

1	GENERAL		
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	i. Briefly describe your nature of business:	Manufacturing of packaging Items	
	ii. Range Of Products & Source Of Know How Acquired, If Any :	BOPP Tape, PP Strip, Bar Code Label, LLDPE Rolls and Bags,	
	iii. Name Of Customers To Whom Vendor Is Supplying His Products:	Havells India Ltd, Orient Cables, Mandeeep Cables, HPL Wire and Cables	

S. No.	Customer's Name & Place		Approximate Business PA
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1	HAVELLS INDIA PVT LTD	8-12 LK	
2	ORIENT CABLES	5-6 LAK	
3	ASHAI INDIA GLASS LTD	40-50 LK	
4	UNICHARM INDIA	50-70 LK	
5	GRACURE PHARMACEUTICALS	30-35 LK	
6			
7			
8			

	iv. Give Details Of Organization Structure (Attached Annexure)		
	v. VENDOR POSTING GROUP		
	VENDOR TYPE		

Supplier Details	DETAILS
Supplier's Name	RAJ INDUSTRIES
Year of Establishment:	2008
Annual Business Turn Over: (Last 3 Years)	
Period: 31-03-16	3.3 CR
Period: 31-03-17	3.2 CR
Period: 31-03-18	3.7 CR

OFFICE ADDRESS	
Line 1	J 1042 AL-1
Line 2	PHASE 3 RIICO INDUSTRIAL AREA
Line 3	BHIWADI
Pin Code	301019
Area Name	
City Name	BHIWADI
State Name	RAJASTHAN
Country Name	INDIA

WORKS ADDRESS	
Line 1	J 1042 AL-1
Line 2	PHASE 3 RIICO INDUSTRIAL AREA
Line 3	BHIWADI
Pin Code	301019
Area Name	
City Name	BHIWADI
State Name	RAJASTHAN
Country Name	INDIA

CONTACT DETAIL		
	Primary Contact	Alternative Contact
CONTACT PERSON	ABHIMANYU SINGH RATHORE	ASHOK YADAV
Tel No	9911306611	8741840008
Fax No		
Mobile No.	9911306611	8741840008
E-mail Address	sales@rajindustries.co.in	rajindustriesbhiwadi@gmail.com
WEB Address	www.rajindustries.co.in	www.rajindustries.co.in

REGISTRATION NO DETAIL	
C.I.N	
GSTIN	08AQIP50453K1ZI
P.A.N No	AQIP50453K

BANK ACCOUNT NO.	
Bank Name	HDFC BANK
Branch Address	ASHIYANA ARCADE, RIICO INDUSTRIAL AREA BHIWADI
Account No.	1682560003078
IFSC No.	HDFC0000168
A/c type	CURRENT ACCOUNT

2	Manufacturing Facility/ Process Facility		
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	i. Does the supplier/ vendor has adequate machinery and equipment to supply materials/ Services?	YES	
	ii. Describe available machinery/ equipment:	COATING M/C, SLITTING M/C, EXTRUSIION M/C, PACKAGING M/C	

S. NO.	Description Of Machinery/ Equipment		Qty. and Year of Purchase
1	COATING MACHINE		2008
2	SLITTING MACHINE		2008
3	PACKAGING MACHINE		2008
4	EXTRUDER MACHINE		2011
5	BAR CODE DIE CUTTING MACHINE		2014
6	BAR CODE SLITTING MACHINE		2014
7	PRINTING MACHINE		2016
8			
9			
10			

	iii. Does the supplier/ vendor maintain a maintenance schedule?	YES	
	iv. Does the supplier/ vendor has adequate knowledge of the manufacturing processes carried out by him?	YES	
	v. Does the supplier/ vendor maintain technical files on the manufacturing processes carried out by them?	YES	
	vi. Are tools, dies, jigs reconfirmed for compliance with manufacturing specifications after prescribed intervals?	YES	
	vii. Do You Have Captive Power (Generator)	NO	
	If Yes, Please Specify.		
	Capacity :		

3	Raw Material & Process Consumables Procurement		
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	i. Are raw materials and process consumables are tested/ certified at the time of procurement as per required specifications?	YES	
	ii. Is record of raw materials and process consumables maintained?	YES	
	iii. Raw Material Source :	RELIANCE, COSMO FILMS, CHIRIPAL ADHESIVES	

S. NO.	Raw Material Description		SOURCE
	BOPP FILMS		COSMO FILMS
	ADHESIVE		CHIRIPAL ADHESIVE
	PP GRANUELS		RELIANCE INDUSTRIES LTD
	INK		MICRO INKS LTD
	CORES AND CARTON BOXES		LOCAL SUPPLIER

	iv. Do you have a proper storage system?	YES	
	v. Is Raw Material identified in Stores to prevent the use of wrong material ?	YES	
	vi. Are facilities available for collection and delivery of materials ?	YES	
	vii. Are packing, storage and handling system defined?	YES	
	If yes, give details	PROPER AREA IS DEMARKETED AND ASSIGNES FOR THE SAME	

4	Product Development Capability		
	i. Is design or product engineering capability integrated with customer interface?		NA
	ii. Is any evidence of scientific control of design & product engineering capability?		NA
5	Cost Management		
	i. Cost & Competitiveness : Have you any clean sheet costing methodology established?		YES
	ii. Is record of raw materials direct & indirect costing?		DIRECT
	iii. Cost Drivers Control : Are cost driver identified and linked to market index?		YES
	iv. What are the action plan available for market fluctuations?		OUR RAW MATERIAL ARE MARKET DRIVEN ACCORDING TO CRUDE PRICES, WE HAVE BUFFER FOR 2 MONTHS AND NOT BEYOND THAT.
6	Workmanship, Training, etc.		
	i. Are employees recruited on the basis of a defined job description?		YES
	ii. Are employees provided with any training to perform a specified job?		YES
	If the answer is yes, what type of training?		TECHNICAL, QUALITY, LIFE SKILLS, COMPUTER OPERATIONS
	iii. Are employees properly briefed about the manufacturing processes to be carried out by them?		YES
	iv. Are the craftsmanship/ workmanship of employees satisfactory?		YES
7	Shop Floor Management		
	i. Is the working area designed according to process flow?		YES
	ii. Are work stations designed to facilitate the process flow and minimize the movements?		YES
	iii. Please indicate the sufficiency of the following:		
	1. Space for each work station		YES
	2. Lighting arrangements		YES
	3. Air ventilation		YES
	4. Dust collection		YES
	e. Cleanliness		YES
	f. Arrangement of tools		YES
	iv. Please indicate the sufficiency of the following:		
	1. Temperature control		YES
	2. Chemical hazard control		NA
	3. Electricity hazard control		YES
	v. Do they equip workers with protective equipment appropriate to the work they do?		YES
	vi. Do they have written working instructions for each machine or tool?		YES
	How they make sure that workers understand those instructions?		THEY ARE WRITTEN IN THE LANGUAGE WHICH S UNDERSTANDABLE TO THEM
	vii. Is machinery provided with adequate safety guards?		YES
	viii. Do they have written procedures for storage, use and disposal of chemicals in a language that workers understand?		YES
8	Quality Management System:		
	i. Do they have Quality Manual covering Quality Policy, Quality Objectives and Standard Operating Procedures (SOPs)?		YES
	If answer is yes, which certification do they have?		ISO 9001
	(Obtain copy of certificate for record)		
	ii. Is there a defined Quality Policy ?		YES
	If yes , Indicate briefly		
	iii. Is Quality Policy displayed at proper places?		YES
	iv. Is there Separate Section, Responsible for Quality Control ?		YES
	iv. If Yes, QC Organization Structure and its Responsibilities (As Traced Annexure)		
	v. Who is authorised to take final decision in case product/ components does not meet specifications/ Drawings.		OWNER
	vi. Is there full documented Quality System available?		YES
	vii. Are reference standards , drawings available and kept safely?		YES
	viii. Is there incoming Raw Material inspection system available ?		YES
	ix. Is there Process Inspection & recording system available ?		YES
	x. Do you have a system of Lot Inspection before despatch ?		YES
	If yes , do you keep record for each supply ?		YES
	Do you maintain record of temporary and permanent deviations, if any?		YES
	x. Do you maintain record of engineering change process, if any ?		YES
	Inspection & Quality Control Facilities.		
	List Of Inspection & Test Instruments/ Equipment:-		
	Instrument calibration with traceability details (Attached Annexure)		
9	Suppliers/ Sub-Contractors:		
	i. Do they have an approved list of material/ service suppliers?		NA
	have monitored the working and environmental conditions meeting		NA
10	Employment:		
	i. What is the employment procedure (i.e. the final recruiting authority etc.)?		Through Written and Verbal Selction
	ii. Do they have a signed copy of contract of employment with each worker?		We have Appointment letter
	iii. Are workers informed about their legal rights as employees?		No, we do not have EPF and Factory. Act applicable
	If answer is yes, by which method they are informed?		
	v. Does management require medical examination as a condition for employment?		NO.
	If yes, what kind of examination it requires?		
	vi. Who has access to test results of the examination?		NA
	vii. What is employee turn over rate?		95%
	iv. Do they hold workers' original identification documents?		NO
	viii. Do they keep an up-to-date list of employees?		YES
11	Child Labor:		
	i. Do they have a policy on Child labor?		YES
	ii. What is the legal minimum working age?		18
	iii. What is the minimum working age in production facility?		18
	iv. Do they possess evidence of the date of birth of each worker?		YES
	If yes, which kind of evidence do they hold?		ADHAR CARD
	v. Do they keep a list of workers under the age of 18?		NA

	vi. Do workers under the age of 18 operate machines?		NA
	vii. Do workers under the age of 18 work overtime or at night?		NA
	viii. Are workers under the age of 18 in contact with chemicals?		NA
	ix. Do workers under the age of 18 receive regular medical examination?		NA
12	Working Hours, Wages & Accommodation:		
	i. What is the standard working hours (excluding overtime) in a week?		51
	ii. How many shifts per day does your plant normally work?		1
	iii. How many hours of overtime per week?		21
	iv. What is the maximum number of hours that employees work in a week?		73
	v. How many days off do workers have per week?		1
	vi. Do they keep records of the hours worked by each worker every week? Yes No		YES
	vii. Please specify system of payment?		NEFT
	Piece Rate Hourly Per month		
	viii. How often do workers get paid (pay period)?		15 OF EVERY MONTH
	ix. Do workers receive paid sick leave and paid annual leave?		YES
	x. Do they provide accommodation for workers?		NO
	xi. Is drinking water available to workers during work hours?		YES
13	Disciplinary Procedures:		
	i. Do they have a policy of disciplinary actions?		YES
	ii. Are all the workers informed about the company's disciplinary procedures?		YES
	iii. If yes, which methods do they use to ensure that all workers are informed about the policy and understand the disciplinary procedures?		FIRST PROPER EDUCATION IS PROVIDED VIA TRAINING AND THEN IT IS LISTED ON NOTICE BOARD
	iv. Do they keep a log/ record of all disciplinary actions?		YES
14	Health and Safety:		
	i. Do they have a policy on health and safety?		YES
	ii. Do they carry out health and safety risk assessments?	NO	
	iii. Have they developed plans for continual improvement based on risk assessments and accident logs?		NO
	iv. Do they have a fire alarm that can be heard in all areas of the production site?		NO
	v. If yes, is the alarm regularly tested?		
	v. Is the workplace provided with emergency exits?		YES
	vi. How often do they check their fire fighting equipment?		6 MONTHS
	vii. May workers access first aid equipment in the workplace during all shifts?		YES
	viii. Are medically competent personnel within reach if an accident occurs?		YES
15	Financial Strength:		
	i. Is the supplier/ vendor financially strong enough to manage a secure supply chain?		YES
	ii. Does the supplier/ vendor maintain a bank account and accept payments through bank transfer?		YES
	iii. Does the supplier/ vendor in a position to extend supplies on credit?		YES
	iv. If the answer is Yes, for what period?		30 DAYS
16	MAN POWER STRENGTH & QUALIFICATIONS (Staff)		
	FIELD / Qualification		No. of Persons
	MANUFACTURING	ENGG. Background	2
		Others	1
	INSPECTION & Q.C.	ENGG. Background	1
		Others	1
	R&D	ENGG. Background	1
	COMMERCIAL	Others	
			2
	Total:		8
17	Comments and General Observations:		
18	Evaluation done by:		
Sr. No.	HOD		Name & Signatures
i.	i. Procurement Manager:		
ii.	ii. Production Manager:		
iii.	iii. Quality Manager:		
iv.	Date / Month / Year:		
19	Approved as Supplier by:		
	Vendor Code:		
	Instructions:		
	1. This evaluation form is to be used to approve suppliers in compliance with quality management system.		
	2. The evaluation team may consist of any or all of procurement manager, production manager and quality manager depending upon the nature of material/ service to be procured.		
	3. Once approved by the management, the supplier/ vendor should be included in approved list of suppliers as required to be maintained under quality management system.		
	4. A complete check is to be performed each year at the beginning of each calendar year.		
	5. Copies of evaluation and approval would remain available with procurement manager, quality manager and accounts department. However, permanent record shall be kept by the quality manager.		
APPROVED BY: UNIT HEAD		ISSUED BY: MR	