

Libra Techcon Limited QUALITY FORMS & FORMATS Purchase Department (Supplier Registration Form)		Doc No. Page	: LTL/PUR/FM/01 : 1 of 3
Issue No. 01	Revision No. 00	Issue Date	: 15/05/2009

SUPPLIER REGISTRATION FORM

Name of Supplier (Organization's Name)		Established in	
Type of organization	Limited / Pvt. Ltd. / Partnership / Proprietor		
Postal Address			
Contact Details	Office Phone No.	Fax No.	Email ID.
	Top Person in your organization (Name and Designation)		Residence Phone (if any)
	Contact Person (for regular contact)		Residence Phone (if any)
Any other Address & Tel. No. (Including those of agents) – Include additional sheets if necessary.			
Nature of Business (Tick , as applicable)	1. Manufacturer 2. Job work 3. Dealer / Trader 4. Service Provider 5 OEM Supplier		
Product Range/Type of Services			
CST NO.	MST No.	PAN No.:	
Name of Banker			
Central Excise Registration No.			
ECC No.			
Cess No.			
I / We hereby declare that the information given above is correct to the best of my knowledge.			
Designation & Signature			

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For OFFICIAL USE				
1.	Above information reviewed by	Name	Designation	Sign. With Date
3.	Approved? (based on following)		YES/NO	
	If YES ,			
	i. Regular Supplier (approved based on the past experience) ii. ISO9000 certified supplier iii. Review of submitted document along with this form iv. Visit to Supplier's facilities v. Other (Specify)			
	Recommended by	Approved By		
	(Sign with Name and Date)	(Sign with Name and Date)		
Remarks :				

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Marks Criteria for New Supplier Evaluation			
Sr. No	Criteria	Marks Allotted	Maximum Marks
1.0.	Market Reputation (Select any one)		
1.1	New supplies \ Listed on Internet sites \ have own web sites	10	
1.2	Recommended by Existing Customers	15	
1.3	Supplies to known Indian/ International companies	20	
2.0.	Technical Competence (Select any one)		20
2.1	Minimal knowledge on products	10	
2.2	Fair knowledge on products	15	
2.3	Excellent knowledge on products	20	
3.0.	Product Quality (Select any one)		20
3.1	Meets minimum requirements	5	
3.2	Meets the standards and requirements with slight deviations	10	
3.3	Meets the standards and requirements as per our requirements	20	
4.0.	Delivery Schedule (Additive)		30
4.1	Delivery of right quantity	5	
4.2	Responds to quick demand	5	
4.2	On-line Tracking	10	
4.3	Delivery of product on time	10	
5.0.	Cost (Additive)		10
5.1	Credit time	5	
5.2	Price factor	5	

These conditions not applicable for import suppliers / monopoly suppliers / purchased goods in emergency will justification.

Rating Parameter	Maximum Marks	Allotted Marks	Report Based on
Market Reputation	20		1. Discussion with other parties
Technical Competence	20		2. Supplier's brochure \ Web site Information
Product Quality	20		
Delivery Schedule	30		3. Visits / Past Experience
Cost	10		
Overall Evaluation	100		Evaluation Criteria 81 to 100 marks excellent supplier 61 to 80 marks good supplier 51 to 60 marks acceptable supplier but say them by letter or verbal to improve the performance or they will be discontinued form the supplier list. Below 50 not acceptable.