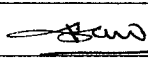
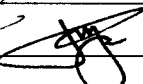
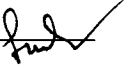
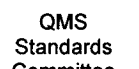


आपूर्तिकर्ताओं से प्रलेखन अपेक्षाओं हेतु विनिर्देश

SPECIFICATION FOR DOCUMENTATION REQUIREMENTS FROM SUPPLIERS

1	12.03.15	General Revision				
			QMS Standards Committee	QMS Standards Committee	MPJ	SC
0	04.06.09	Issued as Standard Specification			SCT	ND
			QMS Standards Committee	QMS Standards Committee	SCT	ND
Rev. No	Date	Purpose	Prepared by	Checked by	Standards Committee Convener	Standards Bureau Chairman
Approved by						

Abbreviations:

DCI	-	Document Control Index
eDMS	-	Electronic Document Management System
FOA	-	Fax of Acceptance
HOD	-	Head of Division / Department
IC	-	Inspection Certificate
IRN	-	Inspection Release Note
ITP	-	Inspection and Test Plan
LOA	-	Letter of Acceptance
MOU	-	Memorandum of Understanding
MR	-	Material Requisition
PO	-	Purchase Order
PR	-	Purchase Requisition
PVC	-	Polyvinyl Chloride
QMS	-	Quality Management System
TPIA	-	Third Party Inspection Agency
URL	-	Universal Resource Locator

QMS Standards Committee

Convener: Mr. M.P. Jain

Members: Mr. A.K. Chaudhary (Insp.)
Mr. S.K. Kaul (C&P)
Mr. R.K. Trivedi (Engg.)
Mr. Ravindra Kumar (Const.)
Mr. Tilak Raj (Projects)
Mr. Vinod Kumar (CQA)

CONTENTS

Clause No.	Title	Page
1.0	SCOPE.....	4
2.0	DEFINITIONS	4
3.0	REFERENCE DOCUMENTS	4
4.0	DOCUMENTATION REQUIREMENTS	4

Attachments

Format for completeness of Final Documentation : Format No. 3-78-0004

1.0 SCOPE

This specification establishes the Documentation Requirements from Suppliers.

All documents/data against the PO / PR / MR shall be developed and submitted to EIL/Owner by the suppliers for review / records, in line with this specification.

2.0 DEFINITIONS

2.1 Supplier

For the purpose of this specification, the word "SUPPLIER" means the person(s), firm, company or organization who is under the process of being contracted by EIL / Owner for delivery of some products (including service). The word is considered synonymous to bidder, contractor or vendor.

2.2 Owner

Owner means the owner of the project for which services / products are being purchased and includes their representatives, successors and assignees.

3.0 REFERENCE DOCUMENTS

6-78-0001 Specification for Quality Management System Requirements from Bidders

4.0 DOCUMENTATION REQUIREMENTS

4.1 Documents/Data to be Submitted by the Supplier

4.1.1 The Supplier shall submit the documents and data against the PO/PR/MR as per the list given in respective PO/PR/MR.

4.1.2 Review of the supplier drawings by EIL would be only to review the compatibility with basic designs and concepts and in no way absolve the supplier of his responsibility/contractual obligation to comply with PR requirements, applicable codes, specifications and statutory rules/regulations. Any error/deficiency noticed during any stage of manufacturing/execution/installation shall be promptly corrected by the supplier without any time and cost implications, irrespective of comments on the same were received from EIL during the drawing review stage or not.

4.1.3 Unless otherwise specified, submission of documents for Review/Records shall commence as follows from the date of Fax of Intent / Letter of Intent/ Fax of Acceptance (FOA)/ Letter of Acceptance (LOA):

QMS	- 1 week
Drawing/Document Control Index	- 2 weeks
Other Documents/Drawings	- As per approved Drawing/Document Control Index/Schedule

4.1.4 Documents as specified in PO/PR/MR are minimum requirements. Supplier shall submit any other document/data required for completion of the job as per EIL/Owner instructions.

4.2 Style and Formatting

- 4.2.1 All Documents shall be in ENGLISH language and in M.K.S System of units.
- 4.2.2 Before forwarding the drawings and documents, contractor shall ensure that the following information are properly mentioned in each drawing:

Purchase Requisition Number
Name of Equipment / Package
Equipment / Package Tag No.
Name of Project
Client
Drawing / Document Title
Drawing / Document No.
Drawing / Document Revision No. and Date

4.3 Review and Approval of Documents by Supplier

- 4.3.1 The Drawing/Documents shall be reviewed, checked, approved and duly signed/stamped by supplier before submission. Revision number shall be changed during submission of the revised supplier documents and all revisions shall be highlighted by clouds. Whenever the supplier require any sub-supplier drawings to be reviewed by EIL, the same shall be submitted by the supplier after duly reviewed, approved and stamped by the supplier. Direct submission of sub-supplier's drawings without contractor's approval shall not be entertained.

4.4 Document Category

4.4.1 Review Category

Following review codes shall be used for review of supplier Drawings/Documents:

Review Code 1	-	No comments. Proceed with manufacture/fabrication as per the document.
Review Code 2	-	Proceed with manufacture/fabrication as per commented document. Revised document required.
Review Code 3	-	Document does not conform to basic requirements as marked. Resubmit for review
R	-	Document is retained for Records. Proceed with manufacture/fabrication.
V	-	Void

4.5 Methodology for Submission of Documents to EIL/Owner

4.5.1 Document Control Index (DCI)

Supplier shall create and submit Document Control Index (DCI) for review based on PO/PR/MR along with schedule date of submission of each drawing/document on EIL eDMS. The DCI shall be specific with regard to drawing/document no. and the exact title. Proper sequencing of the drawings/documents should be ensured in schedule date of submission.

4.5.2 Submission of Drawings/Documents

Drawings/documents and data shall be uploaded on the EIL eDMS Portal as per DCI. The detail guidelines for uploading documents on EIL eDMS Portal are available on following URL

<http://edocx.eil.co.in/vportal>

4.5.3 Statutory Approvals

Wherever approval by any statutory body is required to be taken by Supplier, the Supplier shall submit copy of approval by the authority to EIL.

4.5.4 Details of Contact Persons of Supplier

After placement of order supplier shall assign a Project Manager for that order. The details are to be filled online through the portal. The details include e-mail address, mailing address, telephone nos., fax nos. and name of Project Manager. All the system generated emails pertaining to that order shall be sent to the assigned Project Manager.

4.5.5 Schedule and Progress Reporting

Supplier shall submit monthly progress report and updated procurement, engineering and manufacturing status (schedule vs. actual) every month, beginning within 2 weeks from FOA/LOA. In case of exigencies, EIL/Owner can ask for report submission as required on weekly/fortnightly/adhoc basis depending upon supply status and supplier shall furnish such reports promptly without any price implication. Format for progress report shall be submitted by the Supplier during kick off meeting or within one week of receiving FOA/LOA, whichever is earlier.

4.5.6 Quality Assurance Plan/Inspection and Test Plan

Inspection and test plans (ITP) attached if any, to the MR/PR are to be followed. However for cases wherein ITPs have not been attached with MR/PR, Supplier shall submit within one week of receiving FOA/LOA, the Quality Assurance Plan for manufacturing, covering quality control of critical bought out items/materials, inspection & testing at various stages of production, quality control records and site assembly & testing as may be applicable to the specific order and obtain approval from concerned Regional procurement Office of EIL/third party inspection agency, as applicable.

For Package equipment contracts, the supplier shall prepare a list of items/equipments and their inspection categorization plan for all items included in the scope of supply immediately after receipt of order and obtains approval for the same from EIL. The items shall be categorized into different categories depending upon their criticality for the scope of inspection of TPIA and/or EIL.

4.5.7 Inspection Release Note (IRN)/ Inspection Certificate (IC)

IRN/ IC shall be issued by EIL Inspector/ third party inspection agency on the basis of successful inspection, review of certificates as per specifications & agreed quality plan (as applicable) and only after all the drawings/documents as per DCI are submitted and are accepted under review code-1 or code R. Supplier shall ensure that necessary documents/manufacturing and test certificates are made available to EIL/TPIA as and when desired.

Note: Non fulfilling above requirement shall result into appropriate penalty or withholding of payment as per conditions of PO/PR/MR.

4.5.8 Transportation Plan

Transportation Plan for Over Dimensional Consignments (ODC), if any, shall be submitted within 2 weeks of receiving FOA/LOA, for approval. Consignment with parameters greater than following shall be considered as over dimensional.

Dimensions: 4 meters width x 4 meters height x 20 meters length

Weight : 32 MT

4.6 Final Documentation

4.6.1 As Built Drawings

Shop changes made by Supplier after approval of drawings under 'Code 1' by EIL and deviations granted through online system, if any, shall be marked in hard copies of drawings which shall then be stamped 'As-built' by the supplier. These 'As-built' drawings shall be reviewed and stamped by EIL Inspector/ TPIA also. Supplier shall prepare scanned images files of all marked – up 'As – built' drawings. Simultaneously Supplier shall incorporate the shop changes in the native soft files of the drawings also.

4.6.2 As Built Final Documents

As built final documents shall be submitted as listed in PO/PR/MR.

4.6.3 Packing/Presentation of Final Documents

Final Documents shall be legible photocopies in A4, A3 size only. Drawings will be inserted in plastic pockets (both sides transparent, sheet thickness minimum 0.1 mm) with an extra strip of 12 mm wide for punching so that drawings are well placed.

Final Documentation shall be bound in Hard board Plastic folder(s) of size 265 mm x 315 mm (10¹/₂ inch x 12¹/₂ inch) and shall not be more than 75 mm thick. It may be of several volumes and each volume shall have a volume number, index of volumes and index of contents of that particular volume. Where number of volumes are more, 90mm thickness can be used. Each volume shall have top PVC sheet of minimum 0.15 mm thick duly fixed and pressed on folder cover and will have 2 lever clip. In case of imported items documents, 4 lever clip shall also be accepted. All four corners of folders shall be properly metal clamped. Indexing of contents with page numbering must be incorporated by supplier. Spiral/Spico bound documents shall not be acceptable. As mentioned above, books should be in hard board plastic folders with sheets punched and having 2/4 lever clips arrangement.

Each volume shall contain on cover a Title Block indicating package Equipment Tag No. & Name, PO/Purchase Requisition No., Name of Project and Name of Customer. Each volume will have hard front cover and a reinforced spine to fit thickness of book. These spines will also have the title printed on them. Title shall include also volume number (say 11 of 15) etc.

4.6.4 Submission of Soft Copies

Supplier shall submit to EIL, the scanned images files as well as the native files of drawings/documents, along with proper index.

In addition to hard copies, Supplier shall submit electronic file (CD-ROM) covering soft copies of all the final drawings and documents, all text documents prepared on computer, scanned images of all important documents (not available as soft files), all relevant catalogues, manuals available as soft files (editable copies of drawings/text documents, while for catalogues/manuals/proprietary information and data, PDF files can be furnished).

All the above documents shall also be uploaded on the EIL eDMS portal.

4.6.5 Completeness of Final Documentation

Supplier shall get the completeness of final documentation verified by EIL/TPIA and attach the Format for Completeness of Final Documentation (Format No. 3-78-0004) duly signed by EIL Inspector or TPIA as applicable to the document folder.

COMPLETENESS OF FINAL DOCUMENTATION

Name of Supplier/Contractor :
Customer :
Project :
EIL's Job No. :
Purchase Order No./
Contract No. :
Purchase Requisition No./
Tender No. :
Name of the Work/
Equipment :
Tag. No. :
Supplier's/ Contractor's
Works Order No. :

Rev. No. :

Certified that the Engineering Documents/ Manufacturing & Test Certificates submitted by the supplier are complete in accordance with the Vendor Data Requirements of Purchase Requisition.

Signature :
Date :
Name :
Designation :
Department :

Signature :
Date :
Name :
Designation :
Department :

Supplier/Contractor

EIL/TPIA

