



Centre for Engineering & Technology

Procedure for Vendor Evaluation & Inclusion in List of Acceptable Makes of Equipment & Supply

A. Preamble

1. Center for Engineering & Technology (CET), with head office at Ranchi and subcentres at major SAIL plant locations, is the in-house design, engineering and consultancy unit of Steel Authority of India Ltd. (SAIL).
2. An ISO 9001:2015 certified unit of SAIL, CET provides entire range of services from concept to commissioning of projects in the complete value chain of integrated steel plants and mines.
3. An internal committee of CET has been formed vide office order dated 04.10.2018 for preparation and updation of the List of Acceptable Makes of Equipment & Supply for project cases based on a system and procedure.
4. Accordingly, this procedure for evaluation of credentials of vendors has been framed.

Scope of this procedure is for indigenous vendors for supply in project cases.

5. Base document considered is CET's existing List of Acceptable Makes of Equipment & Supplies published in May 2017.

B. Constitution of Committee(s)

1. A central committee has been formed for the same. The list of Committee members are attached as Annexure B-1.
2. There will be 4 sub-committees with a chairman and convenor which will evaluate the credentials of vendors pertaining to respective areas:
 - Electrical, Automation & IT
 - Utilities
 - Mechanical
 - Mining & Minerals, Refractory & Other Areas
3. Each sub-committee will keep all records and documentation in SAN pertaining to them and will submit their recommendation to the central committee based on the evaluation criteria.
4. Each of the above sub-committees will have the following members:
 - HOD (Elec / Utilities / Mechanical / Raw Materials) – **Chairman**
 - **Convenor** (To be nominated by Chairman)
 - All HOD & DGM level executives of the concerned section

- Other Appointed members (To be nominated by Chairman – if any)

C. General

1. a. SAIL-CET includes vendors of original equipment manufacturers (OEM) for list of acceptable makes based on applications and/or reference / request from plants/units.
b. SAIL-CET does not advertise for inclusion to any vendors. Vendors who approach SAIL-CET for inclusion in list of acceptable makes are advised to submit their details as per prescribed formats and their submitted documents are evaluated based on set guidelines mentioned herein in subsequent clauses.
c. Some reputed vendors who may not apply / approach but have recognisable presence in SAIL plants / steel industry may be included in vendor list with reasons.
2. Following categories of vendors are NOT included in the list of acceptable makes:
 - a) Foreign Vendors/ Manufacturers having no manufacturing base and no sales and services facility in India.
 - b) Traders/ Stockists/ Dealers/ Suppliers
 - c) Importers/ Agents/ Representatives
 - d) Sub-Vendors
 - e) Manufacturers of welding electrodes, cement & steel products (Angles/ channels/bars/ rounds/ flats etc.)
3. In following cases, vendor inclusion will be done afresh:
 - New product range other than that already enlisted.
 - In case of merger/de-merger/ acquisition/ change of name / change of ownership.

D. Procedure for detail evaluation for New Vendors / Addition of Products for existing vendors / Change in Capacity for existing items

1. Central committee will be responsible for suggesting procedure and guidelines related to this.
2. Vendors will furnish their details as per form (Attached as Annexure – D1) and submit along with the following documents to respective sub-committee:
 - Completed vendor detail format
 - 1 set soft copy of all documents mentioned in the vendor details format

A sample filled in vendor details format is given for reference at Annexure – D2.

3. Convenor of respective sub-committee will maintain a record of all vendor submissions and correspondences done with vendors w.r.t. document evaluation and vendor evaluation.
4. Bi-annual meeting of each sub-committee shall be held to scrutinise and evaluate vendor submitted documents. Additional meeting of each sub-committee can be called by respective convenors to scrutinise and evaluate vendor submitted documents.

Sub-committee may request vendor to submit additional documents in support of its technical capabilities or to support its claims regarding successful supply / operation of previous executed orders.

If necessary, site visit at vendor facility / works will be done to ascertain the technical capability of the vendor.

All scrutinised documents on which final recommendation is given will be uploaded in SAN portal.

Final recommendation of respective sub-committee for each meeting will be submitted to the Convenor – central committee.

5. Sub-committee will be responsible for updation of the list in their area.
6. Central committee will meet bi-annually to evaluate and approve the recommendations of respective sub-committee and update the list of acceptable makes of equipment & supply.
7. The final list of acceptable makes of equipment & supply will be uploaded and available in the CET portal.

E. Acceptance Criteria:

- Vendor shall have established Quality Management System certified as per ISO-9001 or equivalent
- Vendor should have installed / supplied at least any of the following within last 5 years for the item(s):

Either at least 2 references in any of SAIL plants /RINL

OR at least 3 references in any of private Integrated steel Plants

OR at least 5 references in Maharatna Public Sector Undertakings / Navratna Public Sector Undertakings/ Listed Indian companies (excluding financial institutions) having turnover in excess of Rs 5000 crores in FY 2018-19.

Item wise copy of purchase orders along with satisfactory performance certificate / inspection certificates for the above references shall be provided from the clients

- Self-declaration from vendor that the company is not blacklisted in any SAIL plants or PSUs
- Above mentioned documents are minimum criteria. Respective sub-committee may ask for additional documents as per requirement.
- Adverse feedback / blacklisting / banning from SAIL plants / given references may also be considered during evaluation for final acceptance.

F. Guidelines for vendor technical recommendation to SAIL plants / units for under implementation projects

For projects under execution / implementation in SAIL units / plants there may be occasion when new / additional vendors of any new item / existing item are required. In such, case, respective plant is to directly approve the new / additional vendors through their competent authority with intimation to CET. CET would be having no role in this matter.

G. Procedure for vendor name deletion

1. Once published, the list of acceptable makes of equipment & supply is not to be modified before the next revision.

However, client reserves the right to delete/ modify / append the published list of acceptable makes of equipment & supply of SAIL CET for any particular tender.

2. Deletion of a vendor from the published list of acceptable makes of equipment & supply can be done under any of the following circumstances:

- Adverse performance / service feedback about the vendor from any reputed client / SAIL unit / user company.

- Knowledge about vendor's bankruptcy / financial loss for any three consecutive years.
 - Banning of business dealing by any SAIL units / PSUs.
 - Non response from vendor about submission of budgetary quotation for listed product / item.
3. Deletion of name request will be put up before the central committee by respective sub-committee for further processing

Annexure – B1**LIST OF CENTRAL COMMITTEE MEMBERS**

(S/Shri)

| | |
|---------------------------|-------------------------------------|
| 1. Jagdish Arora | GM (U&S, C&S, RM) - Chairman |
| 2. H.K. Mohanta | GM (Elec, PC&A, C&IT, RMD) |
| 3. Virendra Kumar | GM (I&S, Mech, Ref., Steel) |
| 4. T.K. Mishra | DGM I/c (U&S) |
| 5. Basant Kumar | DGM I/c (Ref) |
| 6. Niraj Kumar | DGM I/c (Elec) |
| 7. S.K.Das | DGM I/c (Mech) - Convener |
| 8. A.Trivedi | AGM (U&S) – Co-opted member |
| 9. Dr. Somraj Chakravarty | Manager (U&S) – Co-opted member |

VENDOR DETAILS FORMAT

| | | | |
|---------------------------------|--|--|--|
| Vendor Name | | | |
| Item Name / Category | | | |
| Document Submission Date | | Submitted in Soft Copy (please √) | |

| | | |
|---------------------------------------|--|--|
| Vendor Contact Details | | |
| <i>Contact Person</i> | | |
| <i>Contact Address, Phone, E-mail</i> | | |

| | | |
|---|-------------------------|----------------------------------|
| Vendor Manufacturing Facility (Attach details) | Production Range | Technical Specs / Details |
| 1. | | |

| | |
|--|----------------------------------|
| Vendor Design & Engineering Capability (Attach details) | Design Validation Systems |
| 1. | |
| 2. | |

| | |
|--|---|
| Vendor Quality Management System Details (ISO:9001 or equivalent) | Validity / Renewal Status (Attach details) |
| 1. | |

| | |
|--|--|
| Vendor Service Network Details (Attach details) | |
| 1. | |
| 2. | |

| | | | |
|---|-----------------------|--------------------|---|
| Previous Installation/Supply Details | Year of Supply | Major Items | Technical Specs / Details (Attach Purchase Orders alongwith performance certificates / inspection certificates) |
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |

| | | |
|---|---|----------------------------------|
| Vendor Enlistment Details in other companies for this item | Major Items enlisted (Attach certificate) | Validity / Renewal Status |
| 1. | | |
| 2. | | |

| | | | | |
|--|-------------|------------------------------|----------------------------------|-------------------|
| Previous BQs Submitted to CET (Attach copy) | | | | |
| Ref No | Date | Major Items Mentioned | Technical Specs / Details | Cost (INR) |
| 1. | | | | |
| 2. | | | | |

| | | |
|------------------------------------|---|---|
| Other Certification Details | Major Items (Attach certificate) | Certifying Authority / Expiry Date |
| 1. | | |
| 2. | | |

Date of Technical presentation to CET for above item:

| |
|--|
| Other Documents (Attach Copy) |
| 1. Self-declaration that the company is not blacklisted in any SAIL plants or PSUs |
| 2. (Any other document submitted by vendor) |

| | | | | | | | | | |
|--|--|---------------------------------------|--|-------------------------------------|--|---------------------|--|------------------------------|--|
| Enclosures Submission Checklist – (Please mark √ / X) | | | | | | | | | |
| Eqpt. Catalogue | | POs & Perf. Cert. | | Project Photos | | ISO / Quality Cert. | | Cost data/BQs | |
| GA / Detail Drawings | | Facility List/ Customer List / Photos | | PAC/FAC/Client Appreciation letters | | Vendor enlistment | | Commercial & Other documents | |

Note: Vendors are advised to submit all required documents at the time of applying. Any subsequent submission of documents may not be considered.

Disclaimer: Submission of above documents does not ensure inclusion of vendors name in CET list of acceptable makes of equipment & supply

VENDOR DETAILS FORMAT

| | | | | |
|--|--|--|---|---|
| Vendor Name | M/s XXXX Manufacturing Co. Pvt. Ltd. | | | |
| Item Name / Category | Globe Valves | | | |
| Document Submission Date | 15.02.2019 | Submitted in Soft Copy (please ✓) | ✓ | |
| Vendor Contact Details | | | | |
| Contact Person | Mr. XXXX XXXX, CEO | Mr. YYYY YYYY, Director Sales | | |
| Contact Address, Phone, E-mail | 15, River bank Street, Mumbai – 400001, India Mob: +91-9800198001 Email: res@manufacturer.com Fax: +91-2655-2655 | 15, River bank Street, Mumbai – 400001, India Mob: +91-9800098000 Email: res@manufacturer.com Fax: +91-2655-2655 | | |
| Vendor Manufacturing Facility (Attach details) | | Production Range | Technical Specs / Details | |
| 1. | Valve Manufacturing & Inspection & Testing Facility | 5000 series | 1 inch – 30 inch | |
| 2. | Lathes, Forging Machines, NDT | 5000 series | 1 inch – 30 inch | |
| Vendor Design & Engineering Capability (Attach details) | | | Design Validation Systems | |
| 1. | Modelling & Simulation facility | | Lab testing | |
| 2. | Prototype testing facility | | Lab testing | |
| Vendor Quality Management System Details (ISO:9001 or equivalent) | | | Validity / Renewal Status (Attach details) | |
| 1. | ISO 9001 certified | | Valid till 20.04.2022 | |
| Vendor Service Network Details (Attach details) | | | | |
| 1. | Head Office – Mahalaxmi Chambers, Mumbai | | | |
| 2. | Branch Office – Delhi, Kolkata, Chennai, Jamshedpur, Ahmedabad, Kochi – Details Attached | | | |
| Previous Installation/Supply Details | | Year of Supply | Major Items | Technical Specs / Details (Attach Purchase Orders alongwith performance certificates / inspection certificates) |
| 1. | Anchor Offshore services Ltd | 2017 | Globe valve | Manual – 1” to 6” (P.O. & inspec. Cert. attached) |
| 2. | Bhushan Power & Steel | 2017 | Globe valve | Manual – 0.75” (P.O. & inspec. Cert. attached) |
| 3. | Modec & Toyo Pte. Ltd | 2016 | Globe valve | Manual – 24 “ (P.O. & inspec. Cert. attached) |
| 4. | Technip MMHE JV | 2015 | Globe valve | Manual – 14” (P.O. & inspec. Cert. attached) |
| 5. | | | | |
| Vendor Enlistment Details in other companies for this item | | Major Items enlisted (Attach certificate) | Validity / Renewal Status | |
| 1. | EIL | Globe & Butterfly valves | Valid upto – 25.04.2025 | |
| 2. | MECON | Globe & Butterfly valves | Valid upto – 20.05.2025 | |
| 3. | BHEL | Globe & Butterfly valves | Valid upto – 25.06.2025 | |
| Previous BQs Submitted to CET (Attach copy) | | | | |
| Ref No | Date | Major Items Mentioned | Technical Specs / Details | Cost (INR) |
| 1. | Man/18/E-20.05.2018 | Globe valves | Manual – 4” – 1 no. | 20000.00 INR |
| Other Certification Details | | Major Items (Attach certificate) | Certifying Authority / Expiry Date | |
| 1. | API | Control valves | Valid upto – 25.06.2023 | |
| 2. | ISO 9001, ISO 14001, OHSAS 18001 | Globe valves | Valid upto – 25.06.2024 | |

Date of Technical presentation to CET for above item: Presentation given on 10.02.2019 (Email attached)

| Other Documents (Attach Copy) | |
|--------------------------------------|---|
| 1. | Self-declaration that the company is not blacklisted in any SAIL plants or PSUs – Attached |
| 2. | N/a |

| Enclosures Submission Checklist – (Please mark \checkmark / X) | | | | | | | | | |
|--|--------------|---------------------------------------|--------------|-------------------------------------|--------------|---------------------|--------------|------------------------------|---|
| Eqpt. Catalogue | \checkmark | POs & Perf. Cert. | \checkmark | Project Photos | \checkmark | ISO / Quality Cert. | \checkmark | Cost data/BQs | X |
| GA / Detail Drawings | X | Facility List/ Customer List / Photos | \checkmark | PAC/FAC/Client Appreciation letters | \checkmark | Vendor enlistment | \checkmark | Commercial & Other documents | X |

Note: Vendors are advised to submit all required documents at the time of applying. Any subsequent submission of documents may not be considered.

Disclaimer: *Submission of above documents does not ensure inclusion of vendors name in CET list of acceptable makes of equipment & supply*