



NATIONAL SEEDS CORPORATION LIMITED

DIVISIONAL PROCEDURES
(ISO 9001:2000)

PURCHASE

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

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INDEX

1. Purchase of Equipment

- a. Format for Issuing Notice inviting tender**
- b. Format for placing of material**
- c. Format of Consolidated Indent**
- d. Procedure for Purchase of Equipment, Certification, Packing and Treatment material**
- e. Quality Plan for purchase of Equipment**
- f. Quality Plan for purchase of Certification, Packing and treatment Material**

2. Performance appraisal

- a. Formula for evaluation of performance of suppliers**
- b. Performance appraisal of Suppliers for certification, packing, treatment material and equipment**
- c. Format for supplier rating**

3. Inspection of material

- a. Procedure for Inspection of procured material**
- b. Format for pre-delivery/post-delivery inspection report**
- c. Quality Plan for Inspection of Procured certification material**



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 terms and conditions can be obtained from Purchase Section at the address given above on payment of Rs._____ (non- refundable) by Demand draft drawn in favour of NSC of any Nationalised bank payable at Delhi/New Delhi or cash on all the working days up to 15 hr. on----- Tender form is also available on NSC web site _____. Tenderers who down load the Tender Form from web site are required to deposit the cost of Tender form before of submission of their bid . Tender without payment the cost of Tender form is liable for rejection .S S I units registered with N S I C for the quoted item under single point registration scheme after 30.6.1981 are exempted from payment of cost of tender document subjected furnishing the documentary proof in support of their claim along with their request letter. Purchase preference for central P S Es for both product and services are available as per the Government approved policy.

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

ALONG WITH REQUISITE E M D

:UP TO----- hr on-----

DATE OF TENDER OPENING

:AT ----- hr on-----

PURCHASE OFFICER



Approved by:

FORMAT FOR PLACING OF MATERIAL

DOC. NO. : F/PUR/01/01
Issue No. : 02
Page No. : 02 of 03
Page Rev.No. : 00
Effective Date:

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 consumption for Rabi/Khar if produce 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



Format of Consolidated Indent				Doc No;	F/PUR/01/02	
				Issue No:	2	
				Page:	1 OF 1	
				Page Rev.No:	0	
				Effective Date:		
Approved By						
Format for consolidation of Indent of Regional Offices for purchase of Certification packing and treatment materials						
Indenting Division:			Requirement for the season: Rabi/Kharif.....			
Name of the Region						
Certification			Packing		Treatment materials	
	Name of Item :			Name of Item :		
	Requirement	Stock available	Net Requirement	Requirement	Stock available	Net Requirement
Total:						
Note: Requirement should be given item wise						
Dealing Officer			Head of the Division			



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

DOC. NO. P/PUR/01
Issue No. 02
Page No. 01 of 03
Page Rev.No. 00
Effective Date:

Approved by:

- 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/Purchase 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.

DOC. NO. P/PUR/01
Issue No. 02
Page No. 02 of 03
Page Rev.No. 00
Effective Date:

Approved by:

	b) Publication/Circulation of NIT	Incharges Purchase	NIT 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/Incharge Purchase	
	f) Submit the proposal for sanction and approval.	Incharge Purchase/Competent 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

 Approved by:	Procedure for Purchase of Equipments, Certification, Packing and Treatment material.	DOC. NO. P/PUR/01 Issue No. 02 Page No. 03 of 03 Page Rev.No. 00 Effective Date:
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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)



Approved By:

Quality Plan for purchase of Equipment

Doc No: QP/Pur/01B
 Issue No: 02
 Page 01 of 04
 Page Rev No: 00
 Effective Date:

S.No	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.	<ul style="list-style-type: none"> As per prescribed format- Compilation. 	RMs/Head (Engg)	As and when required.	
1b. & 1c.	Scrutiny of Requirements.	i. Contents	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Items specification 	Incharge		



Approved By:

Quality Plan for purchase of Equipment

Doc No: QP/Pur/01B
 Issue No: 02
 Page 02 of 04
 Page Rev No: 00
 Effective Date:

	equipment, terms and conditions of tender.		<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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/Publicity		
3c.	Sale of tender form, receiving of tender, opening and evaluation.	Content of duly filled bids.	<ul style="list-style-type: none"> • Specified tender box • Date and Time of submission & opening of bids, name of the tender, detail of item while submission of bids. 	Incharge Purchase		



Quality Plan for purchase of Equipment

Doc No: QP/Pur/01B
 Issue No: 02
 Page 03 of 04
 Page Rev No: 00
 Effective Date:

Approved By:

		Criteria for technical qualification of bids.	<ul style="list-style-type: none"> -Type of firm. -Experience. Past performance of Tenderer for last 2 years.. -capability in respect to personnel, equipment & manufacturing facilities. -Financial standing of last 3 yrs. -Income tax clearance. - Firm should not be black listed . -Performance report from other company . 	Incharge Purchase	As and when tender is floated.	
3g.	Issuing Purchase Order	Content	<ul style="list-style-type: none"> -Name & address of firm -Approved rate. -Specification of material. -Qty.to be supplied. -Supply schedule. -Date of execution of agreement & security deposit. -Authority for inspection. 	Incharge Purchase		
3i	Receipt of Inspection Schedule	Enclosures in inspection Letter	<p>The following shall be sent alongwith inspection schedule.</p> <ul style="list-style-type: none"> - P.O. and specification. - Inspection Schedule. - Inspection call from 	Incharge Pur	As and when the inspection call is received.	



Quality Plan for purchase of Equipment

Doc No: QP/Pur/01B
 Issue No: 02
 Page 04 of 04
 Page Rev No: 00
 Effective Date:

Approved By:

			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



Approved By:

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

Doc No: QP/Pur/01/A
 Issue No: 02
 Page 01 of 05
 Page Rev No: 00
 Effective Date:

S.No	Activity	Control Parameters	Control exercised & Responsibilities	Responsibility of Review/ Monitoring	Frequency of monitoring & records, if any.	Remarks.
1a.	Receipt of requirement	i. Contents of request. ii. Date of sending requirement.	<ul style="list-style-type: none"> As per prescribed format- Compilation. Kharif by 15th August Rabi by 15th Dec. 	RM/Head (Prodn)	Seasonal & as and when required.	
1b. & 1c.	Scrutiny of Requirement	i. Contents	<ul style="list-style-type: none"> 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). 	RM/Head (Prodn)	-do-	
		ii. Target receipt date	<ul style="list-style-type: none"> Kharif-End of August. Rabi-End of Dec. 	RM/Head (Prodn)	-do-	
1d.	Finalization of Requirement	Basis for finalization	<ul style="list-style-type: none"> Production report surplus stock/shortages. 	Head (Prodn)	-do-	
		Making changes in requirement.	<ul style="list-style-type: none"> Production report surplus stock/shortages. 	Head (Prodn)		



Approved By:

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

Doc No: QP/Pur/01/A
Issue No: 02
Page 02 of 05
Page Rev No: 00
Effective Date:

		Time for communication of changes if any	Kharif-1 st week of September Rabi-15 th of January	Head Production		
1e.	Indent to Purchase Section	Time	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 Publicity		



Approved By:

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

Doc No: QP/Pur/01/A
Issue No: 02
Page 03 of 05
Page Rev No: 00
Effective Date:

		Time for publication	Kharif -Sept-October Rabi--January-February	Incharge Purchase & Publicity		
3c.	Sale of tender form, receiving of tender, opening and evaluation.	Content of duly filled bids.	<ul style="list-style-type: none"> 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.	<ul style="list-style-type: none"> -Type of firm. -Experience. Past performance of Tenderer for last 2 years.. -capability in respect to personnel, equipment & manufacturing facilities. -Financial standing of last 3 yrs. -Income tax clearance. - Firm should not be black listed . -Performance report from other company . 	Incharge Purchase	As and when tender is floated.	
3g.	Issuing Purchase Order	Content	<ul style="list-style-type: none"> -Name & address of firm -Approved rate. -Specification of material. -Qty.to be supplied. -Supply schedule. -Date of execution of agreement & security deposit. -Authority for inspection. -Approved sample proforma for design, art, colour, content 	Incharge Purchase		



Approved By:

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

Doc No: QP/Pur/01/A
Issue No: 02
Page 04 of 05
Page Rev No: 00
Effective Date:

			printed on material.			
3i	Receipt of Inspection Schedule	Enclosures in inspection letter	The following shall be sent alongwith inspection schedule. <ul style="list-style-type: none"> - P.O. and specification. - Inspection Schedule. - Inspection call from manufacturers suppliers. - Date and time of inspection as per delivery requirement. - Approved sample. 	Incharge Purchase	As and when the inspection call is received.	
	Conduct of Inspection	Verification of quantity and sampling test	<ul style="list-style-type: none"> - 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 	Inspection Team	As and when inspection call is received.	
	Sampling	Drawing and sealing of treatment material sample.	<ul style="list-style-type: none"> - 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). 	Inspection Team		
	Preparation of report.	Format	-Report shall be prepared in standard format.	Inspection team	Incharge Purchase	



Approved By:

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

Doc No: QP/Pur/01/A
Issue No: 02
Page 05 of 05
Page Rev No: 00
Effective Date:

		Signature	-Authorized representative of supplier and NSC team shall sign the report.			
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 Terms. -As per procedure for release of external bill.	Incharge Purhcase	As per process of release of External bills



FORMULA FOR EVALUATION OF PERFORMANCE OF SUPPLIERS

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

Approved by:

S.No.	Activity / Description
1.	<p><u>Certification & Packing Material</u></p> <p>*The evaluation is done as per the following formula: $\frac{(25 - d1) + 3 (x - y) + 3 x (15 - \% \text{ of penalty in respect of quality test as per tender document})}{2}$ 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.</p>
2.	<p>*Chemical</p> $\frac{(25 - d1) + 75 x (1 \text{ or } 0.5 \text{ or } 0)}{2}$ <p>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 IIIrd inspection)</p>
3.	<p>Equipment & Machinery</p> $\frac{(25 - d1) + 50 X(1 \text{ or } 0.5 \text{ or } 0) + 25 Y (1 \text{ or } 0.5 \text{ or } 0)}{2}$ <p>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 2nd call. 0= Defect not attended on 2nd call. * Grading of 100% is divided in the ratio of 25% weightage for timely supply, 50% for acceptance of material in 1st, 2nd and 3rd inspection and 25% is allocated for after sales service on 1st, 2nd and 3rd call.</p>
4.	<p>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.</p>



Approved by:

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

Doc. No. P/PUR/03
Issue No. 02
Page No. 1 of 1
PageRev.No. 00
Effective Date:

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	



FORMAT FOR SUPPLIER RATING

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

Approved by:

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

 <p>Approved by:</p>	<p>Procedure for Inspection of procured material</p>	<p>Doc. No. P/Pur/02 Issue No. 02 Page No. 1 of 1 Page Rev. No. 00 Effective Date:</p>
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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 Purchase Section.	Head :QC/RM	P.O. copy and schedule.
2.	Nomination of Inspecting officers team.	Head :QC/RM	-do-
3.	Review of Inspection Documents	Inspection Team	Inspection Cell
4.	Finalization of inspection schedule (date, time, venue)	-do-	-do-
5.	Conduct of inspection as per P.O. specification and drawing of sample.	-do-	-do-
6.	Preparation of inspection report as per format.	-do-	-do-
7.	Submission of Inspection Report and sample. F/Pur/02/01	-do-	-do-

 <p>Approved by:</p>	<p>Format for pre-delivery/post delivery inspection report</p>	<p>Doc. No. F/Pur/02/01 Issue No. 02 Page No. 1 of 6 Page Rev.No. 00 Effective Date:</p>
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A) For certification, packing and treatment material.
(TO BE USED SEPARATELY FOR EACH ITEM)

1. Date of Inspection :

- (1) Name & designation of Inspecting officials :

3. Name & address of the supplier :

4. Purchase order No. & date :

5. 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 :

 - b) Type of packing and packing size :



**Format for pre-delivery/post
delivery inspection report**

Doc. No. F/Pur/02/01
Issue No. 02
Page No. 2 of 6
Page Rev.No. 00
Effective Date:

Approved by:

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 Length x Width(cms):

ii) Sample drawn atleast from 10-15
treatment material container of each batch:

(in case of treatment material 2 nos. sealed
samples, minimum 500 gms from each batch
should be provided to H.O.) :

c) Quality of material :

d) Printing colour/design :

e) Stitching :



Format for pre-delivery/post delivery inspection report

Doc. No. F/Pur/02/01
Issue No. 02
Page No. 4 of 6
Page Rev.No. 00
Effective Date:

Approved by:

9. Quantity if any rejected (reason for rejection may be given)

Signature of supplier of his Authorised officials representative

Name _____

Name _____

Signature of Inspecting 1.

Designation

Date

Location

2.

Designation

Date

Location

	Format for pre-delivery/post delivery inspection report	Doc. No. F/Pur/02/01
		Issue No. 02
Approved by:		Page No. 5 of 6
		Page Rev.No. 00
		Effective Date:

B) FOR EQUIPMENT

Supplier's Name & Address NSC Purchase order No.----- dt.-----

----- Place of Inspection:

----- Date of Inspection:

----- Meant for NSC:

S. No.	Description of the item	Drg No.	Date of Offering for inspection	Date of delivery as per delivery schedule	No.of Pcs. offered for inspection	No.of Pcs. accepted	No.of Pcs. rejected	Total No. accepted	Test certificate /supplier inspection record	Remarks

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.

 <p>Approved by:</p>	<p>Format for pre-delivery/post delivery inspection report</p>	<p>Doc. No. F/Pur/02/01 Issue No. 02 Page No. 6 of 6 Page Rev.No. 00 Effective Date:</p>
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4. The inspection of materials are without prejudice to the terms and condition of contract and in case of materials offered after the expiry of delivery period/extn.of delivery the materials if passed will be provisional reserving our right to levy/L/D in addition to other remedial measures given in the contract.

Item of S.No._____listed above inspected and cleared for dispatch

Total No. of items inspected_____


Signature of Inspector _____

Name _____


Designation _____

Date _____

Name, address &
Signature of the
Representative of
The supplier

 <p>Approved by:</p>	<p>Quality Plan for Inspection of Procured certification material.</p>	<p>Doc. No. QP/Pur/02 Issue No. 02 Page: 01 of 02 Page Rev. No.: 00 Effective Date:</p>
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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	<ul style="list-style-type: none"> ❖ 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.	<ul style="list-style-type: none"> ❖ 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.	

 <p>Approved by:</p>	<p>Quality Plan for Inspection of Procured certification material.</p>	<p>Doc. No. QP/Pur/02 Issue No. 02 Page: 02 of 02 Page Rev. No.: 00 Effective Date:</p>
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		Drawing and sealing of sample.	<ul style="list-style-type: none"> ❖ 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.	<ul style="list-style-type: none"> ❖ Report shall be prepared in standard format. ❖ Authorized representative of supplier and NSC shall sign the report. 	Inspection team	RM/Head of QC	
7.	Submission of Inspection Report	Time	<ul style="list-style-type: none"> ❖ The inspection report shall be submitted to Purchase within 2 working days 	-do-	-do-	