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भारत सरकार रक्षा मंत्रालय
Govt of India, Ministry of Defence
रक्षा उत्पादन विभाग (गुआमनि)
Deptt of Def Prodn (DGQA)
गुणता आश्वासन निदेशालय (भण्डार)
Dte of Quality Assurance (Stores)
नई दिल्ली, New Delhi – 110011

B/89655/CV Policy/DGQA/S-2

07 Feb 2018

नियंत्रक

गुणता आश्वासन नियंत्रणालय

सामान्य वस्तु/कपड़ा एवं वस्त्र/सामग्री/पैट्रोलियम पदार्थ

कानपुर – 208004

वरिष्ठ गुणता आश्वासन अधिकारी

व0 गु0 आश्वासन स्था0, (सामान्य वस्तु)

कानपुर/कोलकाता/मुम्बई/चेन्नई/नई दिल्ली/शाहजहाँपुर

DISSEMINATION OF CAPACITY VERIFICATION POLICY

1. References :

(a) MoD orders No 43(5)/2015/D(QA) dt 11 Jan 2016 & 14 July 2016.

(b) HQ DGQA letter No 93244/14/CV/Policy/DGQA/Adm-19 dt 16 Sep 2016.

2. A number of complaints / representations have been received in recent past pertaining to the Capacity Verification (CV) procedure and policies. On analysis of these representations it appears that there are certain issues amongst the minds of the vendors with regards to interpretation of latest orders on CV against Tender Enquiries and Vendor Registration procedures, with specific reference to the following issues:

(a) Status of CV of the firms whose CV was valid on 11 Jan 2016.

(b) Assessment of CV for firms working in multiple shifts.

3. In view of the above, all AsHSP are directed to inform, in writing, their respective vendors, whose CVs were valid on 11 Jan 2016 of the status of their CV validity, as also educate them with regards to the renewal procedures as per latest orders on the subject.

4. With regards to the assessment of CV for firms working in multiple shifts all AsHSP are requested to standardise the requirement of the documents required to be checked by the CV assessment team to assess the firms. All AsHSP are further directed to incorporate the multiple shift clause, in the RFP, during the vetting stage only, with instructions to the firms desirous of getting their CV assessment in multiple shifts, to submit the required documents initially alongwith Appx 'K'.

5. In view of the orders on validity of CV against TE for 03 Yrs, there is a requirement of maintaining a compendium of vendors with valid CV's, on similar lines as being maintained for the registered vendors, and the same is required to be updated by all AsHSP on regular basis.

6. All SQAEs are directed to carry out vendor interaction exercise on a regular basis, clarifying any doubts of the vendors with regards to QA / CV / registration procedures and other issues raised by them. All such vendor interaction exercises will be a planned activity wherein efforts will be made by SQAEs to inform all their vendors in their area of jurisdiction and proper records will be maintained, including minutes of the interaction with details of issues raised, by whom, the replies given etc. Feedback of all such interactions will be forwarded to the AsHSP and all AsHSP will forward a consolidated six monthly report, to this HQ, on 1st July and 1st January of every year. *First such report covering period upto 31 Dec 2017 should be forwarded to this HQ by 28 Feb 2018.* All AsHSP are further requested to provide their representatives as and when asked by the SQAEs.
7. CQA(GS) will issue the standardized list of documents, required to be submitted by the vendors alongwith their CV documents, for assessment of CV for multiple shifts, after consultation with all AsHSP, *by 28th Feb 2018.* All AsHSP will further forward a *confirmation of completion of activity, with regards to Para 3 above, to this HQ by 28 Feb 2018.*
8. This has the approval of ADGQA(S).



(शरद दुर्हा)

कर्नल

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कूते अप्प महानिदेशक (भण्डार)

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09 Feb 2018

नियंत्रक

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सामान्य वस्तु/कपडा एवं वस्त्र/सामग्री/पेट्रोलियम पदार्थ
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DISSEMINATION OF CAPACITY VERIFICATION POLICY

1. Further to this HQ even No letter dated 07 Feb 2018.
2. In addition to the directives passed vide letter under reference, decisions taken during meeting held in the office of MGO, on 08 Feb 2018, between the MGO, DGQA, DGOS, ADG(EM), ADG QA(S), Offg ADG OS(TS) and DDG(EM) are as follows:
 - (a) AsHSP will only forward the MPC and the Monitory Limit, of the firms whose CV against TE has been assessed, on directions of PO and **NOT** recommendations as being practiced hitherto fore.
 - (b) AsHSP will further forward a copy of the report, as mentioned in Para 1(a) above, to the respective vendors, as and when it is forwarded to the PO/DGOS.
 - (c) It once again reiterated by the MGO that **NO** additional documents will be accepted from the vendors, after the last dated of submission of documents for CV against TE.
3. Please ensure strict compliance please
4. This has the approval of ADGQA(S).

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19 Mar 2018

नियंत्रक

गुणता आश्वासन नियंत्रणालय
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DISSEMINATION OF CAPACITY VERIFICATION POLICY

1. Further to this HQ letters dated 07 and 09 Feb 2018, on the subject.
2. As brought out earlier, a number of complaints / representations have been received in recent past pertaining to the Capacity Verification (CV) procedure and policies. There is a further requirement felt to institute a proper mechanism for timely addressing the issues raised by the firms. The methodology and timelines to address complaints / issues raised by the firms will be as follows:
 - (a) **Complaints / Representations received at HQ DQA(S).** On receipt of the complaint, at HQ DQA(S), if comments / replies are required to be obtained from the AHSP / SQAES then a letter will be written (through e-mail) to the concerned Estts within **02 working days**, seeking the reply within **05 working days**. HQ DQA(S) will address the issues / forward their comments within **02 working days** of the receipt of comments from the concerned Estts.
 - (b) **Complaints / Representations received at AsHSP.** On receipt of the complaint, at AHSP, if comments / replies are required to be obtained from the SQAES then a letter will be written (through e-mail) to the concerned Estts within **02 working days**, seeking the reply within **03 working days**. Concerned AHSP will address the issues / forward their comments within **02 working days** of the receipt of comments from the concerned Estts, **under intimation to this HQ.**
 - (c) **Complaints / Representations received at SQAES.** On receipt of the complaint, at SQAES, Then the same will be addressed within **02 working days**. In case of requirement of consultation with the concerned AHSP, then the reply should be forwarded within **07 working days** after consultation with the AHSP. The concerned AHSP and HQ DQA(S) will be intimated of the issues raised and the reply forwarded by the Estt.
3. All such issues will be addressed through fastest possible means of communication like e-mail / FAX / Courier. All HOEs will ensure that the laid down timelines are adhered to. A record of all such activities will be formally maintained and monitored.

4. The CV Norms should be reviewed periodically and updated. The same need to be explained to the reps of the firms, well before implementation of revised norms to enable the vendors to review their respective plant & machinery in time, through regular interaction by the SQAOs and their officers, with the firms. In this regard, Para 6 of this HQ even No letter dated 07 Feb 2018 also refers.

5. The modalities for assessment of firms for considering multiple shift operating capability will be as follows :

(a) Firms desirous of getting their CV assessment carried out for multiple shift are required to explicitly express in writing that they are bidding for multiple shift and quote number of shifts (in operation) at the time of participation in Tender Enquiry.

(b) Firms, while submitting CV documents at the office of SQA(GS) of the area concerned, will intimate the SQA(GS) in their covering letter and PIF that firm's CV against TE need to be assessed for Multiple shift.

(c) List of documents to be submitted by the firms :-

(i) Valid factory license and other regulatory / statutory clearance for multiple shifts.

(ii) Copy of authorization from Labour Commissioner for running the factory in multiple shifts.

(iii) Evidence of maintaining the shift wise production records.

(iv) Duty roster / shift attendance register.

(v) Shift wise distribution of regular manpower available in the factory.

(vi) Availability of adequate storage spaces, e.g store of raw material, bond room for finished goods etc.

(d) The CV assessment team in addition to verification of documents submitted by the firm, should also verify wages payment record of the firm, to the employees of the number of shifts claimed by the firm, including the ESF & EPF payment records.

6. It should be ensured by all Estts that no preferential treatment is accorded to any firm by anyone at any stage.

7. This has the approval of ADGQA(S).

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