

JINDAL ALUMINIUM LIMITED ROLLING & EXTRUSION			
PURCHASE PROCEDURE (INDIGENOUS)			
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AMENDMENT RECORD

AMENDMENT			DISCARD		INSERT	
Sl. No.	Date	Description	Page No.	Rev. No.	Page No.	Rev. No.

	POSITION	SIGNATURE	DATE
Prepared by	QMS COORDINATOR		
Verified by	MANAGER- PURCHASE		
Approved by	DGM (C)		

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1.0 PURPOSE

This document lays down the procedure to be followed by the Purchase Department for procurement activities of products/materials to specified requirements.

1.1 OBJECTIVES

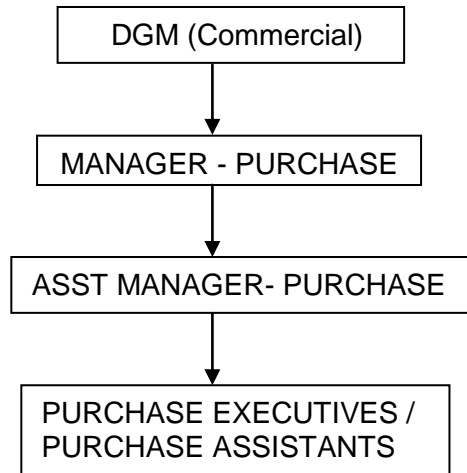
- Improve the vendor rating of the supplier taking into account the norms laid down in Vendor Rating Guide (Format No.JAL/PUR/F08)

2.0 SCOPE (Cl: 8.4 of IS/ISO-9001:2015 - Purchasing Process)

Purchase of items listed in JAL/PUR/ANX/01 by following -

- a) Floating of enquiries and obtaining quotations from approved vendors as well as new vendors, wherever required.
- b) Scrutiny of quotations and holding negotiation wherever required.
- c) To sort out deviations if any in specification with QA department and user department.
- d) Preparing comparative statement / Order finalization sheet, wherever required.
- e) Issue of Purchase / Job Order.
- f) To carry out yearly vendor performance evaluation / assessment.

3.0 DEPARTMENT FUNCTIONAL CHART: (Cl:5.3 of IS/ISO-9001:2015)



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3.1 RESPONSIBILITY & AUTHORITY

3.1.1 DGM (Commercial)

DGM (Commercial) is responsible for all Purchase activities in the organization. The main responsibility is to ensure that timely procurement of quality materials to maintain smooth and planned production and also to maintain only optimum inventory. Purchase of Aluminium ingots and logs is made by GM (Mktg) under the guidance of Executive Director.

3.1.2 PURCHASE MANAGER

In charge of Purchase Department, handle all connected matters and responsible for implementing the department procedure for quality system and updating the procedure for effectiveness and suitability of the system with changing needs. Other responsibilities are,

- i. To evaluate sub-contractors and select who efficiently meet quality requirements of the company and timely supply at competitive price.
- ii. To maintain the quality records of the department.
- iii. Reviewing pending indents & orders and following up timely supply.

3.1.3 ASST PURCHASE MANAGER

The responsibilities of Purchase Manager/Deputy Purchase Manager/Asst Purchase Manager are:

- i. To follow-up with Vendors for getting timely supply
- ii. To check all comparative statements and OFS before sending it for circulation
- iii. To assist Senior Manager Purchase

3.1.4 PURCHASE EXECUTIVE/ PURCHASE ASSISTANTS

The responsibilities of Purchase Executives/Purchase Assistants are:

- i. To send enquiries to selected sub-contractors and follow-up for quotations
- ii. Preparation of Order Finalization Sheet (OFS) and placement of orders
- iii. To maintain files and other connected records of the Purchase Department.

4.0 REFERENCES – Stores procedures JAL/R&E/STO/PR/01, Purchase indents as per Stores Format Nos. JAL/R&E/STO/F/03 & JAL/R&E/STO/F/04 and Clause 8.4 of ISO 9001: 2015

5.0 ABBREVIATIONS

- 5.1 P.O – Purchase Order
- 5.2 OFS – Order Finalization Sheet (prepared to obtain financial approval.)

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6.0 INPUTS

- Indent from stores.
- Accepted vendor list
- New quotations.

7.0 OUTPUTS

- Purchase order
- Order finalization sheet.
- Enquiries
- Comparative chart

8.0 INTERFACE

- Stores
- User Departments
- Accounts

9.0 PROCESS: Process flow chart is given in the Annexure no. JAL/R&E/PUR/ANX/05.

9.1 Receipt of Purchase Indents – Indent shall be received by the Purchase Department which is marked as per Stores Format Nos. JAL/R&E/STO/F/03 & JAL/R&E/STO/F/04.

9.2 Processing of Indents – Indents shall be checked for specifications, quality, delivery time & test requirement.

9.3 Processing of Enquiries & Vendor Registration

- 9.3.1 With a view to develop more vendors, enquiries can also be sent to new vendors apart from Approved Vendors in the computerized Format (Enquiry Format No. JAL/R&E/PUR/F/01) indicating the detailed specifications as per the indent to obtain quotations. Wherever necessary enquiries can also be sent by Fax/Telephone/E-mail to obtain offers.
- 9.3.2 Enquiries may also be sent to the Branch Offices wherever required giving full details of the items required getting the quotations from the respective place through correspondence.
- 9.3.3 Where the prices and vendors are already approved, repeat orders shall be placed without inviting fresh quotation or negotiation.
- 9.3.4 Vendor registration Form No.JAL/R&E/PUR/F/05 to be sent to new vendors.
- 9.3.5 After receipt of information from new vendors, vendor evaluation to be carried out in Vendor Evaluation Chart for New Vendors, in format No.JAL/R&E/PUR/F/06.
- 9.3.6 For purchase proposals of materials listed in Annexure: JAL/R&E/PUR/ANX/01, vendor rating to be carried out as per Vendor Rating Guide in format No.JAL/R&E/PUR/F/08.

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9.4 Processing of Quotations

- 9.4.1 Quotation received will be attached with relevant enquiries and shall be checked for the following
- a) Details of the items offered by the vendor with respect to indent & enquiry and suitability of the same.
 - b) Competitiveness of prices
 - c) Delivery
 - d) Payment terms
 - e) Other terms and conditions as applicable.
- 9.4.2 If required, clarification shall be obtained from the vendors; Quotations are compiled in the comparative chart (Format No. JAL/R&E/PUR/F/02) & shall be scrutinized by Deputy / Purchase Manager for indigenous purchase.
- 9.4.3 However, if we have only one offer, quotations are compiled in the OFS itself. but when there are more than 2 offers, the quotations are compiled in the comparative chart (Format No. JAL/R&E/PUR/F/02)
- 9.4.4 The minimum value of the item in respect of outstation purchases where enquiry should be sent to various parties is Rs.20,000/-. Purchase Manager shall finalize the order within the above limit calling for rates from 2 / 3 parties over phone or based on past purchases.

9.5 Negotiations / Approvals

Negotiation shall be done with the prospective vendors & orders shall be finalized on more than one vendor.

- 9.5.1 Quotations must be obtained by Purchase Manager from not less than 3 parties. In case of any urgency for purchase from established / reputed suppliers, order may be placed immediately without complying with such formalities but with prior approval of GM (M) /President only. Such deviations must be recorded in OFS and ratification should be obtained.
- 9.5.2 In case the minimum numbers of three quotations are not received for any genuine difficulties, the fact should be mentioned in the OFS while finalizing the order and approved by the concerned approving authorities.
- 9.5.3 When a particular item is purchased continuously from a single source, proper justification for the same should be given in OFS, which should be approved by the approving authorities.
- 9.5.4 After finalization of the price and vendor, Order Finalization Sheet (Format No. JAL/R&E/PUR/F/03) is prepared and sent for financial approval for orders above Rs.20,000/- value for indigenous purchase.

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9.6 Issue of Purchase Order

Purchase Order is prepared on approved vendor only after financial approval for the value more than Rs 25,000/- (no financial approval is required for the value up to Rs. 25,000/-) in the Format No. JAL/PUR/F/04 indicating:

- a) Materials details
- b) Quantity
- c) Price/Tax/Duty and all other commercial terms as required and applicable.
- d) Payment terms
- e) Delivery schedule

- 9.6.1 Quality requirements of the material are assured by way of Test certificate from the vendors wherever applicable and Inspection / trial test at Jindal.
- 9.6.2 Purchase order is issued after checking the adequacy of the specific requirement. The points to be checked before issue of purchase order which is termed as Check List.
- 9.6.3 One copy of PO shall be sent to Accounts dept. Purchase copy shall be filed in a follow up file, for effective follow-up with the vendors for timely delivery in terms of the P.O.
- 9.6.4 Order for consumables like Furnace oil, are placed orally or through a letter indicating the quantity.
- 9.6.5 Purchase Orders/Job Orders must be used in case of job works as well as for all outstation purchases. While orders may be placed over phone in case of emergency, it should be regularized immediately thereafter. Purchase order must be prepared in triplicate using 3 different colours:

- | | | | |
|---------------|---|--|---------------|
| a) Original | - | For sending to supplier | : Dark Green |
| b) Duplicate | - | Accounts Department | : Light Green |
| c) Triplicate | - | To be filed in PO file with the
Purchase Dept. for follow up for
timely delivery, making claims, etc., | : Light Brown |

- 9.7 **Approval of Sample** – In case of approval of sample, the same shall be received and checked for the suitability as per the order by the indenting department. Approval or rejection of the samples is intimated to the vendor. If any corrections / improvements, replacements are required, such details are also intimated to the vendor.
- 9.8 After trial/inspection by the department concerned, the rejected material is sent back to the vendors for replacement or the order will be cancelled and diverted to other supplier.
- 9.9 **Review of pending Indents & Orders:** A committee consisting of Purchase Personnel and representatives from Technical Department meet once in two months to review the status of the pending indents & orders.

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9.10 Changes in the Specifications: Whenever changes are made in the specifications, proper & prompt communication is sent to the vendors in time.

9.11 SELECTION & EVALUATION OF EXTERNALLY PROVIDER

- The new vendors shall be selected is based on the trail order performance or sample approval
- Once sample is approved after that onsite audit will be done as per annexure no JAL/R&E/PUR/ANX/02.
- Selected vendors are added in approved vendors list & approved by purchase- Manager
- Apart from purchase of products will avail the facility of services from outsourcing by annual maintenance contract
- Service like equipment /instrument/machineries etc shall be selected is based on OEM/NABL traceability/manufacture recommended to other service provider.
- Indents will be raised by the concerned department to avail the services of outside party. Purchase department will send enquiry, collect offer and finalize the contracts after necessary negotiation and approval of terms and conditions by management etc. Thereafter renewal will take place every year and concerned department will raise indent for annual maintenance contract (AMC). If AMC is not required for any reason, user department will inform to purchase.
- Purchase department will co-ordinate between concerned department and AMC provider to carry out the services and take action accordingly.
- Purchase department will send the reminders either over phone or by mail etc. Details of annual maintenance contracts issued by Purchase department for various vendors are entered in Format No.JAL/R&E/PUR/F/11

9.12 VENDOR PERFORMANCE RATING:

The vendor's performance rating is giving score based on supply of materials, who efficiently meet quality requirements, quantity and timely supply at competitive prices. The Vendor's selection criterion is shown in the annexure No JAL/R&E/PUR(I)/ANX/03 & maintained in the format No JAL/R&E/PUR/F/08.

10.0 PROCESS MONITORING

- 10.1 The past performance of the vendor is evaluated every year and they are graded based on the performance of quality, delivery, price and payment terms.
- 10.2 The previous rates of the suppliers are reviewed at the time of negotiation.
- 10.3 Purchase order is checked with respect to indent / offer for adequacy of the information before sending to the supplier.
- 10.4 On receipt, the stores check the materials & concerned departments to ensure that the materials meet the requirement as mentioned in the P.O & indent.

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11.0 NON CONFORMITY AND CORRECTIVE ACTION

Materials received are checked by the Stores & concerned Technical Departments with reference to the indent & P.O for its suitability & acceptance. If any rejection found in the production consumable, the same is intimated to the vendors & take suitable correction action in the format No JAL/R&E/NCA/F/01 & avoid the recurrence of the non conformities

12.0 ANALYSIS OF DATA

The vendor performance ratings (annually) are analyzed by statistical techniques.

13.0 CONTINUAL IMPROVEMENT

The quality objectives are monitored for improvement once in six months and the current level of the objectives is noted down and target level is fixed for the next period and action plan is developed to attain the target level and monitored for improvement. The details are recorded in the format JAL/R&E/QMSC/F/01. The effectiveness of corrective action taken for the non-conformities is also monitored for improvement.

14.0 RISK & OPPORTUNITIES

Risk & opportunity is defined as separate procedure. JAL has established, implemented & maintained this procedure for managing risk & opportunities.

15.0 ORGANIZATIONAL KNOWLEDGE & COMPETENCE

Training is defined as separate procedure. The purpose of this procedure is to define the requirements for positions in the company affecting quality, for hiring and training employees to ensure these requirements are met, and for evaluating the effectiveness of training provided.

List of training records is shown in the Annexure No JAL/R&E/PUR(I)/ANX/04 & maintained HOD. Competency chart is identified for all position in the purchase department as per Annexure No JAL/R&E/PUR(I)/ANX/06.

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List No.01

PRODUCTION PROCESS CONSUMABLE MATERIALS FOR ROLLING

Sl. No	Item Code	Item	UOM CODE	PUR TYPE
1.	12280002	Aluminium Metal	Kg	P2
2.	08000083	Iron Powder	Kg	P2
3.	08000045	Cover Flux	Kg	P2
4.	08000080	Tibal Rod	Kg	P2
5.	08010122	Card Bore Core	Pc	P2
6.	08000177	Rolex 55	Kg	P2
7.	05130010	Ginol 1214	Kg	P2
8.	10630044	Non Woven oil filter paper	Roll	P2
9.	08000239	Ceramic Fibre Blanket	Pc	P2
10.	08010318	PP Woven Fabric	Kg	P2
11.	08010001	PP Strap	Meter	P2
12.	08000303	LPG / Furnace Oil	Kg	P2
13.	08000134	HNP Oil for Zhoushen	Kg	P2
14.	08010010	Edge Protector	Meter	P2
15.	05980064	Diatomeous powder	Kg	P2
16.	05980063	Fuller Powder (Tonsil Optimum)	Kg	P2

Note: Authority to review & approve release of orders:

1) Sl.No.1: Aluminium metal –VP(C) & ED

2) Sl.Nos: 2 to 16 –

a) Upto Rs.20,000/-:

By Sr.Purchase Manager/Purchase Manager.

b) Above Rs.20,000/-:

Upto the level of ED and as per directive of Management from time to time).

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List No.02

PRODUCTION PROCESS CONSUMABLE MATERIALS FOR EXTRUSION

SL NO	ITEM CODE	ITEM DESC	UNIT
1	5130071	LUBIX- 20 KGS PACK	Kg
2	5200035	CARBIDE TIPPED CIRCULAR SAW BLADE, OD 405 MM, ID 25.4 MM, BLADE THICK 2.5 MM, TEETH THICK 4.6 MM, NUMBER OF TEETH 120T, FOR DP-1 & 2 HOT SAW AND FINISH SAW	No
3	5200041	CARBIDE TIPPED CIRCULAR SAW BLADE, OD 600 MM, ID 65 MM, BLADE THICK 3.7 MM, TEETH THICK 3.2 MM, NUMBER OF TEETH 190T, FOR DP-3 FINISH SAW	No
4	5490004	GRAPHITE PLATE HPC-103, PLANE FINISH, 25 X 50 X 500 MM	No
5	5980310	SOAP STICK- CUTTING SOAP FOR EXTRUSION CUTTING M/C. 0.5 KG. PACK	Pc
6	6810054	MAKE UP SOLUTION, CIJ MAKE UP, CPMU001, FOR CONTROL PRINT PRINTER EACH 600 ML	Bottle
7	6810055	CLEANER SOLUTION, CIJ CLEANER, CPGS015, FOR CONTROL PRINT PRINTER- EACH 600 ML	Bottle
8	8000045	COVERALL FLUX POWDER-11B	Kg
9	8000080	ALUMINIUM TIBAL ROD 9.5 MM DIA, 5% TITANIUM, 1% BORON, REST ALUMINIUM. COIL FORM, SPOOL ID 300 MM WT.	Kg
10	8000329	COLLOIDAL GRAPHITE IN ALCOHOL, IVALITE GA-4 GRADE OR EQUIVALENT PRODUCT IN 20 KGS PACK	Kg
11	8010062	PLAIN STRETCH FILM SIZE 30 MICRON X WIDTH 250 MM	Kg
12	8010001	P.P. STRAP 12MM X 0.6 MM	Kg
13	8010302	PRINTED STRETCH FILM 260 MM WIDTH X 3" BORE, 40 MICRON +/- 3 MICRON ,EACH ROLL APPRX. 7 KGS.	Kg
14	5070007	CANVAS HAND GLOVES SIZE 14" WITH INSIDE BLANKET PADING	PRS
15	8010033	PAPER STICKER 4" WIDTH X 6" LONG TT2C- 500 NOS IN 1 ROLL	PRS
16	8010303	PAPER BARCODE LABEL TT2C GRADE 100 MM X 75 MM "1000 NOS 1ROLL"	NOS
17	8010314	RAYON CORD 0.7 MM THK X 1.4 MM WIDTH 2 PLY-0.5 KG/ROLL	Kg
18	08010280	PRINTED GREEN COLOR PET STRAP 13 MM WIDTH X 0.56 MM THICK	Mtr

Note: Authorized to review & approve release of orders:

1) Sl.Nos: 1 to 8 –

a) Upto Rs.20,000/-: By Sr. Purchase Manager/Purchase Manager.

b) Above Rs.20,000/-: Upto the level of ED and as per directive of Management from time to time.

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CRITERIA FOR SELECTION OF NEW VENDOR

New vendor selection is based on following checkpoints

SI No	Checkpoints	Weightage Points
1	Does the vendor/supplier have evidence of receiving of raw material as per the criteria?	10
2	Does the vendor have ISO 9001 Certificated company?	10
3	Does the vendor have sufficient capacity to supply?	10
4	Does the vendor have laboratory facilities?	10
5	Does the vendor are calibrating instruments?	10
6	Does the vendor have evidence of corrective action for customer complaint & how are they monitored?	10
7	Does the vendor have sufficient competency?	10
8	Does the vendor/supplier have evidence of In-process inspection & Final inspection?	10
9	Does the vendor /supplier have proper storage & packing?	10
10	Does the vendor /supplier have proper marking & labeling of finished goods?	10
	Total	100

Note: 1. Minimum 60% qualified for new vendor.

- 10 Each check points is considered as 10 points.
- 11 If check points "Yes" is considered as 10 points
- 12 If check points "No" is considered as 0 point.

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VENDOR PERFORMANCE CRITERIA

Quality	Marks	Delivery	Marks	Price	Marks	Payment Terms	Marks
100% Acceptance	50	Always on Schedule	30	Price competitive, quality acceptable (L1)	10	30 days and above credit	10
90% Acceptance	40	Delivery delay upto 5 days	25	Price competitive, quality acceptable (L-2)	7	Credit upto 29 days / after receipt and acceptance	7
80% Acceptance	30	Delay between 6 to 7 days	15	Price competitive, quality acceptable (L-	5	100% against delivery / Proforma Invoice	5
70% Acceptance	20	Delay between 8 days to 10 days	5			Partial advance balance against delivery / Proforma Invoice	3
Less than 60% of Acceptance	0	Beyond 15 days	0			100% advance	0
RATING OBTAINED							

TOTAL RATING:

Note:

1. Preferred percentage of rating for placing order is 60 minimum. However, special discretion can be applied if necessary.
2. Vendors getting below 60% are not to be considered for sending future enquiries.
3. This guide is to be applied for purchase proposal pertaining to items listed in Annexure: JAL/PUR/ANX/01.
4. The criteria for giving marks is to be based on previous transaction experience.
5. This is not to be applied for new vendors / trial order.

Legend:

1. **L1 = price lowest; L2 = 2nd lowest than L1; L3 = 3rd lowest than L1.**
2. **"A" Grade = 81 to 100%, "B" Grade = 71 to 80%, "C" Grade = 60 to 70% & "D" = Less than 60%**

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LIST OF RECORDS

Sl. No.	Description of Format	Format No.	Retention Period
01	Enquiry	JAL/R&E/PUR/F/01	1 year
02	Comparative Chart	JAL/R&E/PUR/F/02	1 year
03	Order Finalization Sheet	JAL/R&E/PUR/F/03	1 year
04	Purchase Order	JAL/R&E/PUR/F/04	1 year
05	Vendor Registration Form	JAL/R&E/PUR/F/05	1 year
06	Vendors evaluation	JAL/R&E/PUR/F/06	1 year
07	List of approved vendors*	JAL/R&E/PUR/F/07	1 year
08	Vendor performance rating	JAL/R&E/PUR/F/08	1 year
09	Covering letter to Vendor Performance	JAL/R&E/PUR/F/09	1 Year
10	Statement showing AMC issued by Purchase department for various vendors.	JAL/R&E/PUR/F/10	1 year
11	Quality Objectives Monitoring Record	JAL/R&E/QMSC/F/01	3 Years
12	Non conformity & corrective action	JAL/R&E/NCA/F/01	Until NC is implemented

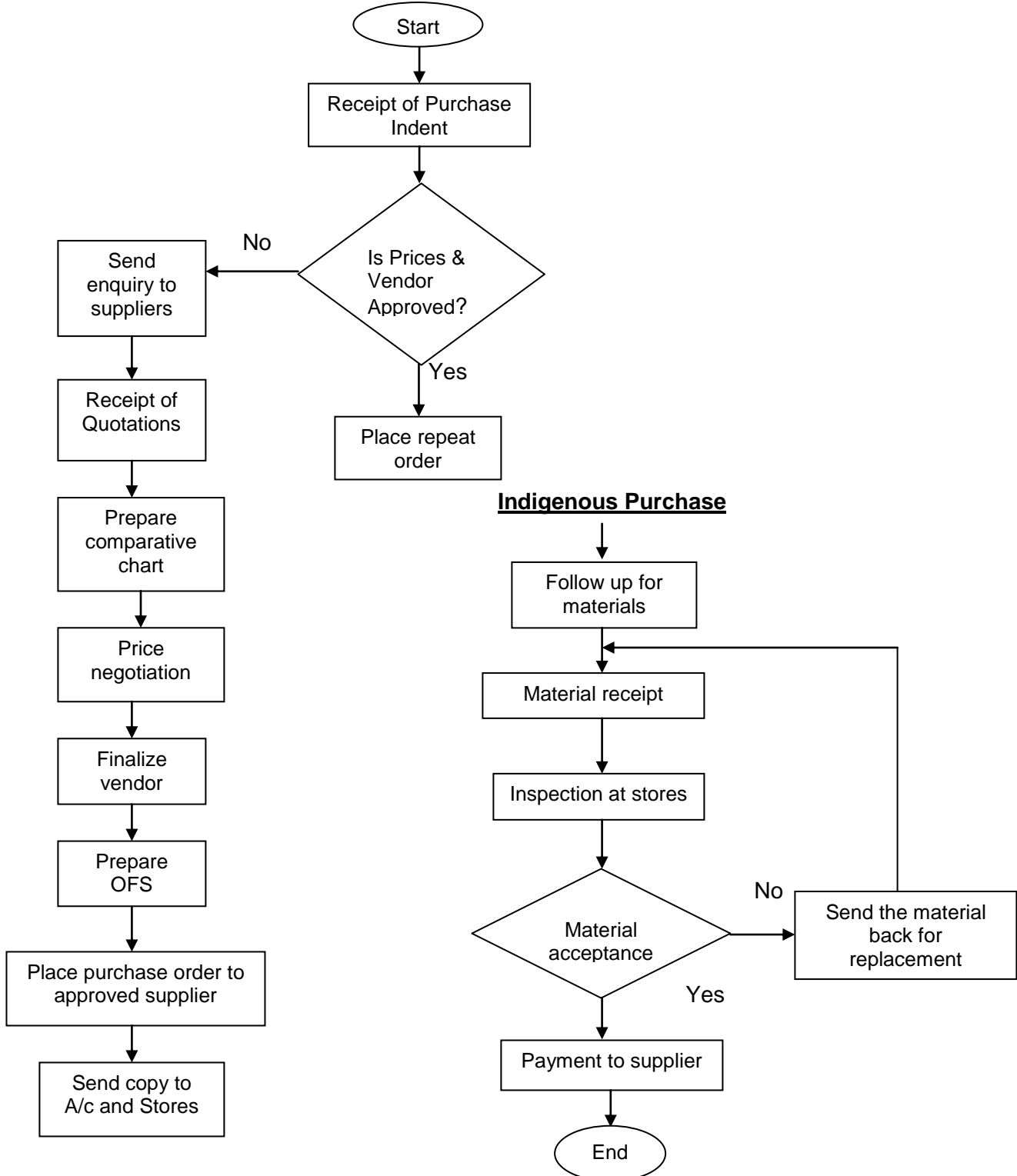
LIST OF TRAINING RECORDS

Sl No	Type of Records	Format Reference	Responsible Person	Retention Period
1	Employees Details	JAL/R&E/TRG/F/01	} HOD	Till end of service
2	Training needs Identified	JAL/R&E/TRG/F/02		1 Year
3	Record of training Imparted	JAL/R&E/TRG/F/03		1 Year
4	Review of effectiveness of training	JAL/R&E/TRG/F/04		1 Year

Note:

The computer generated documents (soft copy) will not be having the signature of the generating department. However, if a hard copy is taken out, it has to have signature of the concerned person.

PROCESS FLOW CHART FOR PURCHASE (Cl: 8.4 of IS/ISO-9001:2015 Purchasing Process)



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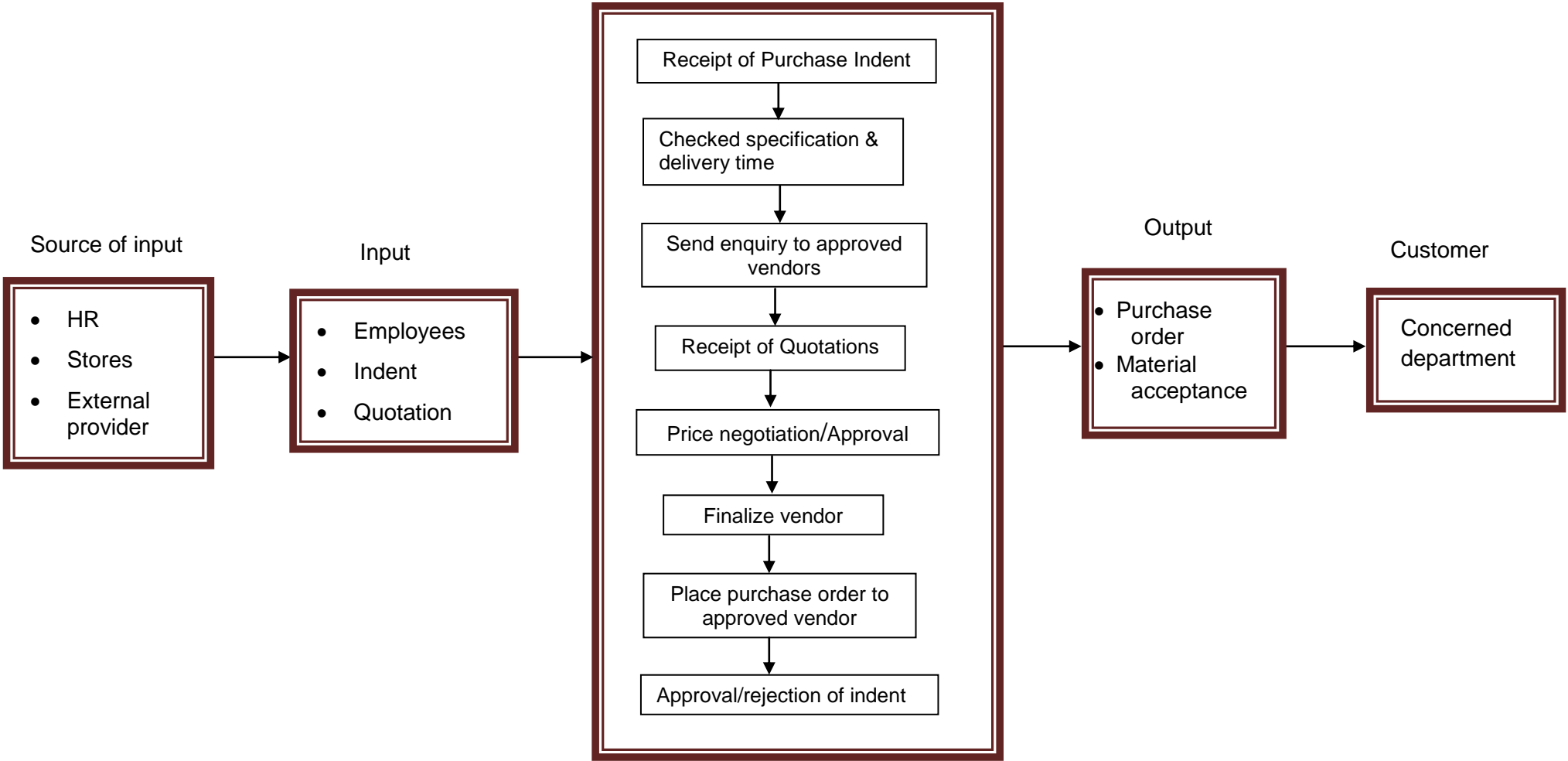
COMPETENCE CHART

Name of department: PURCHASE INDIGENOUS			
IS/ISO 9001:2015 clause number 7.2			
Sl. No.	Position	Required Qualification	Experience required
1	DGM – Commercial	Post Graduate	15 years
2	Purchase Manager	Post Graduate	10 Years
3	Deputy Manager	Any Graduate	08 Years
4	Asst. Manager	Any Graduate	06 Years
5	Purchase Executive	Any Graduate	04 Years
6	Purchase Asst	Any Graduate	02 Years
7	Management Trainee	Any Graduate	00 Year
*Note: Relaxation in qualification can be given in case the candidate is having sufficient experience in relevant field.			
Prepared by:		Approved by:	
HOD		HR	

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SIPOC

Process activities



JINDAL ALUMINIUM LIMITED ROLLING & EXTRUSION DIVISION	
Rev No:00	Rev Date:01.08.17

Format No: JAL/R&E/PUR/F/01

 IS/ISO 9001 MANUFACTURERS OF ALUMINIUM SHEETS, ROLLED FOILS AND EXTRUSIONS		ENQUIRY	Jindal Aluminium Ltd., ROLLING & EXTRUSION DIVISION KIADB Industrial Area, Yedehalli Village, Tumkur Road, Dobbaspet, Nelamangala Taluk, BANGALORE Rural District PIN 562 111 PHONE : 080-27735051/27735003 FAX : 080-27735033 Email: jmpur@jindalaluminium.com		
VENDOR		CODE	GST NO: 29AAACJ4324MIZD		
			ENQUIRY NO.		
			DATE:		
			DUE ON:		
Dear Sirs, Please submit your most competitive quotation for the supply of following items as per terms and conditions given below and printed overleaf.					
SR. NO.	MATERIAL CODE	MATERIAL DESCRIPTION / SPECIFICATION		ESTIMATED REQUIREMENT	UNIT
NOTE: PLEASE SUBMIT THE QUOTATION IN TWO PAGES. ONE CONSISTING TECHNICAL SPECIFICATION AND OTHER PAGE COMMERCIAL ASPECTS.					

IMPORTANT:

1. Please furnish the following information: -
 - Terms of prices: F.O.R Our works/F.O.R.
 - Quantity/Cash Discounts
 - Delivery Schedule
 - Dispatching Station / Ex Works
 - Validity of Quotation
 - Payment terms
 - Taxes & Govt. Levies
 - Amount/Rate of Packing & Forwarding
2. Samples, catalogues, leaflets, if any, should be sent along with the quotation.
3. Test Certificate to be furnished wherever required.
4. Guarantee / Warranty to be indicated clearly
5. Your immediate action is requested

Thanking You,

Yours faithfully,

For JINDAL ALUMINIUM LIMITED

Purchase Manager / DGM

JINDAL ALUMINIUM LIMITED ROLLING & EXTRUSION DIVISION	
Rev No:00	Rev Date:01.08.17

COMPARATIVE CHART
FORMAT No: JAL/R&E/PUR/F/02

JINDAL ALUMINIUM LIMITED – ROLLING & EXTRUSION
BANGALORE 562111
Page No:

Run date:
Date:

Item Code & Description Party Name	Unit Rate Rs. .	Disc	PF	IGST	SGST	CGST	Freight	Others	Brand	Total Unit Price	Gross Amt Rs.	Input tax credit Rs.	Net Unit rate	Quantity	Unit
													Party Name	Last Rate	Del. Days

													Qty:	Unit:
Indent No.	Date:	Enquiry No:	Date:	Last Party:	Last rate:									

Party code and Name	Payment terms	Price Basis	Other condition

Prepared By:

Verified By:

Approved By:

Remarks:

Tech. Dept. Comments:

JINDAL ALUMINIUM LIMITED ROLLING & EXTRUSION DIVISION	
Rev No:00	Rev Date:01.08.17

ORDER FINALISATION SHEET
 FORMAT NO. JAL/R&E/PUR/F/03

JINDAL ALUMINIUM LIMITED-ROLLING & EXTRUSION DIVISION
 BANGALORE – 562 111

Page:
 Ref No:
 Ref Date:

Sl. No.	Indent no. & date	Value	Item code	Items required	Quantity	Unit
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Sl. No.	Items Required for
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We have floated enquiries to various parties and received quotation(s) as indicated below:

Sl. No.	Vendor Code	Name & place	City	Phone no	Mobile no:	Qtn(s)Recd.
Enquiry No:		Enquiry date:		CC No.		CC Date:

Sl. No.	Selected supplier(s) / item description									Quantity		Unit
	Rate discount	P&F	IGST	CGST	SGST	Others	Gross amount	Input tax Cr	Net amount	Net unit rate	Last rate	Del days
										Party Name		

Payment Terms :

Price Basis : CST / KST :

Other conditions :

Total OFS Value :

Conclusion :

Hence it was decided to place an order on :

Date :


Prepared By :

Checked By :

Approved By :

JINDAL ALUMINIUM LIMITED ROLLING & EXTRUSION DIVISION	
Rev No:00	Rev Date:01.08.17

FORMAT No: JAL/R&E/PUR/F/04

 AN ISO 9001 COMPANY Manufacturers of Aluminium sheets, Rolled Foils & Extrusions		JINDAL ALUMINIUM LTD ROLLING & EXTRUSION DIVISION KIADB Industrial Area, Yedehalli Village, Tumkur Road, Dobbaspet, Nelamangala Taluk, Bangalore 562 111. Branches: New Delhi, Mumbai, Pune, Chennai, Ahmedabad, Cochin		PURCHASE/JOB WORK ORDER PHONE : 23715555 (6 Lines) FAX : 080-23713333 E-MAIL : purchase@jindalaluminium.com Website: www.jindalaluminium.com CIN: U27203KA1970PLC00280 <div style="text-align: right;">JAL/R&E/PUR/F/04</div>			
VENDOR	CODE	ORDER NO. & DATE					
		ENQUIRY NO.		DATE			
		QUOTATION NO.		DATE			
We are pleased to confirm our Purchase Order for the following items subject to terms and conditions printed hereunder and overleaf.							
SR. NO.	MATERIAL CODE	DESCRIPTION	QUANTITY	UNIT	RATE	AMOUNT	
DELIVERY SCHEDULE					P & F		
DESPATCH THROUGH							
PAYMENT TERMS							
REMARKS							
PAN NO: AAACJ4324M GST NO: 29AAACJ4324M1ZD		a) Our Bankers: CANARA BANK, CHIKKABIDARAKALU BRANCH, Tumkur Road, BANGALORE – 560 073. b) Despatch by Lorry / to our works, Bangalore, Delivery AT THEIR PEENYA/NELAMANGALA/TUMKUR ROAD GODOWN BANGALORE. c) Please mention our GST No in all documents d) All the invoices should be rounded off to the nearest rupee.			GST Range: BNV-D III DIVISION: 3 RANGE: B ADDRESS: BMTc BULIDING, SHIVAJI NAGAR BUS STAND, BENGALURU 560051		

- (1) Please send your invoice in triplicate and lorry receipt to our address per Regd. Post.
- (2) The order should be acknowledged within 10 days of the order date. Non-compliance will mean that the order has been accepted by you unconditionally.
- (3) NOTE: PLEASE SHOW THE AMOUNT OF APPLICABLE GST (SGST, CGST, IGST) SEPARATELY IN INVOICE.
- (4) Please refer other terms & condition on backside. P.T.O

C.C. Accounts

For JINDAL ALUMINIUM LTD.

DGM (Materials)/ Purchase Manager

JINDAL ALUMINIUM LIMITED ROLLING & EXTRUSION DIVISION	
Rev No:00	Rev Date:01.08.17

Format No.JAL/R&E/PUR/F/05

Jindal Aluminium Ltd, Rolling & Extrusion Bangalore-562111		<u>VENDOR REGISTRATION FORM</u>	Purchase Department
1	Name & Address		
2	Telephone/Fax No		
3	Nearest Railway Station		
4	If the factory is situated in interior place, the nearest city and distance		
5	Transportation facility available to reach the factory		
6	Year of establishment		
7	Type of Organization a. Manufacturer b. Stockist c. Authorized Distributor d. Sub-contractor e. Fabricator f. Service Providers g. Traders		
8	Any foreign collaboration participation ?		
9	Production facilities available (please enclose write-up along with catalogues etc.)		
10	Expertise available in terms of manpower, your past / present experience in manufacturing the items required by us.		
11	Quality standards being followed including Inspection & Testing facility. Any NABL certification?		
12	Are you an ISO-certified company?		
13	What capacity can be spared in percentage?		
14	Are you approved by any recognized inspection agency like Lloyds, EIL, etc?		
15	Turnover of the company during last financial year. (Enclose Balance sheet, if available)		
16	Name of Bank		
	Account Number		
	IFSC Code		
17	GST No		
18	PAN No.		
Date:			Signature of Vendor's Authorized Person with Company Seal
Place:			

JINDAL ALUMINIUM LIMITED ROLLING & EXTRUSION DIVISION	
Rev No:00	Rev Date:01.08.17

VENDOR EVALUATION
Format No JAL/R&E/PUR/F/06

Vendor name:
Company Address:
Number of years in business:
Describe the product or service provides
Date of Evaluation:

Supplier/vendor representative /contact personal detail
Name:
Designation:
Phone Number:
E-mail Address:

Sl No	Checkpoints	Weightage Points	Yes/No	N/A
1	Does the vendor/supplier have evidence of receiving of raw material as per the criteria?	10		
2	Does the vendor have ISO 9001 Certificated company?	10		
3	Does the vendor have sufficient capacity to supply?	10		
4	Does the vendor have laboratory facilities?	10		
5	Does the vendor are calibrating instruments?	10		
6	Does the vendor have evidence of corrective action for customer complaint & how are they monitored?	10		
7	Does the vendor have sufficient competency?	10		
8	Does the vendor/supplier have evidence of In-process inspection & Final inspection?	10		
9	Does the vendor /supplier have proper storage & packing?	10		
10	Does the vendor /supplier have proper marking & labeling of finished goods?	10		
	Total		100	
	Percentage			

- Note:
1. Minimum 60% qualified for new vendor.
 2. Each check point is considered as 10 points.
 3. If check points "yes" is considered as 10 points
 4. If Check points "No" is considered as 0 point.

Evaluator Signature:

Approved by:

JINDAL ALUMINIUM LIMITED ROLLING & EXTRUSION DIVISION	
Rev No:00	Rev Date:01.08.17

LIST OF APPROVED VENDORS

Format No.JAL/R&E/PUR/F/07

Date of Updation:

Sl. No	Item Code	DESCRIPTION Vendor Code & Name of Supplier	Place	Date Qualified	Status

APPROVED BY:
PURCHASE MANAGER /EXPORT MANAGER /
SENIOR EXPORT MANAGER / DGM (MATERIALS)

NOTE: IN CASE THE STATEMENT PERTAINS TO PURCHASE, IT SHOULD BE SIGNED BY PURCHASE MANAGER/
DGM(MATERIALS) AND IF IT PERTAINS TO IMPORT DEPARTMENT, IT SHOULD BE SIGNED BY EXPORT
MANAGER/SENIOR EXPORT MANAGER.

JINDAL ALUMINIUM LIMITED	
ROLLING & EXTRUSION DIVISION	
Rev No:00	Rev Date:01.08.17

VENDOR PERFORMANCE RATING

Format No: JAL/R&E/PUR/F/08

Date:							
Name of the Vendor		Products supplied					
Vendor Code		Period of Review					
Review:			Vendor Rating:		Marks	Maximum	
1.	No. of Orders issued		A) Quality		...	50	
2.	No of supplied made		B) Delivery		...	30	
3.	No of lot accepted		C) Price		...	10	
4.	Accepted QTY in %		D) Payment Terms		...	10	
5.	No. of (full) lot rejection		TOTAL		% ...	100	
6.	Rejection Qty in %						
7.	Response for modification/Free Replacement		FINAL RATING*	A	B	C	D
Review done by							
						Signature:	
Remarks of Sr. Purchase Manager/Manager:							
						Signature	
Last Review done on:							
LEGEND: A = Scored b/n 81 to 100% ; B = Scored b/n 71 to 80%; C = Scored b/n 60 to 70%; D = Scored less than 60%							

Note: A Vendor performance rating is fixed as per Annexure No JAL/PUR/ANX/03.

JINDAL ALUMINIUM LIMITED	
ROLLING & EXTRUSION DIVISION	
Rev No:00	Rev Date:01.08.17

COVERING LETTER TO VENDOR PERFORMANCE

Format No: JAL/R&E/PUR/F/09

To

M/s.....
.....

Dear Sirs,

Sub: VENDOR PERFORMANCE RATING

We would like to inform you that your performance over the past one year has been rated on the following factors and your rating is indicated below:

Sl.No	Rating Aspects	Actual Score	Maximum Points
1	Quality		50
2	Delivery		30
3	Price		10
4	Payment Terms		10
TOTAL			100

Applicable to 'A' Rating: (Scored b/n 81% to 100%)

We are happy to retain you on our list of approved vendors.

Applicable to 'B' Rating: (Scored b/n 71% to 80%)

We want you to improve your score in the areas where you have scored less point.

Applicable to 'C' Rating: (Scored b/n 60% to 70%)

As per the performance report and norms laid down for vendors whose performance rating is 'C', we are not supposed to deal with such vendors. In your case, most of the supplies have been accepted by obtaining concession from user department. Hence, you will be required to improve your score in future.

Applicable to 'D' Rating: (Scored less than 60%)

As there is no improvement in performance, even though you have given enough chance to improve, you have not come up to our expectation. Hence we regret to inform you that no further orders will be placed on you.

You are requested to kindly acknowledge the receipt and if you need any discussion with reference to the mode of performance rating, you are most welcome for discussion with the undersigned after fixing up an appointment. Please note that we are prepared to give any assistance which you require in any area which you are deficient.

Thanking you,

Yours faithfully,
for Jindal Aluminium Limited,
Dy. General Manager (Materials)

JINDAL ALUMINIUM LIMITED ROLLING & EXTRUSION DIVISION	
Rev No:00	Rev Date: 01.08.17

Statement showing Annual Maintenance Contracts
Issued by Purchase department for various vendors
(Format No.JAL/R&E/PUR/F/10)

SI No	Party's Name	Description	Qty	Rate (Rs)	PM	AMC Period	Call Due	Remarks	Payment Terms

Prepared by:

Verified by:

Purchase Executive

Department Head

Retention Period: One year

JINDAL ALUMINIUM LIMITED ROLLING & EXTRUSION DIVISION	
Rev No:00	Rev Date:01.07.17

QUALITY OBJECTIVES MONITORING RECORD
Format JAL/QMSC/F/01

Quality Objective	
Reference document	
Previous year achieved	
Target	
Achieved	
Target Period	
Action plan	

Prepared By

Approved By

Retention Period: 3 Years

JINDAL ALUMINIUM LIMITED	
Rev No:00	Rev Date:01.07.17

NONCONFORMITY AND CORRECTIVE ACTIONS

As per clause number 10.2 of IS/ISO 9001 : 2015)
(JAL/NCA/F/01)

NC & CA No.	DATE:	DEPARMENT:
NON-CONFORMITY RELATED TO:		
i. PRODUCT <input type="checkbox"/>	iv MAINTENANCE <input type="checkbox"/>	
ii. PROCESS <input type="checkbox"/>	v OTHERS <input type="checkbox"/>	
iii RECORDS <input type="checkbox"/>		
DESCRIBE OF NON- CONFORMITY:		
ROOT CAUSE OF NON-CONFORMITY:		
CORRECTIONS:		
CORRECTIVE ACTION	RESPONSIBILITY	DATE OF COMPLETION
EFFECTIVENESS OF CORRECTIVE ACTION:		
Checked by:		Verified and Approved by:
		(Department Head)

Retention period: Until Nonconformity is closed and corrective action is implemented.

CC: QMS COORDINATOR

JINDAL ALUMINIUM LIMITED ROLLING & EXTRUSION DIVISION	
REV NO:00	REV DATE:01.07.2017

EMPLOYEE DETAILS

(JAL/R&E/TRG/F/01)

Div Code :

Dept. Code :

Staff Code :

Name :

Designation:

Sex :

D.O.B :

D.O.J. :

Educational Qualifications	Year	Current knowledge (Professional Training)	Year
Previous Experience			
Nature of Job		Duration	
Promotions			Year :
Training & Additional knowledge			
Programme	Duration	Conducted By	Remarks

DEPT. HEAD

JINDAL ALUMINIUM LIMITED ROLLING & EXTRUSION DIVISION	
REV NO:00	REV DATE:01.07.2017

TRAINING NEEDS IDENTIFIED

Format No. JAL/R&E/TRG/F/02

DEPARTMENT:

PERIOD:

Sl. No.	Name	Designation	Topic	Type of training	Source		Tentative Schedule
					Internal	external	

Prepared By

Approved By

Retention Period: One Year

**JINDAL ALUMINIUM LIMITED
ROLLING & EXTRUSION DIVISION**

REV NO:00

REV DATE:01.07.2017

RECORD OF TRAINING IMPARTED

Format No: JAL/R&E/TRG/F/03

DEPARTMENT:

PERIOD:

Sl No	Name	Designation	Topic	Date of Training	Type of training	Signature of Trainee	Training given by	
							Name	Sign

Retention Period: One Year

**JINDAL ALUMINIUM LIMITED
ROLLING & EXTRUSION DIVISION**

REV NO:00

REV DATE:01.07.2017

REVIEW OF EFFECTIVENESS OF TRAINING

Format No: JAL/R&E/TRG/F/04

Department:

Sl No	Name	Topic	Effectiveness Criteria	Excellent	Good	Average	Poor	Date of Review	Sign of HOD
1			Job performance						
			Knowledge & Communication skill						
			Attitude						
2			Job performance						
			Knowledge & Communication skill						
			Attitude						
3			Job performance						
			Knowledge & Communication skill						
			Attitude						
4			Job performance						
			Knowledge & Communication skill						
			Attitude						
5			Job performance						
			Knowledge & Communication skill						
			Attitude						
6			Job performance						
			Knowledge & Communication skill						
			Attitude						
7			Job performance						
			Knowledge & Communication skill						
			Attitude						

Prepared By

Approved By

Note: Effectiveness of Training will be reviewed by concerned HOD after 2 months of training.

Retention Period: One Year