

Annexure – B : Terms and Conditions (Rev 01)
Enquiry Ref: BAP/PUR/PM/9530021E dt.04.04.2013

1. Tender shall be submitted in **two parts**. Part-1 shall consist of Technical and all commercial terms without price . Part-2 shall consist only price bid. Both bids shall be submitted in separate covers sealed and superscribing **Enquiry no , Due date and Technical Bid / Price Bid**.
2. This enquiry shall be subject to jurisdiction of the courts at Ranipet , Vellore District , Tamilnadu.
3. Any revised offer (s) sent by vendors on their own , after the tender opening will be treated as “Unsolicited Offer”. Such offers will not be considered and necessary action as deemed fit will be taken by BHEL on those vendors. Hence , competitive offer to be given in the original offer itself.
4. Tender should be sent in duplicate in a **sealed cover**. Inner cover sealed with tenderer’s distinctive seal and superscribed with correct **tender no , item of supply , due date of opening** and validity of offer addressed by designation to Manager/Purchase , Bharat Heavy Electricals Limited , Boiler Auxiliaries Plant , Indira Gandhi Complex , Ranipet , Vellore District-632406 , India.
5. Point wise confirmation required for Technical Specification Annexure-A.
6. Commercial terms and conditions annexure-C is to be submitted along with technical offer.
7. Unpriced Bid (Price bid without price) is to be submitted along with technical offer.
8. **All tenderers submitting their offers are requested to fill up the “Supplier Registration Form (SRF)” (Annexure-II for Indian Suppliers ; Annexure-III for Foreign Suppliers) and submit along with technical offer. The SRF’s will be assessed and considered for vendor registration purpose separately.**
9. **Offers from manufacturers will only be considered. Incase if manufacturer is not willing to quote , they can authorize their distributor / dealer located closest to Ranipet to quote on their behalf. Only one dealer/distributor shall be nominated. Such offers will be considered only on being accompanied with detailed authorization issued by the OEM. The authorization shall clearly specify the period for which the dealer/distributor is authorized to have business relationship with BHEL. Necessary certificate of dealership/distributorship (where available) shall also be sent along with authorization letter.**
10. **70% of the tender quantity is reserved for ordering on the L1 vendor. 30% of the quantity will be distributed equally among the other techno-commercially qualified bidders (other than L1) provided they are willing to accept the finalized ordering price of BHEL. Orders placed against this tender will be treated as “trial orders only”. The quantity split in this tender will not be applicable for the items where the quantity is equal to or below 150 square meters.**
11. BHEL reserves the right to increase or decrease the tender quantity.

12. Lowest prices received against BHEL tenders need not be the technically acceptable L1 Price and BHEL reserves the right not to consider the same.

13. BHEL reserves the right to negotiate or re-float the tender opened if L1 price is not the lowest acceptable price to inter- alia other reasons.

14. BHEL reserves the right to negotiate the L1 rates.

15. **Authorization Letter** : Such of those tenderers who wish to participate in “tender opening” should attach an authorization letter which shall be duly signed and stamped in original , identifying the representative to be deputed for tender opening.

Quantity Split :

16.a) Please refer cl.10 for quantity split details.

16.b) The quantity split is considered on the grounds of:

- (1) Higher quantity
- (2) Higher tender value
- (3) Capacity limitation of the suppliers.
- (4) Delivery requirement of BHEL
- (5) One or a combination of above or all of the above.

16.c) In no case the highest quoted bidder (H1) would be given the opportunity of the quantity split. Similarly, if there are only two bidders, quantity split will not be generally considered. However in exceptional circumstances, BHEL may still resort to quantity split between the two bidders, to meet their requirements.

16.d) It is understood that Bidders participating in this tender have agreed to this condition. Mere stipulation of the quantity split condition in the tender does not guarantee that BHEL will split the order. BHEL reserves the right to place orders on respective L1 only without resorting to the quantity split, even if the quantity split provision is made available in the tender.

16.e) The quantity split ratio is only indicative and BHEL has the right to modify the same depending on the quantities requirement of their customer projects. Such modifications would be within the range of $\pm 10\%$ of the indicated split ratio.

16.f) The L1 prices and their agreed commercial terms and conditions would be counter-offered to the next higher bidders in the order of their ranking and the quantity split would be given to the bidders who accept it in –toto on the basis of their ranking in the price bid.


16.g) If none of the other bidders accept the counter-offer viz the Price, Quantity, commercial terms and conditions, then the entire quantity of the tender would be ordered with the original L1 only without any further recourse by BHEL.

16.h) The decision that the quantity split would not be operated would generally be intimated to the technically successful bidders before the price bid opening. However in exceptional circumstances, BHEL may resort to ordering only on the respective L1, without the quantity split, even after the price bid is opened. The decision of BHEL in this would be final and would be binding on all the bidders.

Note:

In the event of non-operation of Quantity split , Suppliers are expected to pass on the volume / quantity discounts, as applicable to BHEL.

Counter offer: Will be made matching the lowest landed cost to BHEL(L1)

| | | | |
|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|--------------|-------------|
|  | Annexure-II GUIDELINES TO INDIAN SUPPLIERS FOR FILLING-UP SUPPLIER REGISTRATION FORM | Document No. | AA:MM:SR:01 |
| | | Revision No. | 01amdt.01 |
| | | Page No. | I of II |

- Registration Form may be obtained from BHEL website www.bhel.com.
- Any clarification with respect to procedure for registration may be obtained from the Supplier Development Cell of respective BHEL unit.


- The Supplier Registration Form has four parts:

| | | |
|--------|---------------------------------------|------------------------------------------------|
| Part A | Organisational Information | Form no. SRF(I)01 – page 1 to 10 |
| Part B | Quality System | Form no. SRF(I)01 - page 11 to 12 |
| Part C | Technical Competence | Form no. SRF(I)01 page 13 (if sent by BHEL) |
| Part D | Score Sheet (to be filled by BHEL) | Form no. SRF(I)01 page 14 to 17 |

The set of formats to be filled by different category of suppliers is as follows:

| Sl.No | Supplier Category | Formats |
|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| 1. | Indian Suppliers (manufacturers) | - Organisational Information - Quality System - Technical Competence |
| 2. | Indian Stockist/ Trader/ Distributor/ Dealer/ Authorised Agent/ Channel partner/ Indian Sales office or Subsidiary of registered foreign principal | - Organisational Information SRF(I)01- Part A (page 1 to 10 except Sl. No. 5.1, 5.2, 6.6, 6.7, 7 & 8) |

- All columns are to be filled up properly in the space provided for. Wherever it is not applicable, please mention "Not Applicable". The form is to be signed by the authorised signatory.
- A separate sheet may be attached if the space provided is insufficient or additional information is to be given. Please put proper identification tag on the separately attached sheet.
- Any information / clarification required by BHEL during evaluation must be given expeditiously.
- Please ensure that all required enclosures are attached with the filled up Supplier Registration Form and list of enclosures is given as required.
- Incomplete forms will be rejected.
- Please note that if you are registered and participate in Tender process and qualify to get order from BHEL, your performance based on Quality of your product, delivery performance and service rendered will be evaluated inline with Chapter VI.
- Please fill up the check- list given below and send along with the Supplier Registration Forms to BHEL.

| | | | |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|--------------|-------------|
|  | Annexure-II Check List for Indian Supplier Registration Form | Document No. | AA:MM:SR:01 |
| | | Revision No. | 01amdt.01 |
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| Sl.No. | Check-Point | Yes/No |
|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 1. | Information against all points under “Organizational Information” (Part-A) has been given. | |
| 2. | All enclosures and supporting documents have been enclosed. | |
| 3. | Summary list of enclosures has been furnished as per S.N.10 of Organisational Information form no. SRF (I) 01 & S.N 12 of Quality system form no. SRF (I) 01. | |
| 4. | Are you an ISO 9001 accredited supplier? | |
| 5. | If yes, have you enclosed "Table of Contents" of your Quality Manual and copy of ISO 9001 accreditation certificate? | |
| 6. | Have you filled up Quality System format given in Part B? | |
| 7. | Technical requirements, specifications, drawings, standards have been received from BHEL before filling up Technical Competence, Part C. | |
| 8. | All the parts of the form & enclosures have been signed by Authorised Signatory. | |
| 9. | Have you attached EFT details. (Certified by the bank) | |

Date :

Signature & seal

(Authorised Signatory)

Note: This check list is to be attached with the filled up Supplier Registration Form.

**BHARAT HEAVY ELECTRICALS LIMITED
SUPPLIER REGISTRATION FORM**

FORM NO. SRF(I) 01 (INDIAN SUPPLIER)

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PART- A : ORGANISATIONAL SOUNDNESS

ALL COLUMNS SHOULD BE PROPERLY FILLED IN THE SPACE PROVIDED FOR, WHEREVER IT IS NOT APPLICABLE, PLEASE WRITE "NOT APPLICABLE". INCOMPLETE OR INCORRECT FORMS MAY NOT BE CONSIDERED. **PLEASE ATTACH SEPARATE SHEET, IF SPACE AVAILABLE IS INADEQUATE. INFORMATION WITH * MARKS IS SCOREABLE.**

ALL THE PAGES OF THE FORM ARE TO BE SIGNED ALONGWITH SEAL BY THE AUTHORISED SIGNATORY

| ORGANISATIONAL INFORMATION | | | |
|--------------------------------------------------------------------------------------|-------------|--------------------------------|--------------------------------|
| NAME AND CORRESPONDENCE ADDRESS OF THE SUPPLIER SEEKING REGISTRATION :- | | | |
| 1.0 PRODUCTS / SYSTEMS / SERVICES FOR WHICH REGISTRATION IS APPLIED FOR : | | | |
| SL. NO. | DESCRIPTION | SIZE & RANGE | MFG. STD/ IS / DIN /BS ETC. |
| | | | |
| SUPPLIER'S AUTHORISED SIGNATORY | | BHEL CERTIFIED ASSESSOR | |

**BHARAT HEAVY ELECTRICALS LIMITED
SUPPLIER REGISTRATION FORM**

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ORGANISATIONAL INFORMATION

2.0 GENERAL INFORMATION :

2.1 NAME OF THE WORKS/DIVISION :

ADDRESS :

E - Mail :

TELEPHONE : Landline

Mobile

FAX :

2.2 NAME OF CHIEF EXECUTIVE /
PROPRIETOR / PARTNER & ADDRESS :

2.3 DETAILS OF AUTHORISED SIGNATORY FOR SEEKING CLARIFICATION :

NAME :

DESIGNATION :

E - Mail :

TELEPHONE : Landline

Mobile

FAX :

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

**BHARAT HEAVY ELECTRICALS LIMITED
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ORGANISATIONAL INFORMATION

3.0 OWNERSHIP INFORMATION : DOCUMENTS TO BE FURNISHED

3.1 GOVT. OF INDIA UNDERTAKING:

OR

STATE GOVT. UNDERTAKING :

OR

LIMITED COMPANY, :

MEMORANDUM AND
ARTICLES OF ASSOCIATION

OR

PRIVATE COMPANY :

MEMORANDUM AND
ARTICLES OF ASSOCIATION

OR

CO-OPERATIVE SOCIETY, :

SOCIETY RULES AND
BYE LAWS

OR

PARTNERSHIP FIRM, :

PARTNERSHIP DEED

OR

PROPRIETORSHIP, :

PROFESSION TAX REGN.
AND MUNICIPAL REGN.

ANY OTHER (SPECIFY) :

3.2 NATURE OF BUSINESS :

(MANUFACTURING UNIT/
ENGG CONSULTANT/ EPC CONTRACTOR)

(AGENTS/ DISTRIBUTORS/STOCKISTS/DEALERS/
TRADERS/ INDIAN SUBSIDIARY/ CHANNEL PARTNER – attach authorization
certificate of principal)

3.3 YEAR OF ESTABLISHMENT :

* 3.4 YEAR OF COMMENCEMENT OF BUSINESS :

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

**BHARAT HEAVY ELECTRICALS LIMITED
SUPPLIER REGISTRATION FORM**

FORM NO. SRF(I) 01 (INDIAN SUPPLIER)

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ORGANISATIONAL INFORMATION

4.0 REGISTRATION PARTICULARS

(FURNISH DETAILS AND ENCLOSE COPY OF CERTIFICATE FOR THE FOLLOWING)

4.1 PERMANENT ACCOUNT NO :
4.2 CENTRAL SALES TAX REGN NUMBER :
4.3 STATE SALES TAX / TIN NUMBER :
4.4 EXCISE DUTY REGN NUMBER :
4.5 EXCISE CONTROL CODE NUMBER :
4.6 SERVICE TAX REGN NUMBER :
4.7 CATEGORY AS PER MSMED ACT : MICRO/ SMALL/ MEDIUM
REGN NO. :
VALID UPTO :
(Attach Certificate)

5.0 TOTAL ORGANISATIONAL STRENGTH : (ATTACH ORGANISATION CHART)

| | GRADUATE | DIPLOMA | SKILLED | NON-SKILLED |
|----------------------------------------|----------|---------|---------|-------------|
| ENGINEERING : | | | | |
| MANUFACTURING : | | | | |
| QUALITY : | | | | |
| COMMERCIAL / SERVICE AFTER SALES : | | | | |
| OTHERS : | | | | |
| TOTAL : | | | | |
| * 5.1 POWER BACKUP : (GIVE DETAILS) | YES/ NO | | | |

* 5.2 DOES THE COMPANY SELL ITS PRODUCT DIRECTLY : YES/ NO

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

**BHARAT HEAVY ELECTRICALS LIMITED
SUPPLIER REGISTRATION FORM**

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6.0 OTHER PARTICULARS :

(FURNISH DETAILS AND ENCLOSE DOCUMENTARY EVIDENCE/ COPY OF CERTIFICATE FOR THE FOLLOWING)

* 6.1 IF THE COMPANY IS ALREADY REGISTERED WITH ANY OF BHEL UNITS, GIVE :

6.1.1. BHEL UNIT'S NAME :

6.1.2. SUPPLIER REGN. CODE NO. :

6.1.3. ITEMS FOR WHICH REGISTERED & THEIR SPECIFICATION
(ENCLOSE PROOF OF SUCCESSFUL EXECUTION OF
ONE OR MORE PURCHASE ORDERS) :

* 6.2 IS THE COMPANY APPROVED BY
ASME / NTPC / NPC / EIL / DGS&D / RAILWAYS /
IBR / LLOYDS ETC FOR INTENDED
MATERIAL CATEGORY? : YES / NO
(ENCLOSE DOCUMENTARY EVIDENCE)

* 6.3 IS THE COMPANY ISO 9001 APPROVED? : YES / NO
(ENCLOSE CERTIFICATE & TOC OF QUALITY SYSTEM) :

* 6.4 IS THE COMPANY AN ISO 14000 APPROVED? : YES / NO
(ENCLOSE CERTIFICATE) :

* 6.5 IS THE COMPANY OHSAS - 18000 APPROVED?: YES / NO
(ENCLOSE CERTIFICATE)

* 6.6 TECHNICAL COLLABORATOR :
(FOREIGN OR INDIGENOUS)
(ENCLOSE DOCUMENTARY EVIDENCE)

* 6.7 R&D SET UP

6.8 DIRECTORS / PARTNERS, IF RELATED TO ANY
BHEL EMPLOYEE.
NAME :
STAFE NO. :
DESIGNATION :
Unit & DEPARTMENT :
RELATIONSHIP :

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

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6.9 IF ANY EX-BHEL PERSONNEL IS EMPLOYED BY THE COMPANY, MENTION HIS / HER DETAILS OF LAST POSTING.

NAME :
STAFF NO. :
DESIGNATION :
UNIT & DEPARTMENT :
DATE OF LEAVING SERVICE :

6.10 COMPANY'S WEEKLY HOLIDAYS :

WORKS OFFICE

6.11 EXPERIENCE LIST:

(ATTACH LIST OF PRESENT CUSTOMERS WITH NAME & ADDRESS FOR OFFERED / SIMILAR TYPE & SIZE OF ITEM / EQUIPMENT FOR WHICH REGISTRATION HAS BEEN SOUGHT AND WITH WHOM YOU HAVE CONTINUOUS BUSINESS SINCE LAST THREE YEARS . ALSO ATTACH PERFORMANCE CERTIFICATES ISSUED BY ANY TWO CLIENTS FOR SUCCESSFUL EXECUTION OF THE CONTRACTS FOR LAST TWO YEARS- FOR PEM)

*6.12 DETAILS OF PENDING LEGAL ISSUES ON CONTRACTUAL ASPECTS WITH CUSTOMER , IF ANY

6.13 The following information of Bank Account of the Company, duly endorsed by the Bank (required for Electronic Fund Transfer –EFT/RTGS) is to be submitted

1. Name of the Company
2. Name of Bank
3. Name of Bank Branch
4. City/Place
5. Account Number
6. Account type
7. IFSC code of the Bank Branch
8. MICR Code of the Bank Branch
9. Details of other Bankers (for reference purpose only)

NOTE :

(i) Suppliers who have already submitted the above information are requested to submit a copy of the same.

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

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ORGANISATIONAL INFORMATION

7.0 MANUFACTURING FACILITIES:

***7.1 LIST OF MANUFACTURING FACILITIES/EQUIPMENTS (INCLUDING MATERIAL HANDLING FACILITY)**

| SL. NO | DESCRIPTION OF MACHINE/EQUIPMENT | QUANTITY | MAKE & YEAR OF INSTALLATION | REMARKS |
|--------|----------------------------------|----------|-----------------------------|---------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

IN CASE OF SPACE LIMITATION, PLEASE ENCLOSE ANNEXURE / CATALOGUE WITH TAG

*** 7.2 IF IN-HOUSE MFG FACILITIES NOT AVAILABLE, INFORM SOURCE OF MFG. DETAILS ALONGWITH THEIR FACILITIES & EXPERIENCE**

| SL. NO | PROCESS OUTSOURCED | NAME OF THE COMPANY | DESCRIPTION OF MACHINE / EQUIPMENT | REMARKS |
|--------|--------------------|---------------------|------------------------------------|---------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

IN CASE OF SPACE LIMITATION ENCLOSE ANNEXURE / CATALOGUE WITH TAG

*** 7.3 RATIO OF OUTSOURCED COST TO TOTAL PRODUCTION VALUE:**

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

**BHARAT HEAVY ELECTRICALS LIMITED
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8.0 INSPECTION & TESTING FACILITIES:

*** 8.1 LIST OF INSPECTION & TESTING FACILITIES / EQUIPMENT**

| SL. NO | DESCRIPTION OF FACILITY/ EQUIPMENT & CAPACITY | NOS. | MAKE & YEAR OF MANUFACTURING | LAST DATE OF CALIBERATION |
|--------|-----------------------------------------------|------|------------------------------|---------------------------|
| | | | | |
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IN CASE OF SPACE LIMITATION ENCLOSE ANNEXURE / CATALOGUE WITH TAG

*** 8.2 IF IN-HOUSE TESTING FACILITIES NOT AVAILABLE, INDICATE SOURCE OF TESTING ALONGWITH THEIR FACILITIES & EXPERIENCE**

| SL. NO | TEST | SOURCE OF TESTING | DESCRIPTION OF FACILITY/ EQUIPMENT & CAPACITY | APPROVAL OF EQUIPMENT/ PROCESS/PERSONNEL QUALIFICATION |
|--------|------|-------------------|-----------------------------------------------|--------------------------------------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

IN CASE OF SPACE LIMITATION ENCLOSE ANNEXURE / CATALOGUE WITH TAG

Note:

In case of outsourcing of major testing such as NDT, Electrical & Mechanical Testing, no marks will be awarded. However, material composition testing by chemical method from recognized laboratory shall not attract negative marking

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

BHARAT HEAVY ELECTRICALS LIMITED SUPPLIER REGISTRATION FORM

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| ORGANISATIONAL INFORMATION | | | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|-------------------------------------------------------|-------------------------|--------|----------|
| FINANCIAL INFORMATION FOR THE PREVIOUS FOUR YEARS | | | | | |
| 9.0 | Parameter | Year 1 | Year 2 | Year 3 | Year 4 |
| | | (Years in ascending order, Money value in Rs. Lakhs) | | | |
| * 9.1 | NET WORTH (Share Capital +Reserves) | | | | |
| | Growth over previous year (%) | ----- | | | |
| 9.2 | LONG TERM DEBT / LOAN | | | | |
| * 9.3 | DEBT EQUITY RATIO | | | | |
| | Long term Debt (4.2) Net worth (4.1) | | | | |
| 9.4 | INVESTMENT IN: Land & Building | | | | |
| | Plant & Machinery | | | | |
| | Other Fixed Assets | | | | |
| 9.5* | NET CURRENT ASSETS | | | | |
| | 1 a) Cash on hand | | | | |
| | b) Account receivable | | | | |
| | c) Inventories | | | | |
| | Total | | | | |
| | CURRENT LIABILITY | | | | |
| | 2 a) Sundry creditors | | | | |
| | b) Interest accrued but not due | | | | |
| | c) Other liabilities | | | | |
| | Total | | | | |
| * 9.6 | * QUICK RATIO | | | | |
| | 3 $\frac{CA - INVENT. \{9.5(1)-9.5(1)c\}}{Current liability \{9.5 (2)\}}$ | | | | |
| * 9.7 | SALES | | | | |
| | Growth over previous year (%) | ----- | | | |
| * 9.8 | PROFIT BEFORE TAX | | | | |
| | Growth over previous year (%) | ----- | | | |
| * 9.8 | Whether the supplier has been referred to BIFR / NCLT / any other Govt agency (If YES , enclose details) | | | | YES / NO |
| * 9.9 | Whether the supplier is a potential sick company.(If YES , enclose details) | | | | YES / NO |
| <p>NOTE: 1. Copies of annual accounts (Balance Sheet) for the last four years (or from date of incorporation which ever is less) along with audit report are to be submitted. The above details shall be highlighted in the Balance Sheet.</p> <p>2. Status of Tax assessments done under various laws (Income Tax, VAT/Sales Tax, Excise & Service Tax, Custom) and details of disputes pending, if any, with these authorities to be submitted.</p> | | | | | |
| SUPPLIER'S AUTHORISED SIGNATORY | | | BHEL CERTIFIED ASSESSOR | | |

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10. LIST OF ENCLOSURES (Tags to be put on enclosures) :

- (i) MEMORANDUM AND ARTICLES OF ASSOCIATION / SOCIETY RULES AND BYE LAWS / PARTNERSHIP DEED/ PROFESSION TAX REGN & MUNICIPAL REGN. : YES / NO
- (ii) Copy of certificate of following:-
- PERMANENT ACCOUNT NO : YES / NO
 - CENTRAL SALES TAX REGN NUMBER : YES / NO
 - STATE SALES TAX / TIN NUMBER : YES / NO
 - EXCISE DUTY REGN NUMBER : YES / NO
 - EXCISE CONTROL CODE NUMBER : YES / NO
 - SERVICE TAX REGN NUMBER : YES / NO
 - REGN NUMBER OF CATEGORY AS PER MSMED ACT : YES / NO
- (iii) ORGANISATION CHART : YES / NO
- (iv) If registered with any other BHEL Unit,
- LETTER OF REGISTRATION WITH BHEL UNIT : YES / NO
 - PROOF OF SUCCESSFUL EXECUTION OF ONE OR MORE PURCHASE ORDERS : YES / NO
- (v) Letter of approval from ASME / NTPC / NPC / EIL / DGS&D / RAILWAYS / IBR / LLOYDS ETC : YES / NO
- (vi) Accreditation certificate for
- ISO: 9001 : YES / NO
 - TOC of Quality System Manual : YES / NO
 - ISO : 14000 : YES / NO
 - OHSAS , ISO 18000 : YES / NO
- (vii) Letter regarding technical collaboration : YES / NO
- (viii) Experience List / Performance certificate : YES / NO
- (ix) Balance Sheet for the last four years along with audit Report : YES / NO
- (x) Principal's authorization in case of dealers/ agents : YES / NO
- (xi) EFT Bank's certificate : YES / NO

I /WE GIVE THE UNDERTAKING THAT BHEL DRAWINGS & SPECIFICATIONs SHALL NOT BE USED IN ANY WAY DETRIMENTAL TO THE INTEREST OF BHEL AND/ OR FOR SUPPLY OF ANY MATERIAL, PRODUCT OR SERVICES DIRECTLY OR INDIRECTLY TO ANY OTHER CUSTOMER.

Maximum Marks = 50

Negative Marks = -13

Minimum Qualifying marks = 30

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

**BHARAT HEAVY ELECTRICALS LIMITED
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FORM NO. SRF(I) 01

Part B (QUALITY SYSTEM):

| Sl. No | PARAMETERS | SYSTEM IN EFFECT (Tick if exists & provide evidences if ticked in written procedure) | | RECORDS (Tick if available & submit evidences) | REMARKS |
|--------|----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|----------|---------------------------------------------------|-----------------------------------------------------------------------------|
| | | Written Procedure | Practice | | |
| 1* | Incoming Material Control System | | | | Furnish a copy of system and organization. |
| 2* | In process control | | | | Furnish at least one work instruction & record of process control parameter |
| 3* | Manufacturing / Testing Procedure Qualification | | | | Procedure Qualification specification may be submitted |
| 4* | Personnel qualification for 3 above. | | | | Record of Personnel qualification (PQR) to be submitted |
| 5* | Calibration system | | | | Submit list of instrument & their calibration status |
| 6* | System of Identification & Traceability of materials, tools, jigs, fixtures & processed components, etc. | | | | Copy of procedure to be submitted |
| 7* | System of Storage, Preservation, Painting & packing | | | | Copy of procedure to be submitted |
| 8* | System of NCR disposition & corrective preventive action | | | | Two copies of NCR & CAPA |
| 9* | Customer complaints handling system | | | | Submit list of customer complaints & status for the last three years |
| 10* | Safety measures | | | | Submit copy of safety system & Record of accidents for last three years |
| 11 | Any other quality initiative | | | | |

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

**BHARAT HEAVY ELECTRICALS LIMITED
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FORM NO. SRF(I) 01

Part B (QUALITY SYSTEM):

12. LIST OF ENCLOSURES

- (i) Copy of system of control incoming materials and organization chart
- (ii) Copy of at least one process control work instruction
- (iii) Record of process control parameter
- (iv) Copy of at least one Procedure Qualification specification
- (v) Record of Personnel qualification (PQR)
- (vi) List of instrument & their calibration status
- (vii) Copy of procedure for Identification & Traceability of materials, tools, jigs, fixtures & processed components, etc.
- (viii) Copy of procedure for Storage/ preservation/ painting & packing
- (ix) Copies of two NCRs and their CAPA.
- (x) List of customer complaints & status for the last three years
- (xi) Copy of safety system
- (xii) Record of accidents for last three years

Maximum Marks = 25

Minimum Qualifying marks = 15

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

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Part C : TECHNICAL COMPETENCE

Technical competence shall be evaluated in two parts viz. common competence and product/material category specific competence.

(i) COMMON TECHNICAL COMPETENCE (Max Marks: 10)

| TECHNICAL COMPETENCE (where design specification is given by BHEL) | MARKING RANGE | SUPPLIER RESPONSE (ALONG WITH SUPPORTING DOCUMENTS) | MARKS BY BHEL |
|--------------------------------------------------------------------------------------------------|---------------|-----------------------------------------------------|---------------|
| 1. Supplier understands the product specification. | (0-3) | | |
| 2. Supplier understands the inspection requirements. | (0-2) | | |
| 3. Supplier has process capability to achieve the product specification/dimensional requirement. | (0-3) | | |
| 4. Supplier has experienced manpower to carry out the job. | (0-2) | | |
| TOTAL MARKS OUT OF POSSIBLE (10) = --- | | | |

OR

| TECHNICAL COMPETENCE (where performance specification is given by BHEL) | MARKING RANGE | PROCEDURE | | SYSTEM IN EFFECT | | RECORDS | |
|-------------------------------------------------------------------------------------|---------------|-----------------------------------------------------|---------------|-----------------------------------------------------|---------------|-----------------------------------------------------|---------------|
| | | SUPPLIER RESPONSE (ALONG WITH SUPPORTING DOCUMENTS) | MARKS BY BHEL | SUPPLIER RESPONSE (ALONG WITH SUPPORTING DOCUMENTS) | MARKS BY BHEL | SUPPLIER RESPONSE (ALONG WITH SUPPORTING DOCUMENTS) | MARKS BY BHEL |
| 1. Design capability | (0-3) | | | | | | |
| 2. Adequacy of quality assurance plan | (0-2) | | | | | | |
| 3. Process capability for components | (0-3) | | | | | | |
| 4. Adequate of testing | (0-2) | | | | | | |
| TOTAL MARKS OUT OF POSSIBLE (10) | | | | | | | |
| Average of Total (Total/3) = ----- | | | | | | | |

(ii) PRODUCT/ MATERIAL CATEGORY SPECIFIC TECHNICAL COMPETENCE

(Max Marks: 15)

Unit MISCC to structure the parameters to be considered for the technical competence depending on material category. The score of individual parameter selected is to be decided by MISCC. MISCC shall identify the requirement of enclosures to be furnished by supplier
Product:

| Sl. No | Material category | Tech Parameter | Supplier's response | Remarks |
|--------|-------------------|----------------|---------------------|---------|
| | | | | |
| | | | | |

To be filled up only on receipt of technical requirements/ specification, drawings, standards from BHEL and to be sent to BHEL for further scrutiny. Enclose documentary evidence where ever required.

LIST OF ENCLOSURES:

Maximum Marks = 25

Minimum Qualifying marks = 15

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

BHARAT HEAVY ELECTRICALS LIMITED SUPPLIER REGISTRATION FORM

FORM NO. SRF(I) 01 (INDIAN SUPPLIER)

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Part D : SCORE SHEET

1. ORGANISATIONAL SOUNDNESS (for Manufacturers):

| S.N. | PARAMETER | CRITERIA | Maxm. Marks | Marks Awarded |
|------|-----------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|-------------|---------------|
| 1. | Whether all relevant information like ownership, PAN no., sales tax no., excise duty no., etc. submitted | Yes: 2 No: 0 | 2 | |
| 2. | 3.4 YEAR OF COMMENCEMENT OF BUSINESS | More than 5 years : 2 1-5 years : 1 Less than 1 year : 0 | 2 | |
| 3. | 5.1 POWER BACKUP | Yes : 1 No : 0 | 1 | |
| 4. | 5.2 DOES THE COMPANY SELL ITS PRODUCT DIRECTLY | Yes : 1 No : 0 | 1 | |
| 5. | 6.1 REGISTERED WITH ANY OF BHEL UNITS | Yes (same item) : 2 Yes (another item) : 1 No : 0 | 2 | |
| 6. | 6.2 APPROVAL BY ASME/ NTPC/ NPC/ EIL/ DGS&D/ RAILWAYS/ IBR/ LLOYDS ETC | Yes : 2 No : 0 | 2 | |
| 7. | 6.3 ISO 9001 ACCREDITATION | Yes : 3 No : 0 | 3 | |
| 8. | 6.4 ISO 14000 ACCREDITATION | Yes : 1 No : 0 | 1 | |
| 9. | 6.5 OHSAS - 18000 ACCREDITATION | Yes : 1 No : 0 | 1 | |
| 10. | 6.6 TECHNICAL COLLABORATOR : (FOREIGN OR INDIGENOUS) | Yes : 1 No : 0 | 1 | |
| 11. | 6.7 R & D SET UP | Yes : 1 No : 0 | 1 | |
| 12. | 6.12 PENDING LEGAL ISSUES ON TECHNO – COMMERCIAL ASPECTS WITH CUSTOMER | Yes : -5 No : 0 | 0 | |
| 13. | 7.1 & 7.2 MANUFACTURING FACILITIES INCLUDING OUTSOURCING | Adequate : 3 Substantial : 2 Inadequate : 0 | 3 | |
| 14. | 7.3 RATIO OF OUTSOURCED COST TO TOTAL PRODUCTION VALUE | Less than 10% : 2 10 to 30 % : 1 More than 30% : 0 | 2 | |
| 15. | 8.1 INSPECTION & TESTING FACILITIES | Adequate : 2 Substantial : 1 Inadequate : 0 | 2 | |
| 16. | 8.2 OUTSOURCING OF MAJOR TESTING FACILITY (Refer Note) | Yes : 0 No : 1 | 1 | |
| | TOTAL | | 25 | |

1. ORGANISATIONAL SOUNDNESS (for Indian Stockist/ Trader/ Distributor/ Dealer/ Authorised Agent/ Channel partner/ Indian Sales office or Subsidiary of registered foreign principal):

| S.N. | PARAMETER | CRITERIA | Maxm. Marks | Marks Awarded |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|-------------|---------------|
| 1. | Whether all relevant information like ownership, PAN no., sales tax no., etc. submitted (clause 6.0 of chapter V to be referred in this regard) | Yes: 7 No: 0 | 7 | |
| 2. | 3.4 YEAR OF COMMENCEMENT OF BUSINESS | More than 3 years : 2 1-3 years : 1 Less than 1 year : 0 | 2 | |
| 3. | 6.1 REGISTERED WITH ANY OF BHEL UNITS | Yes (same item) : 2 Yes (another item) : 1 No : 0 | 2 | |
| 4. | 6.2 APPROVAL BY ASME/ NTPC/ NPC/ EIL/ DGS&D/ RAILWAYS/ IBR/ LLOYDS ETC | Yes : 2 No : 0 | 2 | |
| 5. | 6.3 ISO 9001 ACCREDITATION | Yes : 2 No : 0 | 2 | |
| 6. | 6.12 PENDING LEGAL ISSUES ON TECHNO – COMMERCIAL ASPECTS WITH CUSTOMER | Yes : -5 No : 0 | 0 | |

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Part D: SCORE SHEET

2. FINANCIAL INFORMATION (for Manufacturers):

| S.N. | PARAMETER | CRITERIA | Maximum Marks | Marks Awarded |
|--------------|---------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|---------------|---------------|
| 1. | 9.1 Growth of Net Worth over previous year (%) Average of three years to be worked out | More than 20 % : 5 10 – 20 % : 4 5 – 10 % : 3 > 0 & < 5 % : 2 0 or below : 0 | 5 | |
| 2. | 9.3 DEBT EQUITY RATIO <u>Long term Debt (9.2)</u> Net worth (9.1) | 1 : 1 : 5 1.1 upto 1.5 : 1 : 4 1.6 upto 2.0 : 1 : 3 2.0 & above : 1 : 2 | 5 | |
| 3. | 9.5 QUICK RATIO <u>CA - INVENTORIES {9.5(1)-9.5(1)c}</u> Current liability {9.5 (2)} | 1 : 1 : 5 1 : 1 upto 1.5 : 4 1 : 1.5 upto 1.75 : 3 1 : 1.75 upto 2.5 : 2 1 : > 2.5 : 0 | 5 | |
| 4. | 9.6 Growth in Sales over previous year (%) Average of three years to be worked out | More than 35% : 5 20 -35 % : 4 10 – 20 % : 3 5 – 10 % : 2 > 0 & < 5 % : 1 0 or negative : 0 | 5 | |
| 5. | 9.7 PROFIT BEFORE TAX Growth over previous year (%) | More than 20 % : 5 10 – 20 % : 4 5 – 10 % : 3 > 0 & < 5 % : 2 0 or below : 0 | 5 | |
| 6. | 9.8 Whether the supplier has been referred to BIFR / NCLT/ any other similar Govt agency | Yes: -5 No : 0 | 0 | |
| 7. | 9.9 Whether the supplier is a potentially sick company | Yes: -3 No : 0 | 0 | |
| TOTAL | | | 25 | |

Note: If the supplier is new in business and does not have past data, then the evaluation will be done on the basis of information provided by him and will be decided by MISCC.

2. FINANCIAL INFORMATION (for Indian Stockist/ Trader/ Distributor/ Dealer/ Authorised Agent/ Channel partner/ Indian Sales office or Subsidiary of registered foreign principal):

| S.N. | PARAMETER | CRITERIA | Maximum Marks | Marks Awarded |
|------|---------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|---------------|---------------|
| 1. | 9.6 Growth in Sales over previous year (%) Average of three years to be worked out | More than 35% : 5 20 -35 % : 4 5 - 20 % : 3 >0 - 5 % : 2 0 or negative : 0 | 5 | |
| 2. | 9.7 PROFIT BEFORE TAX Growth over previous year (%) | More than 20 % : 5 5 – 20 % : 4 >0 – 5 % : 3 0 or below : 0 | 5 | |

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Part D : SCORE SHEET

3. QUALITY SYSTEM :

| S.N. | PARAMETER | CRITERIA | Maxm. Marks | Marks Awarded |
|--------------|----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------|
| 1. | Incoming Material control System | System availability : Yes: 1 No : 0 | 1 | |
| | | Availability of Organisation chart Yes: 1 No : 0 | 1 | |
| 2. | Process control | Work instruction available: Yes: 1 No : 0 | 1 | |
| | | Record of process Control : Available : 2 Partial record : 1 Not available: 0 | 2 | |
| 3. | Manufacturing / Testing Procedure Qualification | Procedure Qualification Specification : Adequate : 3 In adequate: 1 Not available : 0 | 3 | |
| 4. | Personnel qualification | Record of PQR: Adequate : 3 In adequate: 1 Not available : 0 | 3 | |
| 5. | Calibration system | Adequate : 3 In adequate: 1 Not available : 0 | 3 | |
| 6. | System of Identification & Traceability of materials, tools, jigs, fixtures & processed components, etc. | Procedure available : Adequate : 2 In adequate: 1 Not available : 0 | 2 | |
| 7. | System of Storage/ preservation/ painting & packing | Procedure available : Adequate : 2 In adequate: 1 Not available : 0 | 2 | |
| 8. | System of NCR disposition & corrective preventive action | Two copies of NCR & CAPA Available :2 Not available : 0 | 2 | |
| 9. | Customer complaints handling system | System available : Yes: 1 No : 0 | 1 | |
| | | Complaints registered & resolved : 2 Complaints registered & partially resolved : 1 Complaints not registered or not resolved : 0 | 2 | |
| | | | | |
| 10. | Safety measures | System available : Yes: 1 No : 0 | 1 | |
| | | Record available : Yes: 1 No : 0 | 1 | |
| TOTAL | | | 25 | |

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Part D : SCORE SHEET

4. TECHNICAL COMPETENCE

Column no. 1 to 4 to be filled by MISCC before sending to supplier. Column no. 5 to be filled by BHEL certified Assessor after evaluation of supplier response.

| Sl. No (1) | Parameter (2) | Scoring criteria (3) | Maximum Marks (4) | Marks obtained (5) |
|---------------|------------------|-------------------------|----------------------|-----------------------|
| | | | | |
| | | | | |
| | | | | |
| | TOTAL | | 25 | |

SUMMARY:

| Sl. No | Criteria | Maxm Marks | Qualifying marks * | Marks obtained | Recommendation for registration |
|--------|--------------------------|------------|--------------------|----------------|--------------------------------------------------------------------------------|
| 1. | Organisational Soundness | 50 | 30 | | Recommended : Permanent code /Development code/ Trial code |
| | Financial Information | | | | |
| 2. | Quality System | 25 | 15 | | |
| 3. | Technical Competence | 25 | 15 | | |
| | TOTAL | 100 | 60 | | Not recommended |

***Minimum Qualifying Score in Each category shall be 60%.**

REGISTRATION CRITERIA:

| Sl. No | Score | Recommendation |
|--------|--------------|---------------------------------------------------------------------------------------------------------------------------|
| 1. | More than 90 | Supplier is to be registered and given Permanent code, Normally no visit is called for. |
| 2. | >75 <=90 | Supplier may be visited if recommended by MISCC or to be registered and given permanent code. |
| 3. | >=60 <=75 | Supplier may carry out suggested improvements if advised by MISCC Supplier's visit is mandatory. Trial code may be given. |
| 4. | Less than 60 | Not to be registered |

Signatures: MISCC and Supplier Evaluation Team (in case of visit)

1)

2)


3)

4)

5)

6)

| |
|-------------------------|
| BHEL CERTIFIED ASSESSOR |
|-------------------------|

| | | | |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|--------------|-------------|
|  | Annexure-III GUIDELINES TO FOREIGN SUPPLIERS FOR FILLING UP SUPPLIER REGISTRATION FORM | Document No. | AA:MM:SR:01 |
| | | Revision No. | 01 amdt.01 |
| | | Page No. | I of II |

1. Registration Form no. SRF(F)01 may be obtained from BHEL website www.bhel.com.
2. Any clarification with respect to procedure for registration may be obtained from the Supplier Development Cell of respective BHEL unit.
3. All columns are to be filled up properly in the space provided for. Wherever it is not applicable, mention it as “Not Applicable”. The form is to be signed by the authorised signatory and submitted in original.
4. Please attach separate sheet if the space provided is insufficient. For any other information also, separate sheet may be attached.
5. Any information / clarification required by BHEL during processing of registration must be given expeditiously.
6. Please ensure that all required enclosures are attached with the filled up Supplier Registration Form and list of enclosures is given as required.
7. Please fill up the check- list given on next page and send along with the Supplier Registration Forms to BHEL.
8. Please note that if you are registered and participate in Tender process and qualify to get order from BHEL, your performance based on Quality of your product, delivery performance and service rendered will be evaluated inline with Chapter VI.

| | | | |
|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|--------------|-------------|
|  | Annexure-III CHECK-LIST FOR FOREIGN SUPPLIERS REGISTRATION FORM | Document No. | AA:MM:SR:01 |
| | | Revision No. | 01 amdt.01 |
| | | Page No. | II of II |

| S.N. | Check-Point | Yes/No |
|------|--------------------------------------------------------------------------------------------------------------------|--------|
| 1.0 | Information against all points in the Supplier Registration Form has been given. | |
| 2.0 | Authorisation letter has been enclosed (in case of Indian representative) | |
| 3.0 | Banker's certificate has been enclosed | |
| 4.0 | Are you an ISO: 9001 accredited supplier? | |
| 4.1 | If yes, have you enclosed copy of ISO 9001 accreditation certificate & "Table of Contents" of your Quality Manual? | |
| 4.2 | If no, have you enclosed written down procedure / manual of Quality Management System? | |
| 5.0 | Have you enclosed experience list/ performance certificate (as per sl. 3.0 of the form SRF(F) 01) | |
| 6.0 | List of enclosures has been furnished (as per Sl 5.0 of the form SRF(F) 01) | |
| 7.0 | All the parts of the form & enclosures have been signed by Authorised Signatory. | |
| 8.0 | D&B Report/ Credit Reform report etc. has been attached. | |

Date :

Signature & seal

(Authorised Signatory)

Note : This check list is to be attached with the filled up Supplier Registration Form.

BHARAT HEAVY ELECTRICALS LIMITED , INDIA

ANNEXURE-III

FORM NO. SRF(F)01 : (FOREIGN SUPPLIER)

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1.8 YEAR OF COMMENCEMENT OF BUSINESS :

1.9 PRODUCTION CAPACITY PER ANNUM :

1.10 PARTICULARS OF PRODUCTS INCLUDING SPECIFICATION AND RANGE OFFERED FOR REGISTRATION : (ATTACH BROCHURES AND CATALOGUES)

1.11 NAME (S) OF BANKERS :

1.12 BANKER'S CERTIFICATE AS TO CREDITWORTHINESS OF THE CLIENT
(Enclose Certificate) :

1.13 PORT OF LOADING :

1.14 NEAREST AIRPORT :

1.15 Report from D&B/ Credit Reform etc. (As per Cl. 7.1 of Chapter V)
(MANDATORY):

2.0 FINANCIAL INFORMATION : (FOR LAST 3 YEARS)

| PARAMETER | YEAR -1 | YEAR -2 | YEAR -3 |
|------------------|---------|---------|---------|
| ANNUAL TURN OVER | | | |
| PROFIT AFTER TAX | | | |

(COPY OF AUDITED ANNUAL ACCOUNTS FOR LAST 3 YEARS TO BE ENCLOSED)

3.0 QUALITY MANAGEMENT SYSTEM :

3.1 IS THE COMPANY ISO:9001 CERTIFIED : YES / NO

3.1.1 IF YES, ENCLOSE COPY OF CERTIFICATE & TABLE OF CONTENTS OF QUALITY MANUAL.

3.1.2 IF NO, ENCLOSE QUALITY MANAGEMENT SYSTEM OR WRITTEN DOWN PROCEDURE

4.0 EXPERIENCE LIST/ PERFORMANCE CERTIFICATE FOR OFFERED / SIMILAR ITEMS :

(ATTACH LIST OF PRESENT CUSTOMERS WITH NAME & ADDRESS FOR OFFERED / SIMILAR TYPE & SIZE OF ITEM / EQUIPMENT FOR WHICH REGISTRATION HAS BEEN SOUGHT AND WITH WHOM YOU HAVE CONTINUOUS BUSINESS SINCE LAST THREE YEARS)

5.0 ANY OTHER INFORMATION :

6.0 LIST OF ENCLOSURES :

(BROCHURES, CATALOGUES, TECHNICAL LITERATURE ETC.)

Signature & Seal

AUTHORISED SIGNATORY

E – Mail

NAME :

TELEPHONE : (Landline):

DESIGNATION :

Mobile :

DATE :