

MONITORING INSTRUCTION

TENDER ENQUIRY NO.....

Dated:

SUPPLY ORDER NO.....

Dated:

- 1) **IN CASE OF RAW MATERIAL/FINISHED COMPONENTS OF FERROUS, NON-FERROUS, GLASS, FABRICS OR RUBBER.**
 - i) The supplier shall get the material tested from NABL or Govt. accredited laboratory for Chemical composition, Mechanical and Physical properties as per the relevant Specification/Drawing and submit the test report in original along with the raw material sample (for Ferrous & Non-Ferrous material), against each supply order. The supplier shall also submit a covering letter indicating the quantity of raw material and how many components shall be manufactured with this quantity. If sample found ok as per specification/Drawings mentioned in S.O. then factory shall issue clearance for manufacturing of components from approved material only.
 - ii) The supplier shall submit Guarantee/Warranty Certificate along with each supply.
 - iii) The supplier shall submit the QUALITY CONFORMANCE CERTIFICATE from original manufacturer or from self that the materials used in the store are as per the relevant specification/drawing. (Format given at Annex-'A')
 - iv) The supplier shall ensure that **OFD supply order no. & date, nomenclature of material and relevant IS/specification no.** are indicated on the Test Certificate issued by the laboratory. Separate entry of above data by the supplier, on the Test Certificate will not be accepted.
 - v) The supplier shall submit dimensional measurement report with each supply of finished components/sub-assemblies/complete assemblies or packing cases of various stores.
 - vi) In case of rubber items, plastic items and/or glass items, the manufacturer shall supply, free of charge, samples or test pieces/test buttons from the raw material which is used to manufacture the item/component, along with the supplies, for testing at OFD.
- 2) **OTHER SPECIFIC INSTRUCTIONS (In addition to above):**
 - A) **IN CASE OF WIRES/CABLES/ELECTRONICS ITEMS/ASSEMBLIES/STANDARDS PARTS:**

The supplier shall submit lot wise original test certificate of MIL Grade from NABL or Government approved Laboratory indicating the physical, environmental, electronic and/or electrical parameters as per the relevant specification and drawing.
 - B) **IN CASE OF CASTINGS:**
 - i) The supplier shall submit the Test Certificate for the parameters like- Radiography Test on percentage of samples, Magnetic Crack detection, Decarburization, Hardness value, Ultrasonic Test, Electrical and Leak Test etc. as per requirement in line with the drawing/specification.
 - ii) The supplier shall submit dimensional measurement report, representing the complete lot of castings as per drawing along with the supplies.

C) **IN CASE OF MEASURING INSTRUMENTS:**

The supplier shall submit Calibration Certificate from NABL or Gov. accredited laboratory.

D) **IN CASE OF GAUGES:**

- i) The supplier shall submit Calibration Certificate from NABL or Govt. accredited laboratory.
- ii) The supplier shall submit Inspection/Dimensional report of the Gauges along with the hardness test report as per drawing/specification.
- iii) Inspection/Dimensional report of Check Plug should also be provided in case of supply of Check Plug with Gauges.

3) **GENERAL MANUFACTURING INSTRUCTIONS:**

- i) The materials used for manufacturing of any item, should be free from any type of defects and strictly in accordance with the relevant specification and drawing.
- ii) All components shall be made to correct dimensions as per the drawings for interchangeability. No deviation from the drawings is permissible without prior approval from OFD.
- iii) All the critical dimensions must be maintained within the limits of tolerances, specified in the respective drawings.
- iv) All the dimensions where tolerances are not given in the drawing, it must be manufactured within the close limits of general tolerances to maintain the interchangeability & durability of the item.
- v) Brazing and soldering, wherever indicated, should be neat and adherent.
- vi) Any chemical coating, paints, special chemical treatments like dull black, anodizing, carburizing, black anodizing, nickel plating, anti-rust, anti reflection coatings, toughening or hardening on glass components etc. as per the requirement of drawing/specification should be of specified quality, neat and adherent to component. A certificate of conformity of above treatments shall be submitted by the supplier.
- vii) The unwanted sharp edges, corners, burrs & machining chips shall be removed from the components.
- viii) The components shall be assembled as indicated in the drawings.
- ix) All castings shall be sound and free from porosity, cracks or any other defects.
- x) All engravings must be well defined, cut and filled in with the specified filling material for ease of reading as per drawing.
- xi) All knurling shall be sufficiently deep to afford good grip as per drawing.
- xii) Any dimension or operation which seems doubtful w.r.t. manufacturing point of view must be clarified from OFD and clearly understood by the supplier before manufacturing of the item.


DO/Standard Cell