	GUJARAT STATE PETRONET LTD	Revision: 07
	Gas Grid Pipeline	Eff. Date: 01/04/2024
	STANDARD OPERATING PROCEDURE FOR SELECTION OF SUPPLIERS	Approved By : Issued By :-

**01.0 PURPOSE**

To establish a system for selection of suppliers to strengthen vendor data base.

02.0 SCOPE

This procedure is applicable to suppliers of various categories, i.e. Mechanical, Electrical, Instrumentation, Metering & Accessories etc., to assess supplier's capabilities.

03.0 DEFINITION, ABBREVIATION

- **Supplier/Vendor:** Material/ Service Provider.
- **TPIA:** Third Party Inspection Agency
- **PMC:** Project Management Consultancy
- **D&E:** Design & Engineering Department
- **Application:** Vendor Registration Form
- **Days:** Working days

04.0 PROCESS OWNER & RESPONSIBILITY

04.1 HOD (Procurement) is overall responsible for selection of suppliers.

05.0 PROCESS APPROACH**05.1 PROCESS INPUTS:**


SR. NO.	INPUTS	SOURCE	REF. DOC.
01	Vendor Registration Form with supporting documents through GSPL Online Vendor Enlistment Portal	Supplier/ Vendors	GSPL/SOP/SUP/01/F01
02	TPI Report	TPIA	

05.2 RELATED LEGAL AND OTHER REQUIREMENTS:

- Legal Register of GSPL.
- ISO 9001:2015, ISO 14001:15 & ISO 45001: 2018.


05.3 RELATED OUTSOURCES PROCESS

- TPJA for Vendor Assessment Service.

	GUJARAT STATE PETRONET LTD Gas Grid Pipeline	Revision: 07
	STANDARD OPERATING PROCEDURE FOR SELECTION OF SUPPLIERS	Eff. Date: 01/04/2024

05.4 PROCESS AND ITS INTERFACES

SR. NO.	ACTIVITY	Timeline (in Days)	RESPONSIBILITY	REFERENCE
01	GSPL receives application through Online Vendor Enlistment Portal from prospective vendors for vendor enlistment.	-	HOD (Proc.)	
02	Procurement to intimate D&E to review the new vendor application submitted on Vendor Enlistment Portal. D&E to confirm that the material/service for which vendor enlistment required are in line with the GSPL business requirement. In case of rejection, state the reason to communicate vendor.	07	HOD (Proc.)	GSPL/SOP/SUP/01/F01
	After getting confirmation from D&E, Procurement shall forward the application to TPIA. Else, reject the application stating reason	07		
03	D&E to issue latest QAP/Data sheet to Procurement for applicable material/service categories. Procurement to forward the same to TPIA.	-	HOD (Proc.), HOD (D&E)	
04	TPIA scrutinizes the application based on the service agreement between GSPL and TPIA. TPIA checks include but not limited to; <ul style="list-style-type: none"> • Past track record (PTR) • Technical capabilities • Financial capabilities • Statutory/Regulatory compliance 	-	HOD (Proc.)	
05	After reviewing the Application and upon query-reply with vendor, TPIA shall submit draft document review report. Procurement shall share report to D&E for review, D&E to revert for any observation on TPIA report. GSPL observation if any shall be intimated to TPIA by procurement dept. If vendor qualify in document review stage then material/service demonstration shall be recommended by the TPIA in the final document review report. Else, TPIA to submit report with conclusion remarks as "Not recommended".	60 15 07	HOD (Proc.), HOD (D&E)	
06	TPIA to visit for material/service demonstration within 90 days from the date of final document review report submitted by TPIA. GSPL may accompany TPIA for demonstration visit. If vendor does not initiate demonstration within 90 days of intimation by TPIA, application shall be treated as rejected.	90	HOD (Proc.)	
07	After demonstration, TPIA shall submit draft site visit report with their conclusion remark i.e. if perform successful demonstration – "Recommended". Else, "Not recommended".	15	HOD (Proc.), HOD (D&E)	

	GUJARAT STATE PETRONET LTD Gas Grid Pipeline	Revision: 07
	STANDARD OPERATING PROCEDURE FOR SELECTION OF SUPPLIERS	Eff. Date: 01/04/2024

	Procurement shall share the site visit report to D&E for review. D&E to revert and confirm for enlistment/rejection. TPIA to submit final site visit report after getting clearance from GSPL.	15 07		
08	Procurement will compile the list of recommended/ non-recommended vendors and get it approved by Competent Authority periodically.	-	HOD (Proc.)	Approval Note
09	Procurement to update the vendor enlistment list based on the approval received. To issue enlistment/rejection letters against respective applications.	-	HOD (Proc.)	Approved Vendor List

05.5 PROCESS OUTPUTS

Sr. No.	Output	To	Ref doc
01	List of Approved Vendors	Concerned User Department	Approved Vendor List

05.6 PROCESS MONITORING

SR. NO	Monitoring Brief	Monitor	Measure	Analyze	Stage/ Frequency	Acceptance Criteria	Responsibilities	Ref. Record
01	Cycle time for Selection/ Rejection of Supplier	*	*	*	Yearly		HOD (Procurement)	Approval Note


06.0 RECORDS

Sr. No.	Format No.	Title	Mode (File/ Register/ Soft Copy etc)	Location/Path (If Soft Copy)	Retention Period	Manner of Disposal
01	GSPL/SOP/SUP/01/F01	Vendor Application Form	File/ Soft Copy	Head Office	2 Years	Recycle
02	Vendor Details	Approved Vendor List	File/ Soft Copy	Head Office	Renewable	Recycle

07.0 INFRASTRUCTURE & WORK ENVIRONMENT

List of required infrastructure & work environment for converting the inputs to desired outputs for this processes are given below:

- Office space with Air condition atmosphere
- LAN & mobile connectivity
- Desktops, note books, printer, scanners.
- USB devices, data storage devices
- Telecommunication devices & supporting infrastructure
- SAP, MS Office
- Online Vendor Enlistment Portal

	GUJARAT STATE PETRONET LTD Gas Grid Pipeline	Revision: 07
	STANDARD OPERATING PROCEDURE FOR SELECTION OF SUPPLIERS	Eff. Date: 01/04/2024

08.0 REFERENCES

- ISO 9001:2015 Standard Clause 8.4.1 & 8.4.2
- ISO 14001:2015 Standard Clause 8.1
- ISO 45001:2018 Standard Clause 8.1.4
- GSPL Management approved procurement policy

Revision History :

Sr. No:	Details of Changes	Old Rev. No./Date	New Rev. No./Date
01	Revised due to change in standard	04/01.03.2017	05/01.09.2021
02	Processing through Online Vendor Enlistment Portal	05/01.09.2021	06/11.09.2023
03	To streamline the process, Departmental / TPIA's Roles are clearly defined with timeline	06/11.09.2023	07/01.04.2024