All India Institute of Speech and Hearing, Mysore-06

Library and Information Centre (LI/R/06)

Acquisition Section

SH/LIC/AC2/S.P.A./2013-14

**Yearly Vendor Performance Assessment Form (to be along with vendor score card)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| S.N | Firm | P.O. No. | Date of Order | Total Titles  | Total Copies  | Incidents of replacing books due to discrepancy, any | No. of Revision of bill/price proof due to discrepancy | Extension of purchase order if any | Remarks |
| Ordered | Supplied | Not supplied | Ordered | Supplied | Not supplied |
| 1 | SB |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |  |  |  |  |

SB: Standard Book; E.S: Educational Suppliers; O.P: Overseas Press; A.B.: Adithya Books

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**Vendor Score Card (to be used along with vendor assessment card)**

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| Criteria | Vendor | Score(5=maximum;1=Minimum) |
| Timeliness  |  |  |
| Correctness in Invoicing  |  |  |
| Promptness in reply to queries  |  |  |
| Quantity of books supplied |  |  |
| Physical conditions of books supplied  |  |  |
| Accessibility |  |  |