

STANDARD OPERATING PROCEDURE

VENDOR ASSESSMENT FOR OEMs

Vendor Assessment

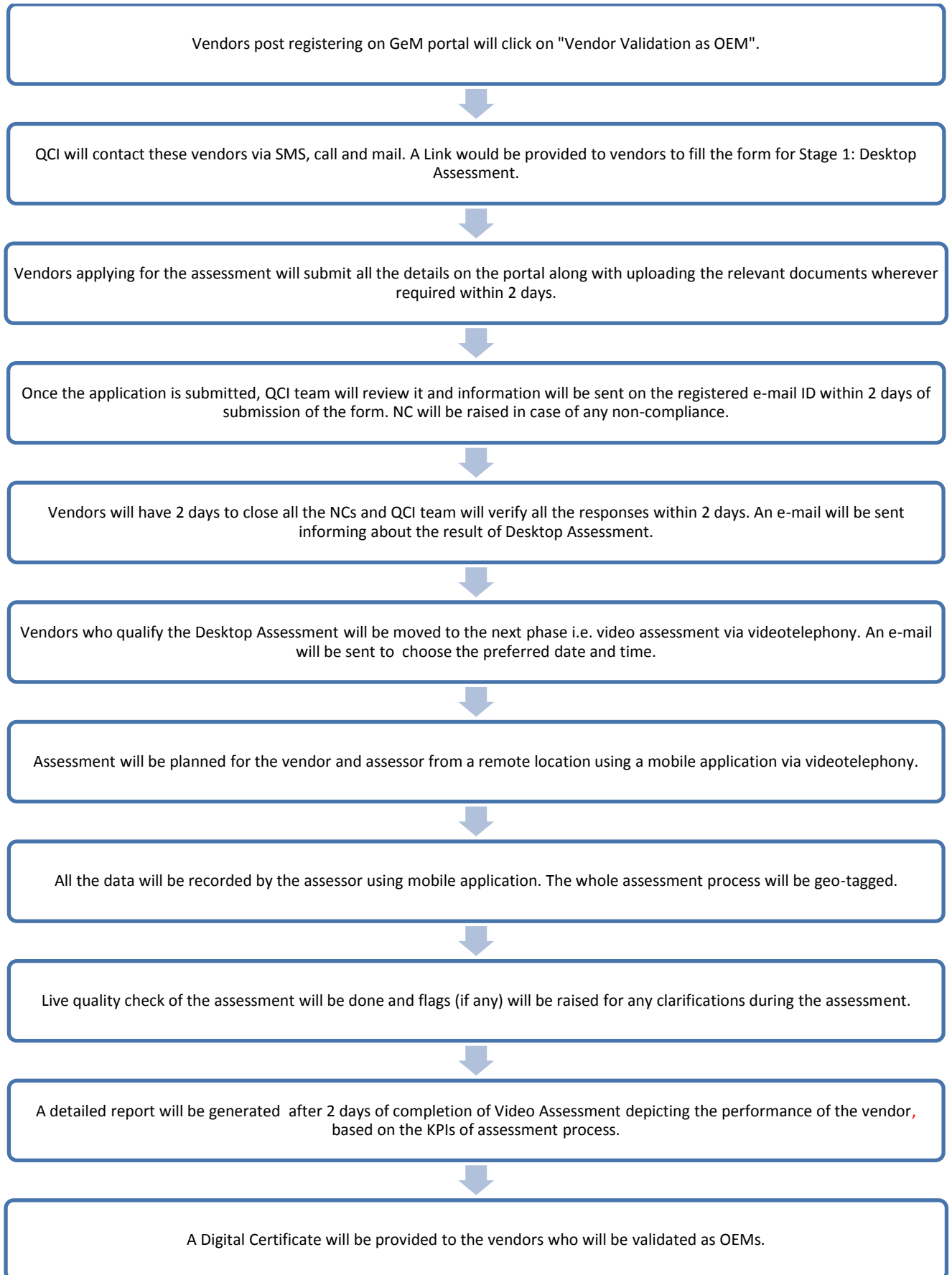
Vendor Assessment is a process for evaluation of vendors and their performance on various predefined parameters. The objective of the assessment is to recognize and develop reliable vendors so that they consistently meet or exceed expectations and requirements of the buyers. Also to ensure timely completion of various orders, completion of work and services for operation and maintenance of operating plants and quality standards in all respects. A consolidated and holistic approach will be applied to assess each type of vendor, on the basis of their capability, capacity and financial stability to supply a product on a continual basis. Vendor Assessment is mandatory for all OEMs excluding the exempted category.

Assessment Methodology

The Vendor Assessment for OEMs is based on three broad parameters i.e., physical location (vendor profile), financial capacity and production capability. The assessment will be carried out in 2 stages, - (i) Desktop Assessment (DA) (ii) Video Assessment (VA).

1. Desktop Assessment - Desktop Assessment (DA) will include authentication of vendor profile, its business experience, financial capacity and production capacity by uploading the relevant documents. In case of any issues in the uploaded documents by the vendors, non-compliance (NC) would be raised. After closing all the NCs, vendor's application would move onto the next phase of assessment.
2. Video Assessment – Video Assessment will be conducted by an expert sitting at a remote location using the mobile based application through video calling. The entire assessment will be geo-tagged. It will involve validating the processes that are uploaded in the desktop assessment.

Workflow of the assessment



Check List of Documents for Desktop Assessment

1. GSTIN Certificate
2. Certification of Incorporation
3. List/ Catalogue of Regular product
4. List/ Catalogue of customized product
5. All Quality Certificates
6. BIS / other License Number (if applicable) with validity date
7. Test reports of the products for which you want to get the vendor assessment
8. OEM Authorization letter to sell products in open market
9. Work orders/ letter of order completion of the first government order from the date of incorporation
10. Work orders/ letter of order completion of (Value Wise) government and private organisation orders in the last 3 years
11. Undertaking on company letter head against Debarring /Blacklisting by any Govt. organisation
12. Document for GSTIN of the manufacturing site (GSTIN Certificate)
13. Process flow diagrams: From receiving work order to customer delivery
14. Process Flow diagrams: All the value adding processes from Input Raw material to Finished good (For each product category)
15. Document showing firm's daily and monthly production Capacity. (For each product applied for Vendor Assessment)
16. Upload self-declaration showing percentage utilisation (Operating efficiency) on company letter head
17. Documents to show Quality Assurance process of the products (QA SOP)
18. Document of part wise inspection process
19. Invoices for different locations to show the firm's territory of operation
20. SOP for transportation to deliver defect free products
21. List of suppliers (Name and Address) along with last quantity of supplied
22. Document to show Suppliers' performance monitoring system
23. Rejected material handling procedure
24. Customer complaint logs and SOP
25. Safety Standard and Operating Procedures manual
26. Sample Warranty document
27. Document for terms and condition for warranty
28. Document showing that the R&D centre is a recognised or approved centre

29. Document showing collaboration with premium R&D institutes for product development/new product/quality improvement
30. Document of patents, copyrights and trademarks
31. List and picture of prototype developed in house