

ANNEXURE – IV

PROJECT MANAGEMENT & QUALITY CONTROL

- 1- Describe your document control system and/or procedures to control, development, approval and distribution of technical documents. Particularly required from an Engineering Company

- 2- What system do you have for quoting lead times and to ensure adherence to the schedule time.

- 2.1 How do you get commitment from your sub-contractors/vendors to ensure compliance with your quoted lead times and prices.

- 3- Do you have established procedures to handle damaged material / equipment and / or unsatisfactory services ?

YES

NO

If yes, please provide details.

- 4- Do you track (progress, follow, schedule) all activities from the date of placement of order through completion of project.

YES

NO

- 4.1 Please explain how you track all activities from placement of order through completion of project.

INSTRUCTIONS TO BIDDERS
Sheet 2 of 3

- 5- How does your company ensure that contract / purchase order data and drawings are accurate, legible and submitted on a timely basis ?

- 6- Does your company have capabilities for Electronic Data / Information Interchange ?

YES

NO

If yes, please provide details.

If no, does your company plan to develop these capability ? YES NO

- 7- How does your company identify problems that might affect the completion of an order ?

- 8- Has your company formats to communicate the problem or the potential problem to the customer (if any)? In that case please provide a sample of such format.

- 9- Do you have a QA / QC program manual? YES NO

If yes, please provide copy of the same

INSTRUCTIONS TO BIDDERS
Sheet 3 of 3

- 10- Do documented procedures exist to support the QA/QC manual? YES
NO

If no, how is your QA/QC program implemented? (Please provide some sample of such documentation to support your claim)

- 11- Do you have standard format for a formal review / audit of the QA / QC program ? YES NO

If yes, provide details/sample.

- 12- Does the QA/QC manager have any other responsibilities? YES NO

If yes, please specify.

- 13- Describe your training and certification program for inspectors?

- 14- Is your company certified to ISO 9000 _____, 9001 _____, 9002 or _____ 9003? YES NO

- 15- List certificate of authorization and/Code Stamps you hold and the issuing authority. Has any certificate of Authorization and/or Code stamp ever been refused or suspended? If so, state which ones, give reasons and date

INSTRUCTIONS TO BIDDERS
Sheet 4 of 3
