qty accepted in the I-note

Kd = 0.5 in case deviation is observed during process / product audit.

Kd = 1.0 when the quantity is accepted without any deviation.

Kr = 0.5 for lots accepted after segregation / rectification

Kr = 1.0 for lots with no rectification / segregation.

#### **44 Delivery Rating (DR)**

Weightage for Delivery Rating (DR) will be 40.

The formula for delivery rating:

$$DR = \frac{Ks \times Q1}{Q}$$

Ks = Factor for delivery timing

Q = Quantity to be delivered within contractual time

Q1 = Actual quantity delivered at various timings.

Ks = 1 [ for delivery within contractual time ]

Ks = 0.8 [ for delivery within contractual time + 0.2 D ]

Ks = 0.6 [ for delivery within contractual time + 0.4 D ]

Ks = 0.4 [ for delivery within contractual time + 0.6 D ]

Ks = 0.2 [ for delivery within contractual time + 0.8 D ]

Ks = 0 [for delay delivery beyond 0.8D from contractual delivery time.]

D = Contractual delivery period from receipt of Purchase Order / Contract (Part week will be rounded off to next higher number).

If the delay in supply with respect to contractual commitment are not attributable to the supplier, the period of delay on this score will not be taken into account for evaluating DR.

#### **45 Experience Rating (ER)**

The weightage factor will be 20. Following factors will be considered while computing ER:

- a) Promptness in responding to various correspondences like submission of tenders, attendance in meetings and shipyard's messages – (Mark 2)



- b) Compliance to stage commitments like submission of drawing – (Mark 2)
- c) Compliance to stage commitments like submission of QAP – (Mark 2)
- d) Submission of List of deliverables – (Mark 2)
- e) Promptness in dispatching stores after inspection and clearance – (Mark 2)
- f) Supply of correct items as per list of deliverables along with code no. – (Mark 2)
- g) Submission of correct dispatch document, invoices and bank doc. – (Mark 2)
- h) Promptness in deputing service engineers to the required site for liquidation of pending defect – (Mark 2)
- j) Promptness of the suppliers for attending to failures / malfunctioning at the time of trials of the equipment / stores – (Mark 2)
- k) Promptness of the suppliers in replacement of rejected item – (Mark 2)

The evaluation will be done based on timely attendance / response vis-à-vis call letters issued by Shipyard.

**46 Vendor Rating & Grading**

- a) The Vendor Rating score for individual order will be calculated as under:

$$VR = \frac{40(QR) + 40(DR) + 20(ER)}{100}$$

- b) The overall performance of the vendor at any point of time will be computed by working out the average of Vendor Rating against various orders executed by the vendor over a maximum period of preceding three years or less without giving any weightage to the Vendor Rating of individual orders. Thus composite VR will be calculated as:

$$VR = \frac{VR1 + VR2 + VR3 + \dots + VRN}{N}$$

N = No of Orders for the items executed during the period.

- c) Vendors will be classified as under:

| <u>Marks obtained</u> | <u>Grading</u>   | <u>Remarks</u>                     |
|-----------------------|------------------|------------------------------------|
| Above 70              | A – Excellent    | ----- Should maintain performance. |
| 60 to 70              | B – Very Good    | ----- Should improve.              |
| 50 to 59              | C – Good         | ----- Should improve further.      |
| 40 to 49              | D – Satisfactory | ----- To be advised to improve.    |

- d) A Vendor is not considered fit, if his Vendor Rating falls below 40% marks.



**47 Inclusion of Non-graded Vendors for Tender Enquiry**

There may be situations, where vendors have not been graded due to non-execution of any order by them. In that case the vendors can be considered for inclusion, if enough number of vendors are not available for supply of a particular type of item.

**48 Rating for Vendor - Development order / incomplete order**

Suppliers will not be rated for incomplete orders. Development orders will not be considered for rating.

**4.9. Division of Responsibility for computation of Vendor Ratings**

a) Quality Rating

Format for Quality rating as placed at Annexure-IV is to be forwarded to Inspecting Authority along with the order copy by order placing authority. The Format to be filled up by Third Party Inspector or the authority inspecting the item and completed copy to be forwarded to GRSE (QA) for computations. To make it mandatory, an insertion regarding filling up of the format by inspecting authority, to be included in the inspection clause of the order.

b) Delivery Rating

Details regarding receipt of actual quantity against the ordered quantity, to be forwarded to QA Dept. by Commercial Dept. as per the Format placed at Annexure-V for computation of Delivery Rating by QA.

c) Experience Rating

Format as per Annexure – VI, is to be filled up by respective department (Commercial / CDO / Production Dept.) & forwarded to QA for awarding Experience Rating to the firm.

**4.10. Appreciation**

Excellent performing Vendors are to be awarded with Letter of Appreciation.

## CHAPTER 5

### GRADING AND PERFORMANCE RATING OF SUB-CONTRACTORS FOR OUTSOURCED WORK

#### 5.1 Gradation Criteria

The gradation of new & existing vendors, whose gradation not yet done, will be undertaken based on the following criteria: –

a) Financial Qualification Criteria

- (i) Average annual turnover for last 03 years.
- (ii) Solvency certificate

(Annual report/Audited Accounts for last three years will be the basis for evaluation).

b) Performance Criteria

Value of work done

c) Number of Trained Manpower

- (i) Skilled & Unskilled workers with age profile
- (ii) Engineers/Supervisors with age profile

5.2. Initial Grading will be done based on following Matrix.

a) Average Annual Turnover

|   |             |             |            |            |
|---|-------------|-------------|------------|------------|
| Average Annual Turnover based on last three years | ≥ 500 Lakhs | ≥ 200 Lakhs | ≥ 50 Lakhs | ≥ 10 Lakhs |
| <b>Marks</b>                                      | 25          | 15          | 10         | 8          |

b) Solvency

|              |            |            |            |           |
|--------------|------------|------------|------------|-----------|
| Solvency     | ≥ 75 Lakhs | ≥ 30 Lakhs | ≥ 20 Lakhs | ≥ 5 Lakhs |
| <b>Marks</b> | 25         | 15         | 10         | 8         |



c) **Performance Criteria:** – Value of similar work done for last 5 years.

|                   | Hull      | Plumbing | Electrical | ACVR     | Outfit Items | Remarks   |
|-------------------|-----------|----------|------------|----------|--------------|---|
| Value             | 200 Lakhs | 60 Lakhs | 80 Lakhs   | 25 Lakhs | 25 Lakhs     | Marks to be calculated proportionately depending on value of actual execution of orders in 5 years. |
| <b>Full Marks</b> | 25        | 25       | 25         | 25       | 25           |   |

d) **Trained Manpower for execution of specific job**

|                      | Hull | Plumbing | Electrical | ACVR | Outfit Items | Remarks   |
|----------------------|------|----------|------------|------|--------------|---|
| Manpower             | 50   | 50       | 50         | 40   | 40           | Marks to be calculated proportionately depending on actual number of Trained Manpower |
| <b>Maximum Marks</b> | 25   | 25       | 25         | 25   | 25           |   |

Name of the Company :  
 Total Marks obtained :

**5.3. Rating of vendors**

Vendor rating to be done considering following factors with proper weightage.

- a) Submission of acceptable Drawing, QAP in time.
- b) Receipt of approved Drawing & QAP.
- c) Delivery % of material in time complying QAP and technical parameters.
- d) Rejection % of supplied materials.
- e) Rejection settlement cycle time.
- f) Price competitiveness.
- g) Responsiveness to customer.
- h) Warranty / Service/ Rejection Settlement support

Subsequent review / up gradation / down gradation will be done based on marks system as per following criteria: -

a) **Quality Rating (QR)**

- i) Weightage of Quality Rating (QR) will be 40.
- ii) The formula for Quality Rating:

$$QR = \frac{[Kd \times Kr \times Na]}{Ni}$$



Where,

- Ni = Qty offered for inspection,
- Na = Qty accepted in the I-note
- Kd = 0.5 in case deviation is observed during process / product audit
- Kd = 1.0 when the quantity is accepted without any deviation
- Kr = 0.5 for lots accepted after segregation / rectification
- Kr = 1.0 for lots with no rectification / segregation

**b) Delivery Rating (DR)**

- i) Weightage for Delivery Rating (DR) will be 40.
- ii) The formula for delivery rating:

$$DR = \sum \frac{Ks \times Q1}{Q}$$

- Ks = Factor for delivery timing
- Q = Quantity to be delivered within contractual time
- Q1 = Actual quantity delivered at various timings.
- Ks = 1 [ for delivery within contractual time ]
- Ks = 0.8 [ for delivery within contractual time + 0.2 D ]
- Ks = 0.6 [ for delivery within contractual time + 0.4 D ]
- Ks = 0.4 [ for delivery within contractual time + 0.6 D ]
- Ks = 0.2 [ for delivery within contractual time + 0.8 D ]
- Ks = 0 [for delivery delay beyond 0.8D from contractual delivery time.]

D = Contractual delivery period from receipt of Purchase Order / Contract (Part week will be rounded off to next higher number).

- iii) If delay in supply from contractual commitment is not attributable to supplier, then the period of delay on this score will not be taken into account for evaluating Delivery Rating (DR).

**c) Experience Rating (ER)**

The weightage factor will be 20. Following factors will be considered while computing Experience Rating (ER):

- i) Promptness in responding to various correspondence & Timely submission of security deposit – (Mark 4)
- ii) Compliance to stage commitments like timely wages payment to the workmen – (Mark 4)



- iii) Promptness of the suppliers for attending to failures/ malfunctioning – (Mark 4)
- iv) Past performance – (Mark 8)

**5.4 Up gradation / Down gradation**

Above vendor rating criteria's will be used as a guideline to upgrade / downgrade the vendors. Alteration, if required, will be decided by Vendor Grading Committee.

**5.5 Continuation of Grades**

Prior to TNC, the Committee shall ascertain the continuity of the grades of subcontractor.

**5.6 Criteria for awarding Part / Full order**

The present order book position, past records for execution of the orders, available manpower/technology etc. of a vendor assessed during TNC/Capacity assessment, will be taken as criteria in additions to vendor rating for awarding part/full order against any tender.

**5.7 EMD for GRSE Registered Vendors**

- a) All the vendors registered and graded by GRSE will be advised to deposit following fixed amount (Interest free), which will take care of EMD aspect:
  - i) Grade A Vendor–Amount not exceeding Rs 3 Lakhs to be retained with GRSE.
  - ii) Grade B Vendor – Amount not exceeding Rs 1.5 Lakhs to be retained with GRSE.
  - iii) Grade C Vendor – Amount not exceeding Rs. 0.5 Lakhs to be retained with GRSE.
  - iv) Grade D Vendor – Fixed amount of Rs.0.10 Lakhs to be retained with GRSE.
- b) No Separate EMD is required to be deposited, if above amount is retained with GRSE. However, successful tenderer will be required to submit Security Deposit and Performance Bank Guarantee (PBG) as per existing practice/rule.

**5.8 Limited Tender**

Based on EOI, limited tenders will be issued to listed & graded vendors with time duration varying from 1 to 3 weeks. There should be at least minimum three vendors under each grade and in case there is insufficiency of vendor and to generate a healthy competition, the vendors may be selected from Grade ‘B’ and downwards depending upon the experience, work profile and technicality of job performance achieved/reported.

**5.9 Tenders will be issued to graded vendors by Sub-contracting Cell as per following: -**

| Sl. | Grade | Remarks   |
|-----|-------|---|
| 1.  | ‘A’   | Vendors of Grade ‘A’ are also eligible to participate in tenders earmarked for Grade ‘B’, ‘C, & ‘D’ |
| 2.  | ‘B’   | Vendors of Grade ‘B’ are also eligible to participate in tenders earmarked for Grade ‘C, & ‘D’      |
| 3.  | ‘C’   | Vendors of Grade ‘C’ are also eligible to participate in tenders earmarked for Grade ‘D’            |
| 4.  | ‘D’   | –   |

**5.10 Inclusion of Non-graded Vendors**

There may be situations, where vendors have not been graded. In that case the vendors can be considered for inclusion, if only one or two vendors are available under a particular work composition.

**5.11 De-registration due to non-compliance of statutory requirement**

Vendors engaged in providing services for erection/fabrication/fitting out in various projects will be de-registered due to non-compliance of statutory requirement for consecutive three occasions.

**5.12 GRSE reserves the right to issue Tenders to all vendor in the Product group or to specific graded vendors depending on the value, importance of the job & availability of vendors.**

Vendors from other PSG, who meanwhile have developed and supplied the required product may also be considered for limited tendering, where no specific PSG is available subject to approval of TC chairman.

**5.13 Ships cleaning work will be kept out of the purview of Gradation**

**5.14 Any deviation will require approval of the Director (Shipbuilding).**

**5.15 Vendor will be classified as under**



| <u>Marks obtained</u> | <u>Grading</u>   | <u>Remarks</u>                     |
|-----------------------|------------------|------------------------------------|
| Above 70              | A – Excellent    | ----- Should maintain performance. |
| 60 to 70              | B – Very Good    | ----- Should improve.              |
| 50 to 59              | C – Good         | ----- Should improve further.      |
| 40 to 49              | D – Satisfactory | ----- To be advised to improve.    |

| <b>A</b>                                  | <b>GENERAL</b>            |   |
|---|---------------------------|---|
| 1   | Reporting Period          |   |
| 2   | Yard No                   |   |
| 3   | Name of Sub-Contractor    |   |
| 4   | P.O No and date           |   |
| 5   | Description of Work       |   |
| 6   | Place of Work             |   |
| 7   | Contract Start Date       |   |
|   | i. As per Contract        |   |
|   | ii. Actual Date of Start  |   |
| 8   | Scheduled Completion date |   |
| 9   | Actual Date of Completion |   |
| 10  | Awarded Contract Value    |   |
| GRSE                                      |                           | Sub-Contractor                            |
| (Signature with Name, Designation & date) |                           | (Signature with Name, Designation & date) |

- 5.16** A vendor will not be considered fit, if his vendor rating falls below 40% marks.
- 5.17** Grading & Rating of vendors will be undertaken by a committee chaired by HOD (Vendor Development) based on the past performance report of the procurement department.
- 5.18** **Evaluation of sub-contractors**

The process for evaluation of sub-contractors as established is detailed in the succeeding paragraphs.



**SUB CONTRACTORS' PERFORMANCE RATING SHEET**

| <b>B. RATING DETAILS</b>                   |  | <b>MAX SCORE</b> | <b>SCORE OBTAINED</b> |
|--|--|------------------|-----------------------|
| <b>1.0 QUALITY</b>                         |  |                  |                       |
| 1.1  | Adherence to Quality Standards   | 5                |                       |
| 1.2  | Having own quality team  | 5                |                       |
| 1.3  | Preventing recurrence of similar defects / complaints  | 5                |                       |
| 1.4  | Percentage of rejection during inspection  | 5                |                       |
| 1.5  | Finishing & aesthetics   | 5                |                       |
| 1.6  | House keeping  | 5                |                       |
| <b>2.0 DELIVERY</b>                        |  |                  |                       |
| 2.1  | Start of job as per contract   | 5                |                       |
| 2.2  | Capability to assess the actual quantum of work  | 5                |                       |
| 2.3  | Timely deployment of manpower  | 5                |                       |
| 2.4  | Timely deployment of tools and equipment   | 5                |                       |
| 2.5  | Timely requisition of materials & drawings   | 5                |                       |
| 2.6  | Meeting fortnightly / monthly schedule   | 5                |                       |
| 2.7  | Capability to meet urgent requirement of Yard  | 5                |                       |
| 2.8  | Stoppage of work due to labour unrest  | 5                |                       |
| <b>3.0 MANPOWER</b>                        |  |                  |                       |
| 3.1  | Appointment of site Engineer / In charge   | 5                |                       |
| 3.2  | Experience & Job knowledge of site Engineer / In charge  | 5                |                       |
| 3.3  | Appointment of adequate no of Supervisors  | 5                |                       |
| 3.4  | Experience & Job knowledge of Supervisors  | 5                |                       |
| 3.5  | Aptitude of site Engineer & Supervisory Personnel (w.r.t Attitude, Initiative, Leadership, Co-operativeness etc) | 5                |                       |
| 3.6  | Adequacy of manpower deployed  | 5                |                       |
| 3.7  | Competence of manpower deployed  | 5                |                       |
| 3.8  | Ability to deploy special category workmen as per requirement of job   | 5                |                       |
| <b>4.0 PROJECT MONITORING CAPABILITIES</b> |  |                  |                       |
| 4.1  | Preparation of total work schedule meeting contractual requirement   | 5                |                       |
| 4.2  | Preparation of manpower deployment to meet schedule  | 5                |                       |
| 4.3  | Submission of fortnightly / monthly progress report  | 5                |                       |
| 4.4  | Preparation of Catch up plan in case of delay  | 5                |                       |



| <b>B. RATING DETAILS (CONTD)</b>          |   | <b>MAX SCORE</b>                          | <b>SCORE OBTAINED</b> |
|---|---|---|-----------------------|
| <b>5.0 EQUIPMENT &amp; TOOLS</b>          |   |   |                       |
| 5.1                                       | Identification of equipment & tools to be arranged by sub-contractor  | 5   |                       |
| 5.2                                       | Condition of equipment & tools  | 5   |                       |
| 5.3                                       | Maintenance of equipment & tools  | 5   |                       |
| 5.4                                       | Breakdown of equipment & Time for repair  | 5   |                       |
| <b>6.0 WORKMEN RELATED ISSUES</b>         |   |   |                       |
| 6.1                                       | Creation of PF account for every personnel before employment  | 5   |                       |
| 6.2                                       | Creation of ESI account for every personnel before employment   | 5   |                       |
| 6.3                                       | Timely payment of wages to all personnel  | 5   |                       |
| 6.4                                       | Timely payment of PF & ESI for all personnel  | 5   |                       |
| 6.5                                       | Providing personal safety gears & overall to all workmen  | 5   |                       |
| 6.6                                       | Providing awareness training on safety & GRSE rules & regulation to all workmen                               | 5   |                       |
| <b>7.0 OTHERS</b>                         |   |   |                       |
| 7.1                                       | Timely submission of Security Deposit as per Contract   | 5   |                       |
| 7.2                                       | Use of computer & e-mail for providing all data / correspondence with GRSE                                    | 5   |                       |
| 7.3                                       | Tendency for unnecessary argument and taking undue advantage by interpreting contract clauses in their favour | 5   |                       |
| 7.4                                       | Adherence to Rules & Regulations of GRSE  | 5   |                       |
| <b>8.0 ACCIDENT</b>                       |   |   |                       |
| 8.1                                       | No of Accident attributable to subcontractor  | .....                                     | Nos.                  |
| 8.2                                       | No of Major Accident (Fatal, Permanent disability, Major damage to equipment)                                 | .....                                     | Nos.                  |
| 8.3                                       | No of Minor Accident (all others)   | .....                                     | Nos.                  |
| GRSE                                      |   | Sub-Contractor                            |                       |
| (Signature with Name, Designation & date) |   | (Signature with Name, Designation & date) |                       |







**General Guidelines for filling up subcontractors Performance Rating Sheet**

1. For each parameter, maximum score point is 05 and minimum score point is 01
2. Generally score points can be given as follow:  
Score/Rating 5 – When 81% to 100% of requirement is fulfilled - Very Good  
Score/Rating 4 – When 61% to 80% of requirement is fulfilled - Good  
Score/Rating 3 – When 41% to 60% of requirement is fulfilled - Average  
Score/Rating 2 – When 21% to 40% of requirement is fulfilled - Below Average  
Score/Rating 1 – When 0% to 20% of requirement is fulfilled - Poor
3. For parameters which cannot be evaluated by % fulfilment the following are given as guidelines:
  - a) Start of job as per contract - 05 points if started as per contract & decrease in one point per week delay.
  - b) Stoppage of work due to labour unrest - 05 points if no stoppage of work & decrease in one point for every instance of stoppage of work.
  - c) Timely payment of wages to all personnel - 05 points if payment is made in time in every month and decrease in one point for every instance of delay in payment.
  - d) Timely payment of PF & ESI for all personnel - 05 points if payment is made in time in every month and decrease in one point for every instance of delay in payment
  - e) Timely submission of security deposit as per contract - 05 points if security deposit is submitted in time and decrease in one point per two weeks delay.
4. Project leader (PL) & QA Rep will use their judgment in giving the score point.
5. For giving points for parameters at Sl. 6, help of HR officer may be taken. Similarly for parameter at SL 7.1, help from contract cell may be taken.
6. Very good / Good performing Vendors are to be awarded with Letter of Appreciation.
7. Intimation to be given to the Poor / Below Average performing vendors (Rated 1/2) regarding their performance with due instruction to improve their performance within next 3/6 months as their performance to be reassessed once again after the said time frame.



8. Reassessment of performance of earlier assessed Poor / Below Average (Rated 1/2) vendors to be carried out after 3/6 months as per intimation given to those vendors.
9. After reassessment, If any vendor once again found/rated Poor/Below Average (i.e. Rated 1/2) proposal for tender holiday to be raised to the appropriate authority.



## **CHAPTER 6**

### **POLICY ON TENDER HOLIDAY/RESTRICTION OF BUSINESS TO VENDORS/CONTRACTORS**

#### **6.1 Introduction**

- a) It is observed that the shipyard is experiencing serious problems with number of vendors who have either defaulted in delivery commitments or have not performed during fitment and trial stage of equipment/stores on board the ship. This invariably impairs in construction schedule resulting in time and cost implications to the yard.
- b) It has therefore been decided that non-performance of contractual obligations as well as commission of irregularities by registered vendors will be dealt with appropriately and punitive actions will be initiated against them in the interest of good governance, administratively as well as logistically.
- c) A registered vendor/contractor may be guilty of various types of defaults/breaches/irregularities which can be broadly categorized in two groups as mentioned below:
  - i) Contractual failure.
  - ii) Business related failures.

#### **6.2 Types of Delinquency:** Business dealings with a supplier or a contractor can be suspended/restricted for various defaults as mentioned below:

- (a) **Contractual/Business Defaults:** Repetition and/or recurrence of failures and / or slippage in milestones/delivery affecting the production and/or the purpose for which the contract has been entered into, on the part of the supplier, is a good cause for initiating appropriate action other than resorting to contractual remedies. Such defaults are classified broadly as under:
  - i) Repeated failures and/or slippage in adhering to contractual milestones or final delivery schedule/commitment or contractual service obligations.
  - ii) Repeated failures in responding to enquiries.
  - iii) Registration may be suspended, if vendor found non responsive for more than two successive limited tenders for the item for which vendor is registered.
  - iv) Failure to meet quality Standards/Specifications.



- v) Poor/inadequate product support/after sales service.
- vi) Vendor becomes insolvent or reluctant to adopt new technology.
- vii) Vendor fails to improve his logistics and communication.
- viii) Where there is chance of curtail formation.
- ix) Restriction may be imposed where, vendor has claimed payment without liquidating all contractual obligations and has declined warranty support/ servicing, causing damage to the equipment / item supplied.

**(b) Business Related failures:** GRSE, being a PSU, is required to deal with suppliers/contractors maintaining and/or following lawful business policies. In many occasions, the parties resort to unethical business practices, which are detrimental to the interest of the Company. Such failures are classified broadly as under:

- i) Flouting and/or not maintaining prudent and lawful business ethics / policies and not meeting post sale/product support obligations.
- ii) Transferring, acquiring, merging, de-merging or otherwise closing of business activity for which registration was granted, switching over to other form of business and not meeting post sale/product support obligations.
- iii) Bankruptcy and/or otherwise found to be cash crunched affecting execution of orders/contracts.
- iv) Company is acting as competitor/has become competitor.
- v) Any other grounds which in the opinion of competent authority; render retention undesirable in public interest.

**6.3 Evaluation of Performance/Delinquency:** Steps to be taken for Evaluation of Vendor's performance:

- a) GRSE shall issue performance notices to defaulting vendors and visit vendor's premises as necessary for checking the progress of execution of order for meeting the contractual delivery date.
- b) Vendor's performance will be assessed during Delinquent Vendors Meeting (DVM) to be held in GRSE. In case of Navy/DGQA nominated vendors, the issue shall be referred to and/or discussed in the DVM with the participation of DSP/DND, Professional Directorate (DNA, DME, DEE etc.) & DQA (WP) / DQA (N), as the case may be.



- c) Suitable notice will be issued to the delinquent vendors requiring them to show-cause as to why punitive action will not be taken against them duly recording the types of failures/offences committed by them. Such notice will be issued by Purchase Point.

**6.4. Application for suspension of Business**

- a) Proposal for Suspension of Business (Tender Holiday) will be examined in conformity with the procedure delineated in this chapter and punitive action, if any, has to be resorted to based on the outcome of such scrutiny.
- b) In a multi-vendor situation, Tender Holiday will be applicable to delinquent vendors, who either are nominated by the Navy or registered with the shipyard, for potential future orders. Since fundamentals of fair play is to be the basis for initiating action for Tender Holiday, all such proposals will be scrutinized by a 'Standing Committee' of GRSE which will have adequate senior level representation from Naval Headquarters and DQA (N)/DQA (WP) as the case may be. The committee shall consider the proposals along with the replies of the vendors against the show-cause notices issued to them. After ascertaining records of past performance of failures/delinquency provided by the shipyard, this committee on a case-to-case basis shall recommend Tender Holiday for a specified period, while DVM takes place in the shipyard or otherwise in such meetings scheduled separately. This Tender holiday will not however amount to vendor being banned or blacklisted for doing further business with the Govt. / PSUs.

**6.5. Single Vendor Situation**

In a single vendor situation, since there are limited options available, all concerned agencies will ensure that the issue is addressed at an appropriate higher level and necessary corrective measures taken in time.

- 6.6.** Indian Navy/Indian Coast Guard will ensure that its nominated vendor responds speedily to resolve any pending issues that affect delivery of the ship.

- 6.7** GRSE will incorporate adequate clauses at the RFQ stage itself to safeguard against late deliverables and non-performance and replicate the same into subsequent final order copy.



**6.8** The Standing Committee for awarding Tender Holiday to Store/Equipment Supplier should consist of following officers :-

- |    |                           |                    |
|----|---------------------------|--------------------|
| a) | Director (Shipbuilding)   | - Chairman         |
| b) | HOD (Material/Commercial) | - Member Secretary |
| c) | HOD (Planning)            | - Member           |
| d) | HOD (CDO)                 | - Member           |
| e) | HOD (Vendor Development)  | - Member           |

**6.9.** The standing committee for awarding Tender Holiday to Sub-contractors

- |    |                          |                    |
|----|--------------------------|--------------------|
| a) | Director (Shipbuilding)  | - Chairman         |
| b) | HOD (Planning)           | - Member Secretary |
| c) | HOD (Vendor Development) | - Member           |
| d) | HOD (Contact Cell)       | - Member           |

**6.10. Proposal for Restriction of Business: –**

- a) While putting up the proposal to the Committee for suspension/restriction of business of vendor, the initiating Dept. i.e. Material Dept./Contract Cell/ Purchase point shall clearly indicate the following:
- i) Purchase point shall inform the committee, if any major unavoidable factors existing.
  - ii) Existence of any approved/registered alternate source or information thereof.
  - iii) Repeatedly assessed Poor/Below Average score/rating even after due intimation.
  - iv) Any other factor requiring consideration.
- b) While considering the proposal, the Committee shall take into consideration all the relevant factors before disposing of the proposal.

**6.11 Terms & Reference to the Committee**

The terms & reference of the Committee shall be as follows:-

- i) On a case-to-case basis, a vendor to be deemed as delinquent after ascertaining records of past performance of failures/delinquency provided by the shipyard.
- ii) Recommendation of Tender holiday to the delinquent vendor for a specified period. The period will be determined by the Committee.
- iii) This Committee will be the recommending authority, while C&MD will be the final approving authority.



### **6.12 Type of Penalties**

Depending upon the nature and types of delinquency, under noted penalties will be considered and recommended by the committee:

- a) Restriction of business (Tender Holiday) for a period, not exceeding 12 months.
- b) Restriction of business (Tender Holiday) for a period beyond 12 months and not exceeding 36 months.
- c) Vendor imposed with Tender Holiday will not be allowed to participate in any published tender and offer will not be processed, if firm has already submitted bid against any tender. This will continue till withdrawal of Tender Holiday period.
- d) Any other penalty on vendor may be imposed based on approval of Director (Shipbuilding).

### **6.13 Implementation of Penalties**

The aforesaid penalties are to be imposed in addition to any other contractual penalties and/or damages that the delinquent vendor is liable under the terms of the contracts. The order(s) will be signed and implemented by the CGM / GM of Purchase point or any other officer as per approval of the C&MD.

### **6.14 Review of Restriction of Business**

In the event of restriction of business (Tender Holiday) for the period as mentioned at Para 6.12 (b), Vendor will be entitled to apply for review of order upon submission of proper justification for waiver for such restriction before six months of expiry of the period of Tender

Holiday waiver application of the vendor will be reviewed by the Standing Committee, with inputs from Purchase point / Design / Finance / User Dept. / QA, Vendor Development as the case may be. The Committee, thereafter, will pass necessary order in this regard with the approval of C&MD.

### **6.15. Registration status during Tender Holiday**

The Vendor restricted with Tender Holiday shall not be de-registered from VR List of GRSE and will only be put under restriction on issuance of Tenders and future order during the period of restriction. However, in case of expiry of registration during the Tender Holiday period, the extension of registration or re-registration during the intervening period shall be kept in abeyance till waiver of restriction by the competent authority.



**6.16. Approving Authority:**

In all such cases, C&MD will be the final approving authority for imposing penalties / waiver of the same, based on the recommendation of the Standing Committee.

**6.17 Restriction of Business in case of non-performing vendors**

Non-performing vendors (with respect to delivery and other performance parameter) will be restricted from participating in fresh tenders based on the specific case-to-case approval from the concerned General Manager or Departmental Head.

**6.18 Information Channel:**

a) In case of Tender Holiday of Equipment Manufacturer / Supplier, Material Department shall promptly intimate the professional Directors of the Indian Navy, MOD (DP), DQA(WP), DQA(N) or any other agencies including Mazagon Dock Ltd. and Goa Shipyard Ltd. about the punitive action taken by GRSE. Waiver and / or withdrawal and / or modification of such action, if any, will also have to be intimated to all concerned as above.

b) Notice to the delinquent / non performing vendors will be issued by concerned procurement department based on evaluation report. In all cases of imposition of restrictive measures, Purchase point shall inform Vendor Development Department & CVO, GRSE.

c) Navy / customer will be intimated in writing on the decision of standing committee on issue of tender holiday by the respective procurement department.





## **CHAPTER 7**

### **COMMITTEES FOR GRSE VENDOR POLICY**

**7.1** To implement the Vendor Policy, there is a need for constitution of five Committees as indicated below.

- a) Tender holiday committee.
- b) Performance grading & rating committee for stores & equipment suppliers.
- c) Vendor (Sub-contractors) grading & rating committee for out sourced work (Shipbuilding).
- d) Vendor (Sub-contractors) grading & rating committee for out sourced work (Civil Work).
- e) Vendor assessment committee.

**7.2** Composition details of above Committees are as follows: –

- a) Tender holiday committee
  - i) Chairman - D (S)
  - ii) Member Secretary - HOD (Materials/Commercial)
  - iii) Member - HOD (Planning)
  - iv) Member - HOD (CDO)
  - \*v) Member - HOD (Vendor Development)
- b) Performance grading & rating committee for stores & equipment suppliers
  - i) Chairman - HOD (Vendor Development)
  - ii) Member Secretary - HOD (NCM)
  - iii) Member - HOD (Purchase)
  - iv) Member - HOD (QA)



- 
- c) Vendor (Sub-contractors) grading & rating committee for out sourced work (Shipbuilding)
- i) Chairman - HOD (Vendor Development)
  - ii) Member Secretary - HOD (Contract)
  - iii) Member - HOD (Planning)
  - iv) Member - HOD (QA)
- d) Vendor (Sub-contractors) grading committee for out sourced work (Civil Work)
- i) Chairman - HOD (YM & CE)
  - ii) Member Secretary - SM / Manager (Civil) (Main)
  - iii) Member - SM / Manager (Civil) (FOJ)
  - iv) Member - SM / Manager (Civil) (RBD)
  - v) Member - M / DM (Civil) 61 Park
- e) Vendor assessment committee
- i) Chairman - HOD (Vendor Development)
  - ii) Member Secretary - Rep. from VR Cell
  - iii) Permanent Member - Rep. from Finance Dept.
  - iv) Permanent Member - Rep. from Material Dept.
  - v) Other Members - Reps from Production, Design, Contract, Maintenance & Engineering Dept., as required



**Annexure I - 1/ 8**  
**V.R. FORM NO – VD/03/0057**

**Garden Reach Shipbuilders & Engineers Ltd.**  
**गार्डन रीच शिपबिल्डर्स एण्ड इंजीनियर्स लिमिटेड**  
**(A Government of India undertaking, Under Ministry of Defence)**  
**43/46, Garden Reach Road, Kolkata–700024**

**APPLICATION FOR REGISTRATION OF VENDOR**  
**(THIS INFORMATION WILL BE TREATED AS CONFIDENTIAL)**

**PART – I: ADMINISTRATIVE INFORMATION**

1. Name of the firm/vendor:

\_\_\_\_\_

2. (a) Address of registered office (Please do not repeat the name) :

\_\_\_\_\_

PIN \_\_\_\_\_

Phone \_\_\_\_\_ e-mail ID \_\_\_\_\_

Fax \_\_\_\_\_ STD code \_\_\_\_\_

Contact person details & Mob. No. \_\_\_\_\_

(b) Communication address:

\_\_\_\_\_

PIN \_\_\_\_\_

Phone \_\_\_\_\_ e-mail ID \_\_\_\_\_

Fax \_\_\_\_\_ STD Code \_\_\_\_\_

Contact person details & Mob. No. \_\_\_\_\_

(c) Address of factory / local branch / stockiest (if any):

\_\_\_\_\_

PIN \_\_\_\_\_

Phone \_\_\_\_\_ e-mail ID \_\_\_\_\_

Fax \_\_\_\_\_ STD Code \_\_\_\_\_

Contact person details & Mob. No. \_\_\_\_\_

3. Date of incorporation: \_\_\_\_\_

4. Category of industry: \_\_\_\_\_ (Attach relevant registration documents)



## ***GRSE Policy on Vendor Development***

***Version – VII***

- (a) Large scale
- (b) Medium scale
- (c) Small scale

5. Nature of company: \_\_\_\_\_

- (a) Proprietary
- (b) Private limited
- (c) P.S.U.
- (d) Public limited or ex-serviceman unit.
- (e) Partnership.

NOTE: (i) Give name, residential address with telephone of proprietor for (a)  
(ii) Give name designation, residential address of chief executive or Managing Director for (b), (c).  
(iii) Addresses, name, telephone no with partnership deeds (if partnership firm) of partners in extra sheets as Annexure \_\_\_\_\_

6. Nature of business: (Submit supporting documents).

- (a) Manufacturing
- (b) Agency (Trader / Dealer)
- (c) Service

Specify items of Manufacture/Agency/Service for which registration sought:

7. Details of current products and services

(Attach details and literature): \_\_\_\_\_

8. Details of registration with: (Attach relevant copies of registration letters) \_\_\_\_\_

- (a) NSIC / SSI.
- (b) MSME Part – II / MSME Udyog Aadhar.
- (c) MSME Women Enterprise.
- (d) MSME SC/ST.
- (e) DGS&D
- (f) Other Defence Dept.
- (g) Other Govt. Dept.
- (h) Membership of FICCI/ASSOCHAM/CCI / AIMO and/or  
Other Industrial Associations. \_\_\_\_\_



9. Have you already applied for registration to any other shipyard? \_\_\_\_\_

10. If yes, also give the following details:

(a) Authority to whom applied

(b) Date

(c) Item applied for

(d) Result of application with details viz registration no. if registered and reasons if not registered

11. Have you got ISO 9001/2000 certificate: \_\_\_\_\_  
(If yes give details)

12. ABS/IRS/DNV – Classified Society Registration Certificate (if yes attach valid Regn. Certificate)

13. Total area of factory / business premises ( with plant layout)

| <u>Covered</u> | <u>Uncovered</u> | <u>Bonded space available</u> | <u>No. of Rooms</u> |
|----------------|------------------|-------------------------------|---------------------|
|                |                  |                               |                     |

14. Is the above said Factory: \_\_\_\_\_

(a) Company owned.

(b) Partnership.

(c) Rental.

(d) Leased.

NOTE: Attach proof of ownership and detail site plan of layout of premises clearly depicting various areas e.g. production area, stores, bond rooms, inspection area etc. In case factory premises are rented/leased attach lease deed and recent rent receipt (within 3 months) and old one (one year or more) and give details of the owner (name, address, telephone / e-mail ID / FAX no)

15. Capital out lay :

16. Name of bankers & A/C No :

\_\_\_\_\_

17. Address of the Bankers:

\_\_\_\_\_

PIN \_\_\_\_\_, Phone \_\_\_\_\_, Email-ID \_\_\_\_\_,

STD Code \_\_\_\_\_, Fax \_\_\_\_\_



Contact person & mob. No. \_\_\_\_\_

18. Electric power sanctioned: \_\_\_\_\_

- a) Installed
- b) Standby (if any)

19. Does your product under verification fall under: \_\_\_\_\_

- (a) Cost audit. (Report) Rules 1968
  - (b) Fire safety or explosive regulations.
- (Give details of license/ compliance)

20. Details of manpower employed  
On date on firm's pay roll: \_\_\_\_\_

(a) Permanent

| Category  | Post held             | Number | Qualification | Total | Service |
|-----------|-----------------------|--------|---------------|-------|---------|
| Technical | Prod. Manager         |        |               |       |         |
|           | Q.C. Manager          |        |               |       |         |
|           | Supervisor            |        |               |       |         |
|           | Testing staff (QC)    |        |               |       |         |
|           | Workers (skilled)     |        |               |       |         |
|           | Workers (unskilled)   |        |               |       |         |
| Admin     | Purchase Manager      |        |               |       |         |
|           | Accounts Officer      |        |               |       |         |
|           | Office Superintendent |        |               |       |         |
|           | Clerical              |        |               |       |         |



(b) Temporary

---

| Category  | Post held             | Number | Qualification | Total | Service |
|-----------|-----------------------|--------|---------------|-------|---------|
| Technical | Prod. Manager         |        |               |       |         |
|           | Q.C. Manager          |        |               |       |         |
|           | Supervisor            |        |               |       |         |
|           | Testing staff (QC)    |        |               |       |         |
|           | Workers (skilled)     |        |               |       |         |
|           | Workers (unskilled)   |        |               |       |         |
| Admin     | Purchase Manager      |        |               |       |         |
|           | Accounts Officer      |        |               |       |         |
|           | Office Superintendent |        |               |       |         |
|           | Clerical              |        |               |       |         |
|           | Others                |        |               |       |         |

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21. Attach copies of documents for:

- (A) GST Registration No of different states (if registered at more than one state) or same state (if multiple registration no obtained in same state). Enclose a copy of the above Registration Certificate. Also fill-up attached format of “ Additional Information for Registration of vendors under GST”
- (B) PAN no
- (C) Date of incorporation document of the firm.
- (D) Valid Trade License.
- (E) Valid factory license.
- (F) Valid labour license.
- (G) Valid Dealership / Authorized Dealership Certificate.
- (H) Pollution control board certificate
- (I) PF and ESI registration certificate and copy of latest challan
- (J) Details of orders received in last 3 years for items under consideration
- (K) Performance report for executed order, for which registration sought
- (L) Income tax returns for the last three assessment years
- (M) Audited balance sheets and profit & loss A/C for last three financial years and total accumulated losses if any
- (N) Solvency certificate from your bank
- (O) Service tax registration certificate and copy of latest challan (*For the items not under purview of GST rule*)
- (P) Valid state, central sales tax registration certificate and copy of latest challans (*For the items not under purview of GST rule*)
- (Q) Relevant information with complete details about sister concerns / subsidiaries, if any
- (R) Have you faced blacklisting/ tender holidays by any PSU in last 5 years? If yes, please give details
- (S) Details in facilities for water, fire fighting, security & medical at your office/factory premises





**PART –II: TECHNICAL INFORMATION**

1. Details of current products:

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| Sl no. | Type description | Licenced /installed | Annual production capacity for preceding 3 yrs |
|--------|------------------|---------------------|--|
|--------|------------------|---------------------|--|

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2. Details of foreign collaboration:

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| Sl No. | Product name & address | Year of collaboration (Current or not) |
|--------|------------------------|--|
|--------|------------------------|--|

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3. Details of stores / equipment for which registration is sought

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| Sl. No. | Nomenclature of Stores / Eqpt. | Drg. No. | Related specifications |
|---------|--------------------------------|----------|------------------------|
|---------|--------------------------------|----------|------------------------|

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4. (a) Details of bought out items ( component/sub assembly/assembly/processes ) from sub-contractors : (attach copies of agreements, if any)



| Sl No. | Main Eqpt. | Details of test | Name & address of sub-contractor |
|--------|------------|-----------------|----------------------------------|
|--------|------------|-----------------|----------------------------------|

(b) Details of testing/quality control done by sub-contractors (attach copies of agreements where applicable)

| Sl No. | Main Test Equipment | Detail of agreement | Name & address of sub-contractor/Lab |
|--------|---------------------|---------------------|--------------------------------------|
|--------|---------------------|---------------------|--------------------------------------|

5. Source of raw material:

| Sl No. | Imported/ brief description<br>Indigenous | Estimated<br>CIF value. | %FE content<br>in final product |
|--------|---|-------------------------|---------------------------------|
|--------|---|-------------------------|---------------------------------|

6. Please give details of important facilities & infrastructure as per following format for:
- (a) Production (including heat treatment dies, jigs & fixtures etc. and also details on licenced capacity, installed capacity & licence no and date )
  - (b) Unconventional, special M/c, CAD/CAM, ROBO etc.

| Sl No | Description of<br>Machine & Model | Make and<br>quantity | Date of<br>purchase | Approximate percentage of<br>cost depreciation per year |
|-------|-----------------------------------|----------------------|---------------------|---|
|-------|-----------------------------------|----------------------|---------------------|---|

(c) Tool room, meteorology & test equipment & facilities:

| Sl No. | Types of Inst.,<br>Gauges, test eqpt (*) | Make, Model, Qty. | Date of purchase | Frequency of calibration |
|--------|--|-------------------|------------------|--------------------------|
|--------|--|-------------------|------------------|--------------------------|

(\*) attach relevant calibration certificate.



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7. Is the firm willing to supply spares for 7 years from date of last supply: \_\_\_\_\_
8. Furnish the following details with relevant certificates and documents:
- (a) R & D facilities available.
  - (b) Inspection & quality control of raw material, components and finished products.
  - (c) Assistance from central agency for testing/calibration etc.
  - (d) Laboratory and drawing office facility.
  - (e) Flow process chart of item for which registration sought.
  - (f) Basis of estimated production of products for which registration is sought.
9. Principal customers:

| Sl. No. | Name & Address | PO No. & date | Date of Last supply | Products supplied | Value (Rs) |
|---------|----------------|---------------|---------------------|-------------------|------------|
|---------|----------------|---------------|---------------------|-------------------|------------|

10. Future plan if any in respect of expansion programme: (attach extra sheets) Installation of additional machines/test facilities etc.

**Note:** Kindly put number or codify the extra sheets & Annexure attached according to serial number and link it properly.

11. **Declaration** :

I/we hereby declare that all information/data furnished in the application form and attached annexures and other documental proofs as required for my/our enlistment with GRSE Ltd. are true and correct. If any information is found to be incorrect/false at any stage, I/we shall be liable for any action as deemed fit by GRSE Ltd. including removal/banning of my/our firm.

\_\_\_\_\_  
WITNESS WITH ADDRESS

\_\_\_\_\_  
SIGNATURE(S) WITH SEAL OF  
COMPETENT AUTHORITY OF VENDOR

Date :

Place :



**Garden Reach Shipbuilders & Engineers Ltd.**

**गार्डन रीच शिपबिल्डर्स एण्ड इंजीनियर्स लिमिटेड**

**(A Government of India undertaking, Under Ministry of Defence)**

**43/46, Garden Reach Road, Kolkata-700024**

**ADDITIONAL INFORMATION FOR REGISTRATION OF VENDORS UNDER GST**

**(THIS INFORMATION WILL BE TREATED AS CONFIDENTIAL)**

1. Name of the concerned Tax Officer :
2. Concerned Tax Officer Designation :
  - a) Mob. No.:\_\_\_\_\_
  - b) Phone :\_\_\_\_\_
  - c) E-mail ID :\_\_\_\_\_
  - d) Fax :\_\_\_\_\_
3. GST Registration No (State Wise if registered in more than one state)

**Enclosure:** Copy of the Provisional Registration Certificate under the GST must be attached

**Declaration :**

I/we hereby declare that all information/data furnished in the application form and attached annexures and other documental proofs as required for my/our enlistment with GRSE Ltd. are true and correct. If any information is found to be incorrect/false at any stage, I/we shall be liable for any action as deemed fit by GRSE Ltd. including removal/banning of my/our firm.

\_\_\_\_\_  
WITNESS WITH ADDRESS

\_\_\_\_\_  
SIGNATURE(S) WITH SEAL OF  
COMPETENT AUTHORITY OF VENDOR

Date :

Place :



**Garden Reach Shipbuilders & Engineers Ltd.**  
**गार्डन रीच शिपबिल्डर्स एण्ड इंजीनियर्स लिमिटेड**  
**43/46, GARDEN REACH ROAD, KOLKATA-700 024**

**APPLICATION FOR REVALIDATION OF REGISTRATION**

**IMPORTANT:** The form duly filled in all respects together with all the enclosures must be submitted on or before positively.

1. Name of the Organisation :  
(Full in block letters)
2. Address with Phone Nos., e-mail ID & :  
name of contact person with mobile number
3. Type of Organisation : Manufacturer/Agency/Service
  - a) In case of Manufacturer/Service : Enclose updated details of Plant & Machineries
  - b) In case of Agency : Enclose copy of valid Distributorship/  
Dealership Certificate(s) from the Principal(s)  
(Enclosure No. --- )
4. Address: a) Head Office/Regd. Office :  
b) Branch Office in Kolkata :  
c) Works / Factory :
5. Fax / Telephone No. :
  - a) Head Office/Regd. Office :
  - b) Branch Office in Kolkata :
  - c) Works / Factory :
6. Do you / your Principal have obtained : Yes / No.  
ISO –9000 certification? :  
(If yes, enclose copy of certificate) (Enclosure No.---)
7. List of Instruments / Equipment to maintain :  
quality (in case of manufacturer) : (Enclosure No.---)
8. Are you registered with Classification : Yes / No  
Societies including DGQA (N/WP)? : (Enclosure No.---)



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9. Have you faced blacklisting/banning/  
Tender Holiday by any PSU in last 5 years :  
If yes, please give details.
10. Have you received any order(s) from GRSE : Yes / No  
since 1.1.2010  
(If yes, enclose order reference and description : (Enclosure No.---)  
of materials)
11. Annual turnover during the last three financial :  
years (ending with last completed financial year)  
(Rs. In Lakhs)
- a) Financial year - :  
b) Financial year - :  
c) Financial year - :
12. Total manpower in your organisation :
13. Are you registered with:  
a) SSI /NSIC - : Yes / No (Reg. No - )  
(If yes, mention Registration No.)
14. Your S. T. /VAT Registration No. :
15. Your I. T. Permanent Account No. :

**GST Registration No. of different states (if registered at more than one state) or same state (if multiple registration no. obtained in same state).**

16. Brief details of product manufactured/dealt with : (Enclosure No.---)  
(in case of any change made subsequent to :  
the registration.)

I certify that the information furnished are correct to the best of my knowledge and belief.

Seal of Firm

\_\_\_\_\_  
Signature of Proprietor/Partner/Chief Executive

Name: \_\_\_\_\_  
(In capital letters)

Place:

Date:



**Garden Reach Shipbuilders & Engineers Ltd.**  
**गार्डन रीच शिपबिल्डर्स एण्ड इंजीनियर्स लिमिटेड**  
**(A Government of India undertaking, Under Ministry of Defence)**  
**43/46, Garden Reach Road, Kolkata-700024**

**ADDITIONAL INFORMATION FOR REGISTRATION OF VENDORS UNDER GST**  
**(THIS INFORMATION WILL BE TREATED AS CONFIDENTIAL)**

4. Name of the concerned Tax Officer:
5. Concerned Tax Officer Designation :
  - a) Mob. No: \_\_\_\_\_
  - b) Phone : \_\_\_\_\_
  - c) E-mail ID : \_\_\_\_\_
  - d) Fax : \_\_\_\_\_
6. GST Registration No (State Wise if registered in more than one state)

**Enclosure:** Copy of the Provisional Registration Certificate under the GST must be attached

**Declaration :**

I/we hereby declare that all information/data furnished in the application form and attached annexures and other documental proofs as required for my/our enlistment with GRSE Ltd. are true and correct. If any information is found to be incorrect/false at any stage, I/we shall be liable for any action as deemed fit by GRSE Ltd. including removal/banning of my/our firm.

\_\_\_\_\_  
WITNESS WITH ADDRESS

\_\_\_\_\_  
SIGNATURE(S) WITH SEAL OF  
COMPETENT AUTHORITY OF VENDOR

Date :

Place :



**Garden Reach Shipbuilders & Engineers Ltd.**  
 (A GOVERNMENT OF INDIA UNDERTAKING)  
 43/46. Garden Reach Road, Kolkata – 700024

Vendor Development Department  
 Fax Number: 033-2469-2233 / 2469-8150

Tel Number: 033 2469-8100-13  
 Website: [www.grse.in](http://www.grse.in)

Ref.:

Date:

To  
 M/s. ....  
 .....

Dear Sirs,

**Sub: Allotment of Permanent Registration No-----**

1. Please refer to your application for Registration with M/s. Garden Reach Shipbuilders & Engineers Ltd.
2. We are pleased to inform you that on the basis of documents / information furnished by you, It has been decided to register your firm as an approved supplier with effect from the date of issue of this letter for the Product Groups as indicated below.

| MATERIAL GROUP | DESCRIPTION |
|----------------|-------------|
|                |             |
|                |             |
|                |             |
|                |             |

3. You may approach us at least 90 days prior to expiry of the registration for renewal. Form for renewal of registration may be downloaded from GRSE Ltd. website [www.grse.in](http://www.grse.in). Please note that it shall be your responsibility to obtain / initiate formalities for revalidation of the registration.
4. The Registration Number allotted to you is ..... This number should be quoted on all future correspondence with GRSE Ltd. Your registration is valid till .....





5. You may keep visiting our website [www.grse.in](http://www.grse.in) for quoting against our web tender.
6. You are required to intimate to us changes, if any, in postal address, in the constitution of working of your firm, machinery, along with supporting documents for change of address.
7. The registration is subject to review on the basis of evaluation of your performance against orders placed on you. You may kindly note that withdrawal of Supplier's name (Tender holiday) from the list of registered suppliers may be ordered by competent authority without any liability – financial / or otherwise on our part in the event of occurrence of any of the following:
  - a) If a firm fails to adhere to any / all terms and conditions of Tender enquiry.
  - b) If a firm fails to execute a contract or fails to execute it satisfactorily against the specifications / drawing.
  - c) If a firm is declared bankrupt or insolvent or its financial position has become unsound, and in case of Limited Company, it is wound up or taken into liquidation.
  - d) If a firm no longer has the technical staff or equipment considered necessary.
  - e) If the firm is at fault in supplying substandard material and fails to replace the rejected material within reasonable period.
  - f) If the firm fails to quote in response to invitation to tender on three successive occasions.
  - g) Rendering of false information or concealing factual information in the application for registration or quotation.
  - h) Tender holiday given by other Government agencies.
  - i) Any other grounds which in the opinion of competent authority; render retention undesirable in public interest.
8. The registration shall not bind Garden Reach Shipbuilders & Engineers Ltd. to give you any priority or preference in placement of purchase orders or assured business.

Thanking,

Yours faithfully,  
For Garden Reach Shipbuilders & Engineers Ltd.

HOD (Vendor Development)



**FORMAT FOR QUALITY RATING (TOTAL MARKS – 40)**

Order details : Name of Firm:  
Inspecting Authority : Item:  
I / Note details :

**For 100% Inspection**

Qty. offered for Inspection :  
Qty. accepted on 1<sup>st</sup> submission :  
Qty. accepted after rework :  
Qty. accepted with deviations :

**For Sample Inspection**

No. of Lots offered for inspection :  
Lots accepted on deviations :  
Lots accepted after rework / rectifications :  
Total no. of lots accepted on 1st sampling :  
Total no. of lots accepted on 2nd sampling :

**Note:**

- a) To be filled up by inspecting authority.
- b) Format to be enclosed & forwarded to Inspecting Authority along with order copies.
- c) Filled up format to be forwarded by inspecting agency to ordering authority with copy to GRSE Vendor Development Department.



**FORMAT FOR DELIVERY RATING (TOTAL MARKS – 40)**

| Order Details | Name of Supplier | Qty.<br>ordered | Qty.<br>received | Delivery<br>date as per<br>contract | Actual<br>date of<br>receipt |
|---------------|------------------|-----------------|------------------|-------------------------------------|------------------------------|
|               |                  |                 |                  |                                     |                              |
|               |                  |                 |                  |                                     |                              |
|               |                  |                 |                  |                                     |                              |

**Note:** – To be filled up by order placing authority & to be forwarded to Vendor Development Dept. for computation of delivery rating.



**Format for Experience Rating: Total Mark 20**

Order No. :  
Name of Firm :  
Item :

| <b>SI No.</b> | <b>Factors</b>  | <b>Marks (Total)</b> | <b>Authority for marking</b> | <b>Marks obtained</b> |
|---------------|---|----------------------|------------------------------|-----------------------|
| 01.           | Promptness in responding to various correspondence, Submission of Tenders, Attendance of Meeting etc. | 2                    | Material Dept.               |                       |
| 02.           | List of deliverables  | 2                    | - do -                       |                       |
| 03.           | Promptness in despatching stores  | 2                    | - do -                       |                       |
| 04.           | Supply of correct items as per list   | 2                    | - do -                       |                       |
| 05.           | Submission of correct despatch document   | 2                    | - do -                       |                       |
| 06.           | Submission of drawings (Stage compliance)   | 2                    | Design                       |                       |
| 07.           | Submission of QAP (Stage Compliance)  | 2                    | QA                           |                       |
| 08.           | Promptness in deputing service engineers for STW Trials   | 2                    | Production Dept.             |                       |
| 09.           | Promptness for attending failures / defects at the time of Trial.                                     | 2                    | - do -                       |                       |
| 10.           | Promptness in attending replacement of rejected item.   | 2                    | - do -                       |                       |

**Note:** To be filled up by Material, Design, Production & QA Dept.