

NATIONAL SEEDS CORPORATION LIMITED

DIVISIONAL PROCEDURES (ISO 9001:2000)

PURCHASE

Approved by: Head of Division(s) Effective Date: 15.10.2007

National Seeds Corporation Limited Beej Bhavan, Pusa Complex, New-Delhi 110012

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Approved by:

FORMAT FOR ISSUING NOTICE INVITING TENDER

Doc. No. F/PUR/01/03 Issue No.02 Page No.1 of 2 Page Rec.No.00 Effective Date:

PHONE:	FAX No:	E-MAIL:
No.		Dated

NOTICE INVITING TENDER No.

NSC invites sealed tenders from reputed manufacturers / suppliers for supply of following items:

Items	Qty in nos.
Tender document containing Purchase Section at the address of	terms and conditions can be obtained from given above on payment of Rs

NSC reserves the right to accept or reject any or all the tenders, alter or cancel the quantity without assigning any reason thereof.

LAST DATE OF RECEIPT OF TENDER	ason thereof.
ALONG WITH REQUISITE E M D	:UP TO hr on
DATE OF TENDER OPENING	:AT hr on

PURCHASE OFFICER

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PART-A	
REQUIREMENT OF PACKIN	G, CERTIFICATION & TREATMENT MATERIAL FOR RABI/ KHARIF
REGION:	AREA OFFICE:

S. No.	Crops	Production expected (Qtls.)/Crop wise	Packing Unit	Requirement of bags
1	2	3	4	5

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PART-B

S.No	Item	Stock position as on date	Qty. receivable for which DO/PO / MT Note recd.	Qty. moving out for which DO/M T Note /recd.	Total (3 + 4 – 5)	Estimated consumpt ion for Rabi/Khar if produe packing	Balance (6-7)	Requirement as per Col.5 (Part-A)	Net requirement (9-8)	Phasing of requirement at Col.No.10
1	2	3	4	5	6	7	8	9	10	11

Note: Certified that the above information is correct and the requirement for fresh supplies of material are realistic and commensurate with programme under implementation.

AREA MANAGER

REGIONAL MANAGER

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REQUIREMENT OF SEEDS PROCESSING EQUIPMENT

REGION:______

S.No.	Location of Seed	Seasonal Seeds Qty to	Capacity of	Equipment	Justification for
	Processing Plant	be processed	Equipment	Required	Requirement
1	2	3	4	5	6
	•				

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Assessed Div									
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	Format	for consolidati	on of Indent of	Regional (Offices for pu	rchase of Certification pa	cking and tre	atment mat	erials
Indenting Divis	ion:					Requirem	ent for the sea	ason: Rabi	/Kharif
		O a mtific atio	-		D-	1.1		-1:-!-	
Name of the Region		Certificatio	n	Packing Name of Item :		Treatment materials Name of Item:			
	Requirement	Stock available	Net Reguirement	Requirement		Net Reguirement Requirement			nent
Total:									
Note:Requirement shou	uld be given item	wise							



Procedure for Purchase of Equipments, Certification, Packing and Treatment material.

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1.0 Purpose: To establish and implement a system for uniformity in

procurement of Equipment, certification packing and

treatment material.

2.0 Scope: All the purchases at Head Office level.

3.0 Overall responsibility: Incharge Purchase

S.NO	Activity/Description	Responsibility	Documents/ Records
1	Assessment of requirement		
	a)Receipt of the requirement from RMs	Regional Manager	Indents F/Pur/01/01
	b) Indents are checked for accuracy by authorized officer for any incomplete or ambiguous, indent and get clarification.	Head concerned division	
	c) Net requirement (indents are consolidated) considering available quantity.	-do-	
	d) Intimate to RM in case of any change in the indent.	-do-	Indent reviewed
	e)Indent sent to Purchase Section	-do	Consolidated indent F/Pur/01/02
2	Approval for Purchase		
	a) Estimated cost of procurement is worked out on the rate of last year as base line for the calculation	Incharge Purchase	
	b) The finalized quantity and estimated cost is presented in the Purchase Committee meeting for consideration and to recommend with methodology of purchase for approval of the Competent Authority.	Incharge purchase/Purcha se Committee	
	c) Approval for purchase.	Competent Authority	Delegation of power
3	Procurement Process		
	a) Specification of material, terms and conditions of tender document and NIT are prepared.	Incharge Purchase /Head concerned Division	Tender document



Procedure for Purchase of Equipments, Certification, Packing and Treatment material.

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	b) Publication/Circulation of NIT	Incharges	NIT
	2,7 . 3.3.1.2.3.3.1, 2.1.2.3.2.1.2.1.2.1	Purchase	F/Pur/01/03
	c) Sale of tender documents Receipt, opening of bids and evaluation of bids.	Incharge purchase/ Tender opening and Evaluation Committee.	
	d) Recommendations are placed before Purchase Committee alongwith performance report of supplies.	Incharge Purchase	
	e) Negotiation, finalization of rates & recommendations.	Purchase Committee/Incha rge Purchase	
	f) Submit the proposal for sanction and approval.	Incharge Purchase/Compe tent Authority	Delegation of power Purchase Procedure
	g) Placement of P.Os.	Incharge Purchase	P.O.
	h) Entering into agreement, Deposit of Security by tenderer.	Incharge Purchase	Prescribed format contained in tender documents
	i) Pre-delivery inspection of material and preparing report.	Head Engg & Quality Control/Regional Manager	Inspection Report F/Pur/02/01
	j) Issuance of Goods Receipt note, feedback of supply to head of user division/installation and commissioning.	Consignee unit/RM/Incharge Purchase	
	k) Release of payment.	Incharge Purchase, GM(F) & CMD	Agreement
4.	Evaluation of supplier's performance	Incharge Purchase	Proforma for evaluation of suppliers. F/Pur/02/01

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Procedure for Purchase of Equipments, Certification, Packing and Treatment material.

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Documents & records:

i. Indents (F/Pur/01/01)
ii. Consolidated Indent (F/Pur/01/02)
iii. NIT (F/Pur/01/03)
iv. Pre delivery Inspection (F/Pur/02/01)

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S.N o	Activity	Control Parameter	Control exercised & Responsibilities	Responsibility of Review/ Monitoring	Frequency of monitoring & records, if any.	Remarks
1a.	Receipt of requirement	i. Contents of request.ii.Segregation of indent.	As per prescribed formatCompilation.	RMs/Head (Engg)	As and when required.	
1b. & 1c.	Scrutiny of Requirements.	i. Contents	 Name of the equipment. Capacity & quantity. Performance of existing equipment. Justification of the requirement. 	RMs /Head Engg	-do-	
1d.	Finalization of Requirement& submission to purchase section	Basis for finalization	 Processing report, surplus equipment/shortages. Vintage of old equipment. Efficiency of old equipment. 	Head (Engg)	-do-	
2a & 2b	Approval of Purchase	Approval of finalized qty. and estimated cost.	Review and recommendation by Purchase Committee and approval by CMD	Incharge Purchase/ Competent Authority	As and when required	
3a.	Specification of	Content	Items specification	Incharge		

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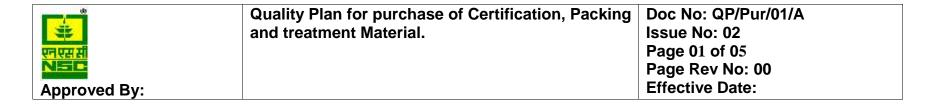
	equipment, terms and conditions of tender.		 Supply schedule Tender form Destination for supply Documents to be enclosed/other details terms & conditions. Instruction to Tenderer. General terms and conditions of the contract. 	purchase/Head (Engg)
	NIT	Content	 Organization's Address. Items name and qty. Tender cost. Date of availability of tender, date of submission and date of tender opening. EMD/qualification if any 	Incharge Purchase
3b.	Publication/ circulation of NIT	Circulation of NIT	All members to sign the recommendation of minutes, NIT and approval of MD.	Incharge Purchase/Public ity
3c.	Sale of tender form, receiving of tender, opening and evaluation.	Content of duly filled bids.	 Specified tender box Date and Time of submission & opening of bids, name of the tender, detail of item while submission of bids. 	Incharge Purchase

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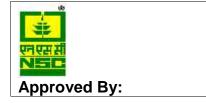
		Criteria for technical qualification of bids.	-Type of firmExperience. Past performance of Tenderer for last 2 yearscapability in respect to personnel, equipment & manufacturing facilitiesFinancial standing of last 3 yrsIncome tax clearance Firm should not be black listedPerformance report from other company .	Incharge Purchase	As and when tender is floated.
3g.	Issuing Purchase Order	Content	-Name & address of firm -Approved rateSpecification of materialQty.to be suppliedSupply scheduleDate of execution of agreement & security depositAuthority for inspection.	Incharge Purchase	
3i	Receipt of Inspection Schedule	Enclosures in inspection Letter	The following shall be sent alongwith inspection schedule P.O. and specification Inspection Schedule Inspection call from	Incharge Pur	As and when the inspection call is received.

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			manufacturers/suppliers Date and time of inspection.			
	Conduct of Inspection	Verification of quantity and quality	 The qty. available shall be as per qty. offered by the supplier.Machine inspected as per specification. 	Inspection Team	As and when inspection call is received.	
	Preparation of report.	Format	 Report shall be prepared in standard format. Authorized representative of supplier and NSC shall sign the report. 	Inspection team	Incharge Purchase	
3j.	Issue of Goods Receipt Note	Time	- Within 4 clear days from receipt of material by consignee unit	RM/Incharge Purchase	As and when supplied	
3k	Release of payment	Time	- Time for processing of bills.- Release of payment.	As per tender term. As per procedure for release of external bills.	Incharge Purchase GM(Fin)	As per process of release of external bill



S.No	Activity	Control Parameters	Control exercised & Responsibilities & Responsibilities of Review/ Monitoring	Frequency of Remarks. monitoring & records, if any.
1a.	Receipt of requirement	i. Contents of request. ii.Date of sending requirement.	 As per prescribed format- Compilation. Kharif by 15th August Rabi by 15th Dec.) Seasonal & as and when required.
1b. & 1c.	Scrutiny of Requirement	i. Contents	 Crop wise production programme. Requirement of certification, packing and treatment materials. Stock in hand. Additional requirement. Schedule of requirement. Size and type of packing material and type of chemicals(as per specified format).) -do-
		ii.Target receipt date	Kharif-End of August.Rabi-End of Dec.RM/Head (Prodr) -do-
1d.	Finalization of Requirement	Basis for finalization	Production report surplus Head (Prodn) stock/shortages.	-do-
		Making changes in requirement.	Production report surplus Head (Prodn) stock/shortages.	

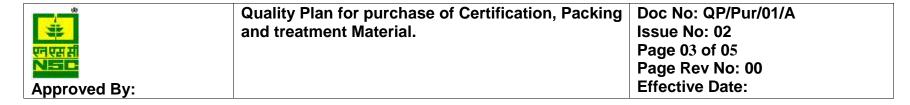


Quality Plan for purchase of Certification, Packing and treatment Material.

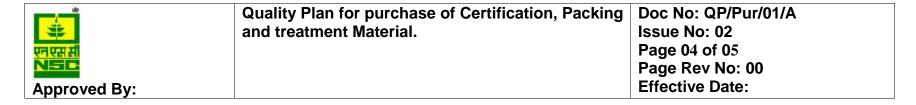
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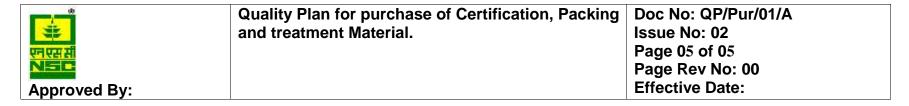
		Time for communication of changes if any	Kharif-1 st week of September Rabi-15 th of January	Head Poduction		
1e.	Indent to Purchase Section	Time	 Kharif-2nd week of Sept. Rabi-3rd week of January. 	Head: Prodn		
2a & 2b	Approval of Purchase	Approval of finalized qty. and estimated cost.	Review and recommendation by Purchase Committee and approval by CMD	Incharge Purchase/ competent Authority	Seasonally	
3a.	Specification of material, terms & conditions of tender.	Content	 Items specification Supply schedule Tender form Destination for supply Documents to be enclosed/other details terms & conditions. Instruction to Tenderer. General terms and conditions of the contract. 	Incharge Purchase		
	NIT	Content	 Organization's address. Items name and qty. Tender cost. Date of availability of tender, date of submission and date of tender opening. EMD/qualification if any 	Incharge Purchase		
3b.	Publication/circ ulation of NIT	Circulation of NIT	All members to sign the recommendation of minutes, NIT and approval of MD.	Incharge Publicity		



		Time for publication	Kharif -Sept-October RabiJanuary-February	Incharge Purchase & Publicity		
3c.	Sale of tender form, receiving of tender, opening and evaluation.	Content of duly filled bids.	 Specified tender box Date and Time of submission & opening of bids, name of the tender, item, while submission of bids. 	Incharge Purchase		
		Criteria for technical qualification of bids.	-Type of firmExperience. Past performance of Tenderer for last 2 yearscapability in respect to personnel, equipment & manufacturing facilitiesFinancial standing of last 3 yrsIncome tax clearance Firm should not be black listedPerformance report from other company .	Incharge Purchase	As and when tender is floated.	
3g.	Issuing Purchase Order	Content	-Name & address of firm -Approved rateSpecification of materialQty.to be suppliedSupply scheduleDate of execution of agreement & security depositAuthority for inspectionApproved sample proforma for design, art, colour, content	Incharge Purchase		



			printed on material.	printed on material.	
3i	Receipt of Inspection Schedule	Enclosures in inspection letter	The following shall be sent alongwith inspection schedule. - P.O. and specification. - Inspection Schedule. - Inspection call from manufacturers suppliers. - Date and time of inspection as per delivery requirement. - Approved sample.	As and when the inspection call is received.	
	Conduct of Inspection	Verification of quantity and sampling test	 The qty. available shall be as per qty. offered by the supplier. Packing material-visual, dimension & print quality as per approved sample and specification. Drawing of sample for sending to consignee unit and HO 	As and when inspection call is received.	
	Sampling	Drawing and sealing of treatment material sample.	 4 samples of chemical is drawn, sealed and signed by NSC and supplier. One sample is retained by supplier. Other three samples are kept with NSC (one at RO and two with purchase). 		
	Preparation of report.	Format	-Report shall be prepared in Inspection team standard format.	Incharge Purchase	



		Signature	-Authorized representative of supplier and NSC team shall sign			
			the report.			
3j	Issue of Goods	Time	- Within 4 clear days from receipt	RM/ Incharge	As and when	
	Receipt Note		of material by Consignee Unit.	Purchase	supplied	
3k	Release of	Time	- Time for processing of bills.	-As per Tender	Incharge	As per
	payment			Terms.	Purhcase	process of
			- Release of Payment	-As per procedure		release of
			·	for release of		External bills
				external bill.		



FORMULA FOR EVALUATION OF PERFORMANCE OF SUPPLIERS

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S.No.	Activity / Description
1.	Certification & Packing Material
	*The evaluation is done as per the following formula:
	(25 - d1)+3 (x-y) + 3 x (15 - % of penalty in respect of quality test as per tender
	document)
	2
	d1 = delay in days from schedule delivery date
	x = No. of 10 items inspected during pre-delivery
	y = No. of items rejected.
	The penalty is imposed as per the rules given in the tender document.
	* Grading of 100% is divided in the ration of 25% for timely supply, 30% granted for
	items rejected and 45% on test results.
	*Chemical
2.	(25 – <u>d1)</u> + 75 x (1 or 0.5 or 0)
	$\overline{2}$
	d1 = delay in days from schedule delivery date
	0 – If the material rejected twice.
	0.5- If material rejected once.
	1 – If the material accepted in first instant.
	* Grading of 100% is divided in the ratio of 25% for timely supply and 75% as
	weightage for clearance in 1st, IInd or III rd inspection)
3.	Equipment & Machinery
	(25- <u>dl</u>) + 50 X(1 or 0.5 or 0) + 25 Y (1 or 05 or 0)
	2
	d1= delay in days from schedule delivery date
	x= clearance of equipment.
	- If material rejected once – 0.5
	- If material rejected twice- 0
	-If material accepted in first instant- 1
	Y= Services after supply.
	1= Defect attended on first call.
	0.5= Defect attended on 2 nd call.
	0= Defect not attended on 2 nd call.
	* Grading of 100% is divided in the ratio of 25% weightage for timely supply, 50%
	for acceptance of material in 1 st , 2 nd and 3 rd inspection and 25% is allocated for
	after sales service on 1st, 2nd and 3rd call.
4.	The above mentioned evaluation criteria is calculated purchase order wise and
	supplier wise and list of supplier with rating is maintained as per the format.

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Performance appraisal of Suppliers for certification, packing, treatment material and equipment.

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Approved by:

1.0 Purpose: To develop and implement a system for evaluation of

performance of suppliers.

2.0 Scope : Applicable to all suppliers of Equipments, Certification, Packing

and Chemicals

3.0 Overall responsibilities: Head Purchase

4.0 Procedure:

S.No.	Activity / Description	Responsibility	Ref Doc. /Record
1.	Evaluation of suppliers of equipments, chemicals certification, Packing and treatment material. As per formula given in Annexure-I	Incharge Purchase	Formula F-Pur-03-01
2.	Evaluation shall be done Purchase order wise, supplier wise and list of supplies with rating maintained as per the format.	Incharge Purchase	Supplier rating monitoring sheet F-Pur-03-02
3.	 The supplier rating is done for a item as per order. 1. If rating comes below 75% than warning shall be issued to the supplier. 2. If rating comes below 50% supplier is blacklisted. However, in case of chemical / equipment rating of three consecutive time is to be taken before supplier is black listed. 	Incharge Purchase/ MD	



8.

FORMAT FOR SUPPLIER RATING

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Approved by:

1. Name of the Supplier Purchase order No./Date placed 2. Name of item ordered for supply 3. Qty. of item to be supplied as per P.O. 4. 5. Qty. actually supplied 6. Supplier rating in respect of Inspection /material quality / liquidated damage/Service after supply 7. Comparative ranking of supplier.

Overall performance of the supplier



Procedure for Inspection of procured material

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1. Purpose: To ensure purchase of good quality of certification material

by conducting inspection.

2. Scope: Packing, labeling material and chemicals.

3. Overall responsibility: Inspecting Officials/RM/Head of Purchase.

4. Procedure

S.No	Activity/Description	Responsibility	Documents/
•			Records
1.	Receipt of Inspection call from	Head :QC/RM	P.O. copy and
	Purchase Section.		schedule.
2.	Nomination of Inspecting officers	Head :QC/RM	-do-
	team.		
3.	Review of Inspection Documents	Inspection	Inspection Cell
		Team	
4.	Finalization of inspection schedule (-do-	-do-
	date, time, venue)		
5.	Conduct of inspection as per P.O.	-do-	-do-
	specification and drawing of sample.		
6.	Preparation of inspection report as	-do-	-do-
	per format.		
7.	Submission of Inspection Report and	-do-	-do-
	sample. F/Pur/02/01		



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A) For certification, packing and treatment material. (TO BE USED SEPARATELY FOR EACH ITEM)

Date of Inspection	:			
(1) Name & designation of Inspecting officials	:			
Name & address of the supplier	:			
Purchase order No. & date	:			
Specification of material	specified	in	the	PO:
i) Packing Material:				
a)Item (kind of material)	:			
b)Size	:			
c)Printing-two/four colour d)Stitching	:			
Single/Double Inside/Outside	:			
a) NSC Emblem				
ii)Treatment material:				
a) Name of chemical	:			



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	iii)Certification material: a) Size b) Colour c) S.No.		
6.	Particulars of material inspected	:	
	a) Kind	:	
	b) Size	:	
	c) Total qty. to be supplied		:
	d) Qty.offered for inspection		:
	e) GR No. & dt.	:	
7.	Observation	:	
	a) Item (kind of material)	- :	
	b) Size	:	
	 i) 10 samples measurement Leng- ii) Sample drawn atleast from 10- treatment material container 	15	, ,
	(in case of treatement material 2 nos. samples, minimum 500 gms from eac should be provided to H.O.)		:
	c) Quality of material	:	
	d) Printing colour/design	:	
	e) Stitching	:	



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	(i) Single		:		
	(ii) Doubl	e		:	
	(iii) No.of	stitch/1"		:	
	(iv) Quali	ty of thread used	:		
	(v)Match	ing side and outside s	titching	:	
	f) NSC Emb	olem	 :		
	g) Short nar	ne of supplier/year prir	nted at	:	
	Bottom or	n right hand side		:	
	i) Batch No	. of treatment material		:	
		manufacturing/expiry on the material	:		
	k) Label & \$	S.No.	:		
8.	Location wise	e quantity cleared for c	dispatches:	Location	Nos



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9.	Quantity if any rejected	(reason	for	rejection	may	be	given)
	ture of supplier of his Authorised Is representative Name			Signature	of 1.	Ins	pecting
				Designation	on		
				Date			
				Location			
	Name			2.			
				Designation	on		
				Date			
				Location			



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B) FOR EQUIPMENT Supplier's Name & Address	NSC Pur	chase ord	der No	dt			
		Plac	e of Ins	pection:			
		Date of Inspection:					
		Mea	nt for NS	SC:			
S. Descrip Drg Date Offering inspection		No.of Pcs. offered for inspecti on	No.of Pcs. accept ed	No.of Pcs. reject ed	Total No. acce pted	Test certific ate /suppli er inspecti on record	Rem arks

- 1. Material used and process accepted in manufacturing of the items are as per relevant drawing/specifications mentioned in the order.
- 2. The equipment listed above is accepted with the guarantee as stipulated in the order.
- 3. The inspection certificate does not absolve the supplier/manufacturer from any of his responsibilities under the contract/supply order, particularly in respect of the following items:
 - a) For the correct supply of materials regarding quantity and quality as specified in the order.
 - b) For the supply of entire ordered quantity.
 - c) Of the material to be in complete conformity to the inspected material and
 - d) For the replacement of equipments free of cost, if they don't give the specified performance as per accepted specifications/performance characteristics/manufacturers test certificates when in operation.

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Name and Address of the Owner, where the Owner, which is the Owner, which is the Owner, where the Owner, which is the Owner,	
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condition of contract and i period/extn.of delivery the	materials are without prejuncted an case of materials offered at materials if passed will be to other remedial measures of them of S.Nolisted cleared for dispatch Total No. of items inspected_Signature of Inspector Name Designation	fter the expiry of delivery provisional reserving our given in the contract. If above inspected and
Name, address & Signature of the Representative of The supplier		



Quality Plan for Inspection of Procured certification material.

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S.No	Activity	Control Parameters	Control exercised & responsibilities	Responsibility of Review/ Monitoring	Freq. of monitoring & records, if any.	Remarks
1&3	Receipt of Inspection Schedule	Enclosures in Inspection Call	 The following shall be sent alongwith inspection cell: P.O. and specification. Inspection schedule. Inspection call from manufacturers/suppliers. Date and time of inspection as per delivery requirement. Approved sample. 	Head of QC/Inspecting Officer	As and when the inspection call is received.	
5	Conduct of Inspection	Verification of quantity sampling, test.	 The quantity available shall be as per quantity offered by the supplier. As per IS: 2500 (Part 1), GII,AQL 2.5 Packing Material- visual, dimension and weight as per approved sample and IS standard. Drawing of sample for sending to outside lab for testing. Label- visual, dimensional as per approved CIS standard. Drawing of sample for sending to 	Inspection team.	As and when inspection call is received.	



Quality Plan for Inspection of Procured certification material.

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		Drawing and sealing of sample.	 outside lab for testing Chemical- Drawing of sample for sending to outside lab for testing as per standard. 3 samples are drawn which sealed and signed by NSC and supplier. One sample is retained by supplier. Other two samples are kept with NSC (one at RO and one with purchase). 	
6.	Preparation of report.	Format signature.	 Report shall be prepared in standard format. Authorized representative of supplier and NSC shall sign the report. 	RM/Head of QC
7.	Submission of Inspection Report	Time	and NSC shall sign the report. The inspection report shall be submitted to Purchase within 2 working days	-do-