

## Factory Inspection Certificate

Certificate Number:-----

Certificate Date :-----

1. LC Number	EC/030/2011
2. Contract Description	<p>Designing, engineering, furnishing, fabricating, manufacturing, inspection, insurance, export, packing, delivering, storing, installing, testing, training, start-up, and commissioning of</p> <p>a. Gas turbine generators,  b. Transformers,  c. Fuel systems and contractual balance of plant systems  d. All civil and construction works to result in a fully functional gas turbine simple cycle power generating station in accordance with the contract document.</p>
3. Name of Purchaser	M/s Public Electricity Corporation (PEC)
4. Name of Seller	M/s Bharat Heavy Electricals Limited
5. Name of Manufacturer	-----
6. Description of Goods	-----
7. Total Quantity	-----
8. Total Weight	-----
9. Total Packages	-----

**Declaration:** This is to certify that all equipment has been factory tested prior to ex-work shipment, have been witnessed and the test reports have been signed by the attending of their supervision and witnessing during design, manufacturing by attending engineer and stating that goods which were inspected are of high quality, brand new and in unused condition and in compliance with specification in contract documents.

(Signature)

Signature

Signature

(Manufacturer)

(BHEL)

(TKC)



संस्थान मानक (सीम - हरिद्वार)

HW 0232898

पृष्ठ का

PLANT STANDARD (HEEP - HARDWAR)

Page 1 of 22

BASED ON: BHEL EXPERIENCE

**SEA-WORTHY PACKING FOR EXPORT ORDERS**

**1.0 GENERAL**

This plant standard covers guide lines for making Sea-worthy standard packing boxes to be used for transportation of equipment weighing upto 20000 kg for export orders. Vendors shall be responsible for packing and shall meet the minimum requirements specified herein. Equivalent or better packing methods may be deployed subject to approval of the purchaser. Vendor shall submit the packing procedure for their equipments for purchaser's approval. This plant standard is also applicable for in-house products.

**2.0 PACKING WOOD**

**2.1** The wood shall conform to specification No. AA 51401.

**3.0 TYPE**

The following types of packing boxes shall be used:

Type 1 : For loads below 1000 kg : Packing boxes without base beams (See Fig. 1 & Table - 1).

**Note** : IN CASE OF CONCENTRATED LOAD, SUITABLE SUPPORTING BEAM SHALL BE PROVIDED.

Type 2 : For loads from 1000 kg and up to 20000 kg, packing boxes having base with beams, end shooks, side shooks and top (see Fig. 2A,2B,2C,2D, 2E,2F & 2G).

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स्वायत्तिकाए एवं गोपनीय

इस दस्तावेज में दी गई सूचना भारत भारी इलेक्ट्रिकल्स लि. की संपत्ति है। इसका प्रयोग एवं आरक्षण इसकी संपत्ति में ही होना चाहिए। जो कि स्वयंसेवक के हित में अधिकतम होना चाहिए।




हस्ताक्षर एवं तिथि  
SIGN & DATE

24.11.02

संस्थागत संख्या  
INVENTORY NO.

P-3800

				नाम NAME	दिनांक एवं हस्ताक्षर SIGNATURE & DATE
CDX	G.K.JHA		अनुवादक TRANSLATED BY		
QAX	S.S.CHAUHAN		निर्माणकर्ता WORKED BY	B.SINGH	30/10/02
TSX	R.BHATIA		जांचकर्ता CHECKED BY	S.S.AHMED	30/10/02
सहमत विभाग AGREED DEPTT	नाम NAME	दिनांक एवं हस्ताक्षर DATE & SIGNATURE	पर्यवेक्षणकर्ता SUPERVISED BY	MISHRI LAL	30.10.02
<b>संस्थान मानक समिति</b> APPROVED : PLANT STANDARDS COMMITTEE					
REV.NO. 01			निर्माता PREPARED : PGE	जारी : मानक विभाग ISSUED : STANDARDS DIVISION	थयनांक : DATE : 07.08.2001
Di.13-11-02					

रिकार्ड एवं सिग्नेचर SIGN & DATE		<b>संस्थान मानक (डीप - हरद्वार)</b>		<b>HW 0232898</b>	
		<b>PLANT STANDARD (HEEP - HARDWAR)</b>		पृष्ठ Page	का of
सुपरसेड्स इन्वेंट्री नं. SUPERSEDES INVENTORY NO.	<p><b>4.0 BASE</b></p> <p><b>4.1</b> For wooden base, sizes of longitudinal &amp; cross beams shall be selected from Annexure - 1 &amp; 2 respectively. The wooden base shall be made as per the details given in Fig. 2A &amp; 2B.</p> <p><b>4.2</b> For steel base, sizes of channels for manufacture of beams shall be selected from Annexure - 3 &amp; 4.</p> <p><b>4.3</b> The steel base shall be made as per the details given in Fig. 2F.</p> <p><b>4.4</b> The distance between the axes of adjacent longitudinal beam shall not exceed 1000 mm.</p> <p><b>4.5</b> The packing box with steel base shall be made as per details given in Fig. 2G.</p> <p><b>4.6</b> Additional cross beam if required shall be in pairs and be provided as shown in Fig. 2B. Size of cross beam shall be as per Annexure- 2.</p> <p><b>4.7</b> When the equipment rest on the boards of the bottom, the thickness of bottom boards shall be 40 mm. Wherever the equipments are fastened to the cross beams, the thickness of board shall be 20mm. The bottom board should have lap joint as shown in detail - 1 of Fig. 2A, 2B &amp; 2G.</p> <p><b>5.0 SLING PLATE</b></p> <p><b>5.1</b> Sling plate shall be provided as shown in Fig. 2A &amp; 2B to prevent damage to the packing box during lifting.</p> <p><b>5.2</b> The size of sling plate shall be selected from Table - 1 of P.S.No. 12.8066, depending upon the net weight of the consignment. Upto 5000 Kg, more than 5000 Kg &amp; upto 10,000 Kg and more than 10,000 Kg, size of sling plate shall be as per code No. 001,002 &amp; 003 respectively.</p> <p><b>6.0 END SHOOKS, SIDE SHOOKS &amp; TOP</b></p> <p><b>6.1</b> The frame of end shook, side shook &amp; top should be made with batten of size 40 mm X 120 mm. The distance between adjacent horizontal &amp;</p>				
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स्वयंपादिकार एवं गोपनीय इस दस्तावेज में दी गई सूचना भारत भारती इलेक्ट्रिकल्स की संपत्ति है. इसका प्रयोग केवल उद्देश्य के लिए ही किया जा सकता है. किसी भी प्रकार का प्रयोग, जो कि कंपनी के हित में हानिकारक हो, न किया जाए.					
रिकार्ड एवं सिग्नेचर SIGN & DATE 14.11.02					
सुपरसेड्स इन्वेंट्री नं. INVENTORY NO. P-3800	REV.NO. 01		निर्माणकर्ता WORKED BY B.SINGH		30/10/02
			जांचकर्ता CHECKED BY S.S.AHMED		20/10/02





संस्थान मानक (हीप - हार्डवार)

HW 0232898

पृष्ठ का Page 4 of 22

PLANT STANDARD (HEEP - HARDWAR)

रिजिस्टर सं. दिनांक  
SIGN & DATE

सिप्लेसमेंट नं.  
INVENTORY NO

कॉपी नं. संका की  
अधिकतम संका है

स्वतन्त्रता दिनांक एवं गोपनीय  
इस प्रस्ताव में दी गई सुझावों को प्रोत्साहित करने के लिए प्रोत्साहित किया गया है।  
अपवाद संका में किसी भी प्रकार का संशोधन या परिवर्तन करने से बचना चाहिए।

रिजिस्टर सं. दिनांक  
SIGN & DATE  
14.11.02

कॉपी नं. संका की  
INVENTORY NO  
P-3800

7.6 Packing boxes shall be finally covered from all the four sides & top with 0.63 mm thick G.I sheet (see Fig. 5).

7.7 Type- 1 packing boxes shall be strapped with binding steel strip as per the details given in Table - 1.

8.0 MOISTURE ABSORBER

Silica gel is used for this purpose to protect the contents over sufficiently long time from corrosion. At the time of use, silica gel should be so dried that its colour becomes dark blue. These shall be filled in small cotton bags. Before sealing the equipment, the silica gel bags should be kept inside the polyethylene film cover at different locations. The quantity of silica gel should not be less than 1.0 Kg per cubic metre volume of the packing box.

9.0 PACKING SLIP

Two nos. steel packing slip holders, Specification No. AA 7240901 containing the packing list, sealed in thick polyethylene film, shall be fixed, one inside and the other outside the packing box.

10.0 MARKING ON THE PACKING BOXES

10.1 External, front & rear sides of boxes should be used for writing Instructions / marking..

10.2 The various caution signs shall be marked with stencil on both sides of the packing box as per Annexure - 5.

10.3 The following information shall also be stenciled in letters / figures of English Alphabets of 13 mm to 50 mm height.

NET WEIGHT :  
GROSS WEIGHT :  
LxBxH :

REV.NO.  
01

निर्माणकर्ता  
WORKED BY  
B.SINGH

जांचकर्ता  
CHECKED BY  
S.S.AHMED

30/10/02  
30/10/02

SUPERSEDES INVENTORY NO.  
 भारतीय सूची संस्था की अधिकारिता अंतर्गत है



**11.0 DESPATCH DETAILS**

Despatch details such as consignor / consignee address, contract details, country of origin, port of delivery and any other marking required by customer shall be stenciled in letters / figures of English Alphabet of 13 mm to 50 mm height.

- NOTE :
1. ALL THE CAUTION SIGNS SHALL BE MARKED IN RED INDELIBLE (NON- WASHABLE) INK.
  2. ALL OTHER INFORMATIONS SHALL BE CARRIED OUT IN BLACK INDELIBLE (NON- WASHABLE) INK.
  3. SEAL TIGHT PACKING BOXES SHALL NOT BE OPENED DURING TRANSPORTATION TILL DESTINATION. THEREFORE, TO AVOID OPENING OF PACKING BOXES FOR EXAMINATION BY THE CUSTOMS AUTHORITIES, THE PACKING BOXES SHALL BE GOT SEALED BY LOCAL EXCISE AUTHORITIES AND THE PACKING LIST SHALL BE GOT ENDORSED FROM SUPERINTENDENT CENTRAL EXCISE.

**12.0 INSPECTION (OF PACKING FOR BOUGHT OUT ITEMS)**

BHEL / Its customer reserves the right to carry out inspection of packing boxes. Vendor shall give inspection call to BHEL / Inspection Agency, two week in advance before starting the packing of equipment.

**13.0 CROSS REFERRED STANDARD**

- |                 |             |
|-----------------|-------------|
| i) AA 51401     | x) 0958.004 |
| ii) AA 51416    | xi) 12.8066 |
| iii) AA 51420   |             |
| iv) AA 10108    |             |
| v) AA 10166     |             |
| vi) AA 7240901  |             |
| vii) AA 0622101 |             |
| viii) HW 10188  |             |
| ix) HW 7119199  |             |

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 इस दस्तावेज में दी गई सूचना भारत भारती इलेक्ट्रिकल्स लिमिटेड की संपत्ति है इसका प्रयोग एवं प्रकाशन के बिना या इसका प्रसारण, को फिर से प्रकाशित करने से पूर्व लिखित रूप में अनुमति लेना आवश्यक है।

SIGN & DATE  
 14.11.02

भारतीय सूची संस्था INVENTORY NO. <b>P-3800</b>	REV.NO. 01	निर्माणकर्ता WORKED BY	B.SINGH		30/10/02
		जांचकर्ता CHECKED BY	S.S.AHMED		30/10/02



ANNEXURE - 2

**SIZES OF CROSS BEAMS**  
 (All Dimensions are in mm)

MASS OF LOAD GROSS Kg.	NUMBER OF CROSS BEAMS	THICKNESS & WIDTH OF CROSS BEAMS WITH INNER WIDTH OF THE BOX					
		1000	1500	2000	2500	3000	3500
<b>1000</b>	2	80 X 100	80 X 100	80 X 130	80 X 130	100 X 100	100 X 100
<b>1500</b>	2	80 X 130	80 X 130	80 X 130	100 X 100	100 X 100	100 X 100
<b>4000</b>	2	80 X 130	80 X 130	100 X 100	100 X 100	125 X 125	125 X 125
<b>6000</b>	2	100 X 100	100 X 100	100 X 100	125 X 125	130 X 240	130 X 240
<b>8000</b>	3 4	125 X 125 -	125 X 125 -	130 X 180 125 X 125	- 130 X 180	- 130 X 240	- 130 X 240
<b>10000</b>	3 4	130 X 180	130 X 180	130 X 240 130 X 180	- 130 X 240	- 130 X 240	- 200 X 200
<b>12000</b>	3 4	130 X 240	130 X 240	130 X 240 130 X 180	- 200 X 200	- 200 X 200	- 200 X 200
<b>&gt; 12000 TO &lt; 16000</b>	4	-	-	200 X 200	200 X 200	200 X 200	200 X 200
<b>&gt; 16000 TO &lt; 20000</b>	4	-	-	200 X 200	200 X 200	250 X 250	250 X 250

NOTE :- SIZES MENTIONED ABOVE ARE APPLICABLE FOR CHIR / PINE WOOD, SPECIFICATION NO. AA51401.

दिनांक एवं स्थान SIGN & DATE 14.11.04	SUPERSEDES INVENTORY NO. <b>P-3800</b>	REV.NO. <b>01</b>	निर्माणाकर्ता WORKED BY <b>B.SINGH</b>	जांचकर्ता CHECKED BY <b>S.S.AHMED</b>	30/10/02 30/10/02
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SUPERSEDES INVENTORY NO.  
 आगामी सूची संख्या को अधिस्थान करता है

**ANNEXURE - 3**  
**SIZES OF LONGITUDINAL STEEL BEAMS**  
 (All Dimensions are in mm)


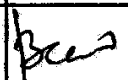
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MASS OF LENGTH GROSS Kg.	NUMBER OF CROSS BEAMS	SIZE OF CHANNEL FOR MANUFACTURE OF LONGITUDINAL BEAM WITH WORKING LENGTH OF LONGITUDINAL BEAM						
		1000	1500	2000	2500	3000	4000	5000
1000 TO 1500	3	75X40	75X40	75X40	100X50	100X50	100X50	125X65
4000	3	75X40	75X40	100X50	100X50	125X65	125X65	125X65
6000	3	100X50	100X50	125X65	125X65	125X65	125X65	150X75
8000	3	125X65	125X65	125X65	150X75	150X75	150X75	150X75
	4	-	-	100X50	125X65	125X65	125X65	125X65
10000	3	150X75	150X75	150X75	150X75	175X75	175X75	175X75
	4	-	-	125X65	125X65	150X75	150X75	150X75
12000	3	-	150X75	150X75	175X75	175X75	175X75	175X75
	4	-	-	125X65	150X75	150X75	150X75	150X75
> 12000 TO < 16000	3	-	-	175X75	175X75	200X75	200X75	200X75
	4	-	-	150X75	150X75	175X75	175X75	175X75
> 16000 TO < 20000	4	-	-	-	200X75	200X75	225X80	225X80
	5	-	-	-	175X75	175X75	200X75	200X75

**स्वायत्तिकाय एवं गोपनीय**  
 इस संकेत में ही यह सूचना प्राप्त होगी इलेक्ट्रिकल्स की संपत्ति है इस्तेमाल करना एवं प्रकाशना करना उसे किसी भी प्रकार प्रयोग, सी डिजाइन के बिना या इतिहासकार को न किया जाय।

NOTE :- CHANNEL SHALL BE AS PER SPECIFICATION NO. AA 10108.

संस्थान का लोगो  
 SIGN & DATE  
 14.11.02



आगामी सूची संख्या <b>INVENTORY NO.</b> <b>P-3800</b>	<b>REV.NO.</b> 01		<b>निर्माणाकर्ता</b> <b>WORKED BY</b> B.SINGH		30/10/02
				<b>जांचकर्ता</b> <b>CHECKED BY</b> S.S.AHMED	

ANNEXURE - 4

**SIZES OF CROSS BEAMS (STEEL)**  
 (All Dimensions are in mm)

MASS OF LOAD GROSS Kg.	NUMBER OF CROSS BEAMS	SIZE OF CHANNEL FOR MANUFACTURE OF CROSS BEAM WITH INNER WIDTH OF BOX					
		1000	1500	2000	2500	3000	3500
<b>1000 TO 1500</b>	2	75 X 40	75 X 40	75 X 40	100 X 50	100 X 50	100 X 50
<b>4000</b>	2	75 X 40	75 X 40	100 X 50	100 X 50	125 X 65	125 X 65
<b>6000</b>	2	100 X 50	100 X 50	100 X 50	125 X 65	125 X 65	150 X 75
<b>8000</b>	3	100 X 50	100 X 50	125 X 65	125 X 65	150 X 75	150 X 75
<b>10000</b>	3	125 X 65	125 X 65	150 X 75	150 X 75	150 X 75	175 X 75
<b>12000</b>	3	125 X 65	150 X 75	175 X 75	-	-	-
	4	-	125 X 65	150 X 75	150 X 75	150 X 75	175 X 75
<b>&gt; 12000 TO &lt; 16000</b>	4	-	-	175 X 75	175 X 75	175 X 75	200 X 75
<b>&gt; 16000 TO &lt; 20000</b>	4	-	-	175 X 75	200 X 75	200 X 75	200 X 75

NOTE :- STEEL CHANNEL SHALL BE AS PER SPECIFICATION NO. AA 10108.

दिनांक एवं हस्ताक्षर SIGN & DATE 14.11.02	REV.NO. 01		निर्मागकर्ता WORKED BY B.SINGH		30/10/02
INVENTORY NO. P-3800			जांचकर्ता CHECKED BY S.S.AHMED		20/10/02

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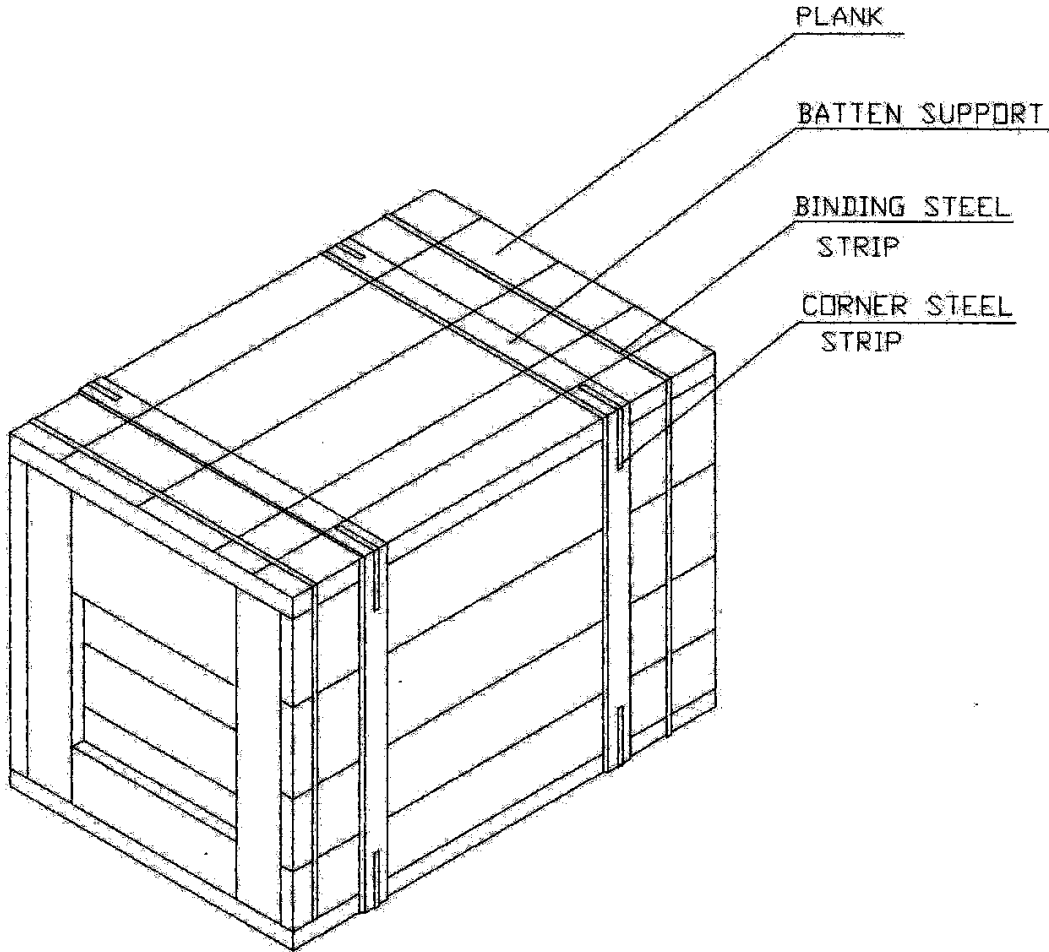
संस्थान मानक (हीप - हार्डवार)

HW 0232898

पृष्ठ	का
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PLANT STANDARD (HEEP - HARDWAR)

# PACKING BOX WITHOUT BASE BEAM (TYPE - 1)



(FIGURE - 1)

संस्थापक निदेश  
SIGN & DATE

सुपरीकृत संख्या  
SUPERSEDES  
INVENTORY NO.

संस्थापक निदेश  
अधिकारी द्वारा

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स्वायत्तिकाय एवं गोपनीय

इस दस्तावेज में दी गई सूचनाएँ भारी इलेक्ट्रिकल्स की संपत्ति हैं। इनका प्रयोग एवं प्रसारण स्वयं या किसी अन्य व्यक्ति द्वारा, जो कि भारी इलेक्ट्रिकल्स के हित में नहीं है, किया जाना नहीं चाहिए।

संस्थापक निदेश  
SIGN & DATE

14.11.02

संस्थापक निदेश  
INVENTORY NO.

P-3800

REV. NO.  
01

निर्माकर्ता WORKED BY	B.SINGH		30/10/02
जांचकर्ता CHECKED BY	S.S.AHMED		30/10/02

**स्वत्वाधिकार एवं गोपनीय**


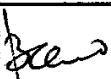
इस दस्तावेज में दी गई सूचना भारत की इलेक्ट्रिकल की सम्पत्ति है। इसका प्रयोग  
 अथवा इससे किसी भी तरह का लाभ, जो कि-किसी के हित में हानिकारक हो न किया जाए।

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**TABLE -1**

**PACKING BOX WITHOUT BEAM**  
(TYPE - 1)

CATE- GORY	LENGTH OF PACKING BOX	PLANK SIZE & QTY	BATTEN SUPPORT SIZE & QTY	BNDING STEEL STRIP QTY	CORNER STEEL STRP SIZE & QTY
01	Up to 1000mm	20X120 Qty. as reqd.	40X80 Length as reqd. 2nos.	2nos.	22X0.50X200 8NOS. SP.NO.HW10188
02	> 1000mm	20X120 Qty. as reqd	40X120 Minimum 2nos. & maximum dist- ance between ad- jacent batten SU- pport should not be more than 1000 mm.	Minimum 2nos. & maximum dist- ance between adjacent strip should not be more than 1000 mm.	As required.

जारी की गयी संख्या <b>INVENTORY NO.</b> <b>P-3800</b>	REV.NO. 01	निर्माणकर्ता <b>WORKED BY</b> B.SINGH	जांचकर्ता <b>CHECKED BY</b> S.S.AHMED	30/10/02 	30/10/02 
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निर्माता एवं मालिक  
SIGN & DATE



संस्थान मानक (हीप - हार्द्वर)  
**PLANT STANDARD (HEEP - HARDWAR)**

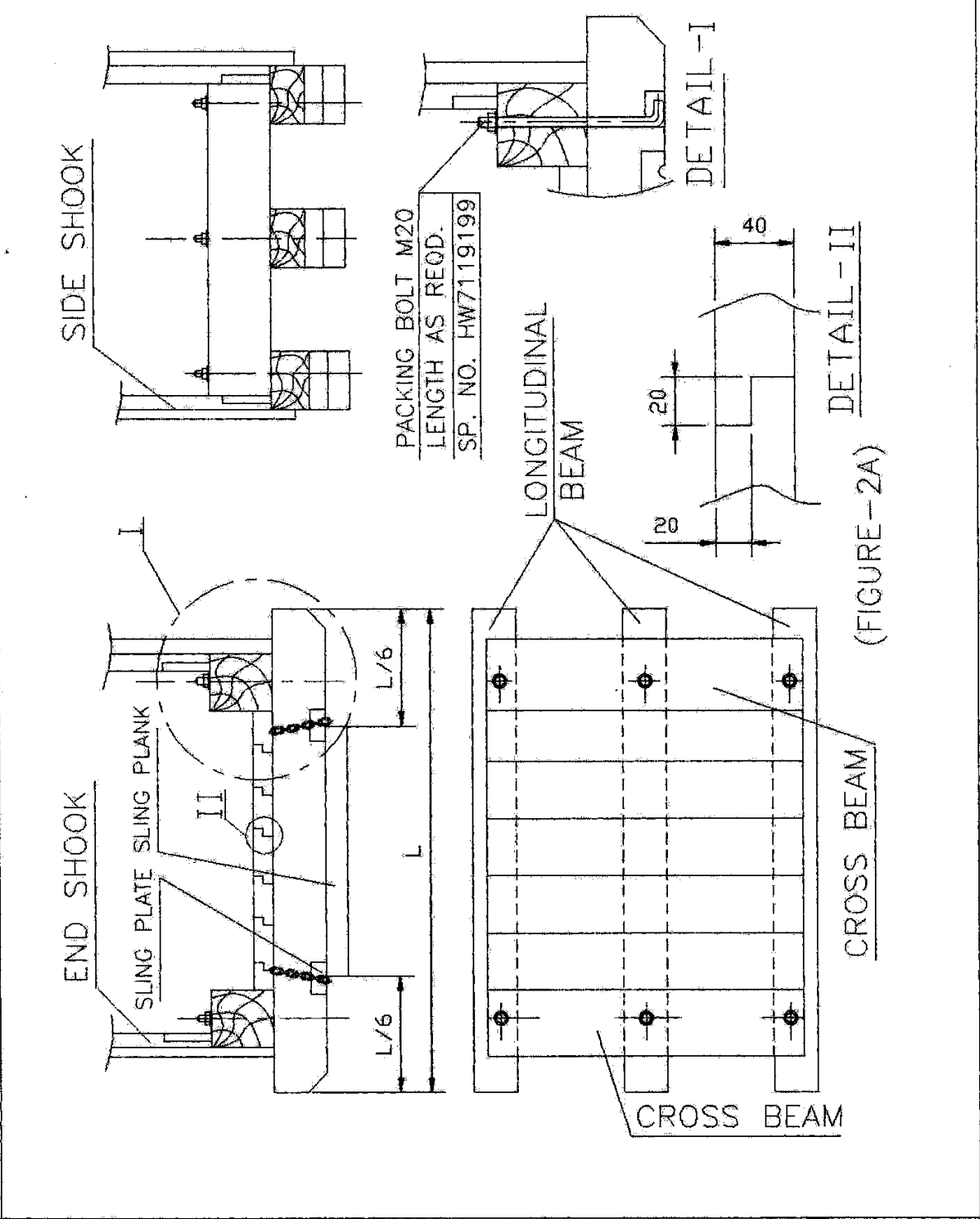
HW 0232898  
पृष्ठ का  
Page 12 of 22

समस्त पूर्ण अथवा अधि-संपूर्ण  
SUPERSEDES INVENTORY NO.

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आपका ध्यान है कि इस दस्तावेज़ के बिना ही इस दस्तावेज़ को न दिया जाए।

समस्त पूर्ण अथवा अधि-संपूर्ण  
INVENTORY  
P-3800  
SIGN & DATE  
16.11.02



REV.NO.  
01

निर्माणकर्ता  
WORKED BY B.SINGH  
जांचकर्ता  
CHECKED BY S.S.AHMED

30/10/02  
30/10/02



संस्थान मानक (सीप - हरिद्वार)

HW 0232898

PLANT STANDARD (HEEP - HARDWAR)

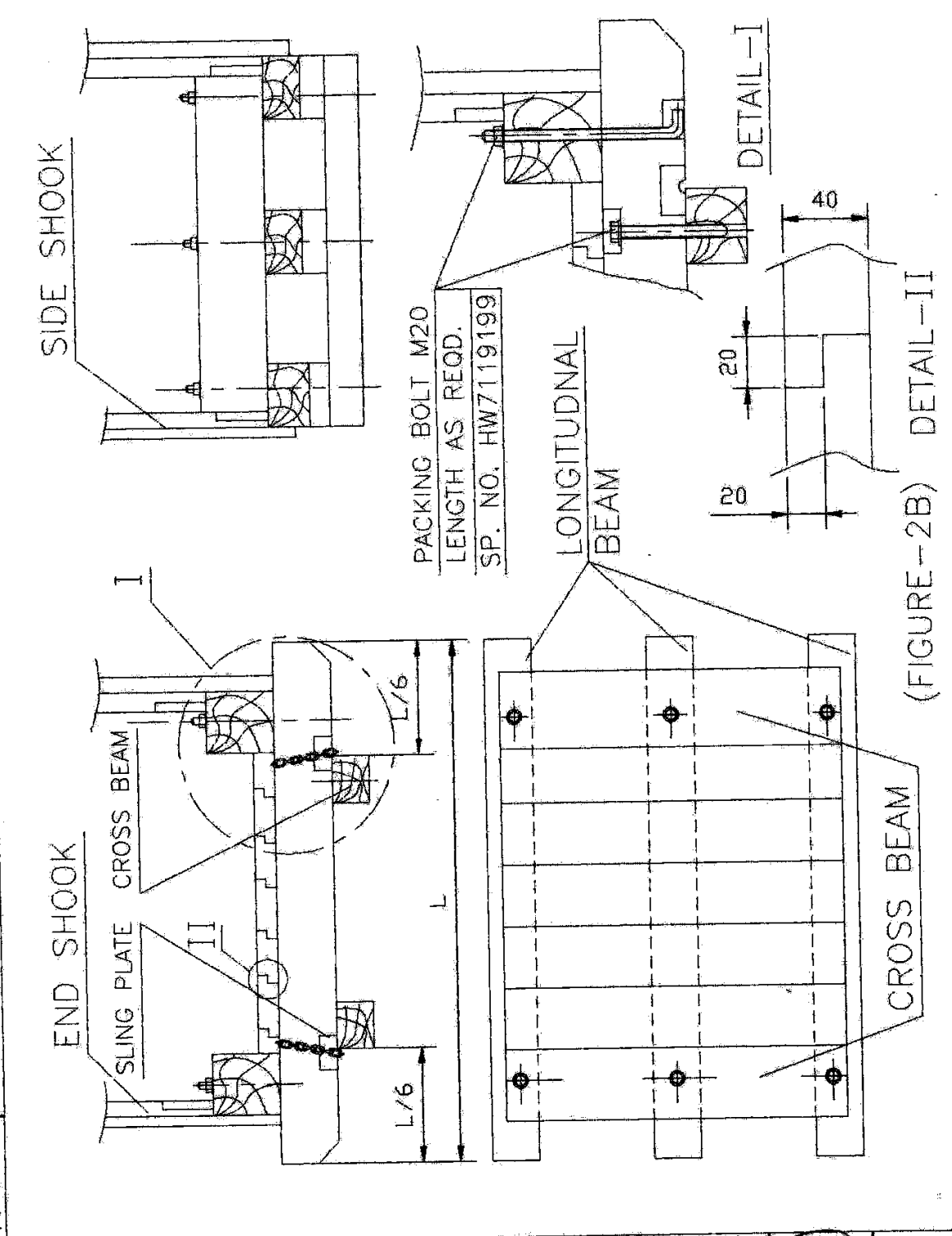
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Page 13	of 22

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INVENTORY NO.

कॉपी के नाम से  
संशोधन संख्या

संस्थापक के नाम से  
SIGN & DATE



संस्थापक के नाम से  
SIGN & DATE  
14.11.02

INVENTOR P-3800	REV.NO. 01
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निर्माणाकर्ता WORKED BY	B.SINGH	<i>(Signature)</i>	30/10/02
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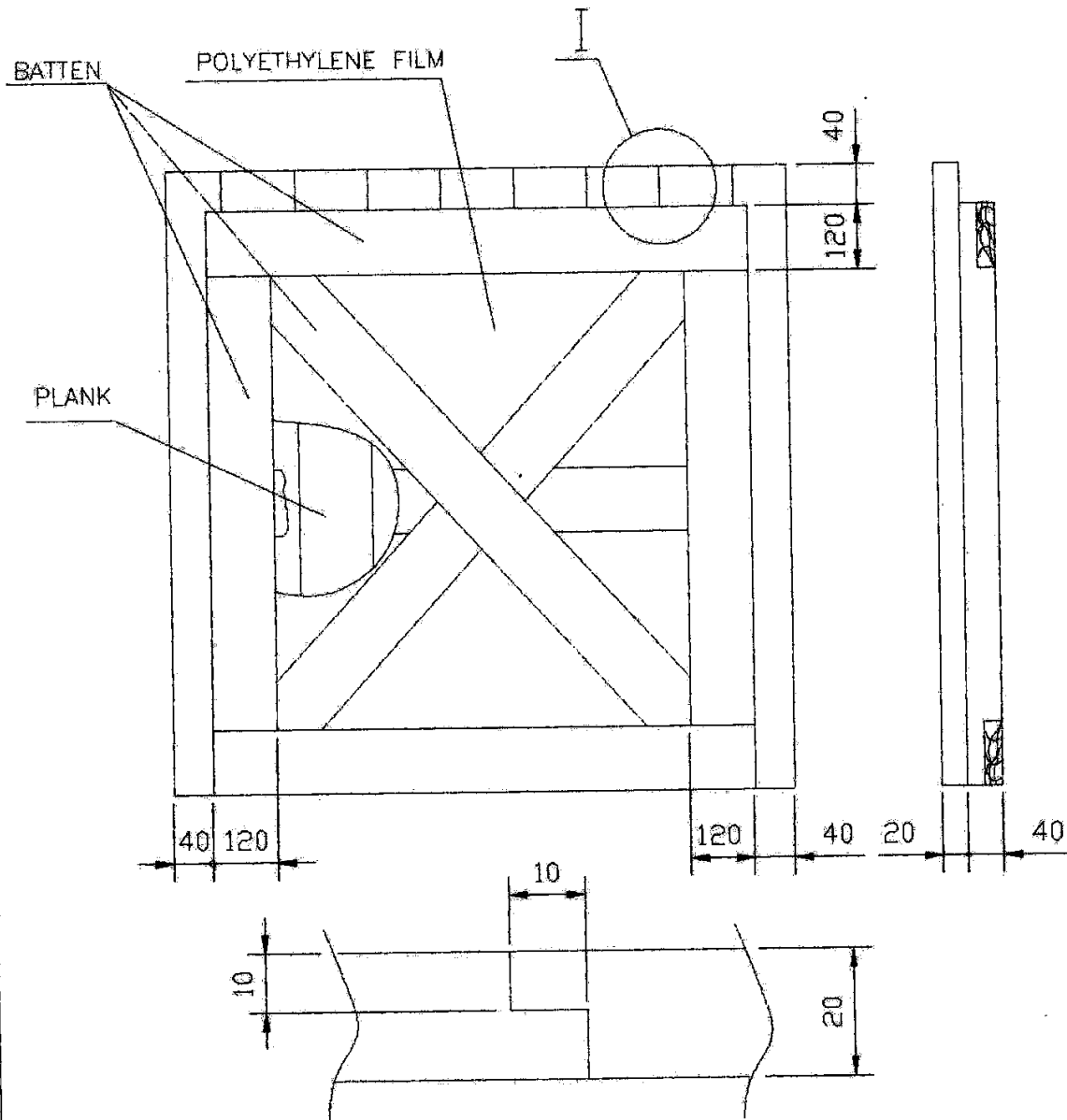
संस्थान मानक (शिव - हरिद्वार)

HW 0232898

PLANT STANDARD (HEEP - HARDWAR)

पृष्ठ 14 का of 22  
Page 14 of 22

# END SHOOK



DETAIL - I

(FIGURE - 2C)

संस्था के अधिकारी  
SIGN & DATE

SUPERSEDES  
INVENTORY NO.

अनुमोदित करने वाले अधिकारी का नाम

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अनुमोदित करने वाले अधिकारी का नाम  
SIGN & DATE  
14.11.02

संस्था का नाम  
INVENTORY  
P-3800

REV.NO.  
01

निर्माता  
WORKED BY  
B.SINGH  
जांचकर्ता  
CHECKED BY  
S.S.AHMED

*(Signature)*  
30/10/02  
*(Signature)*  
20/10/02



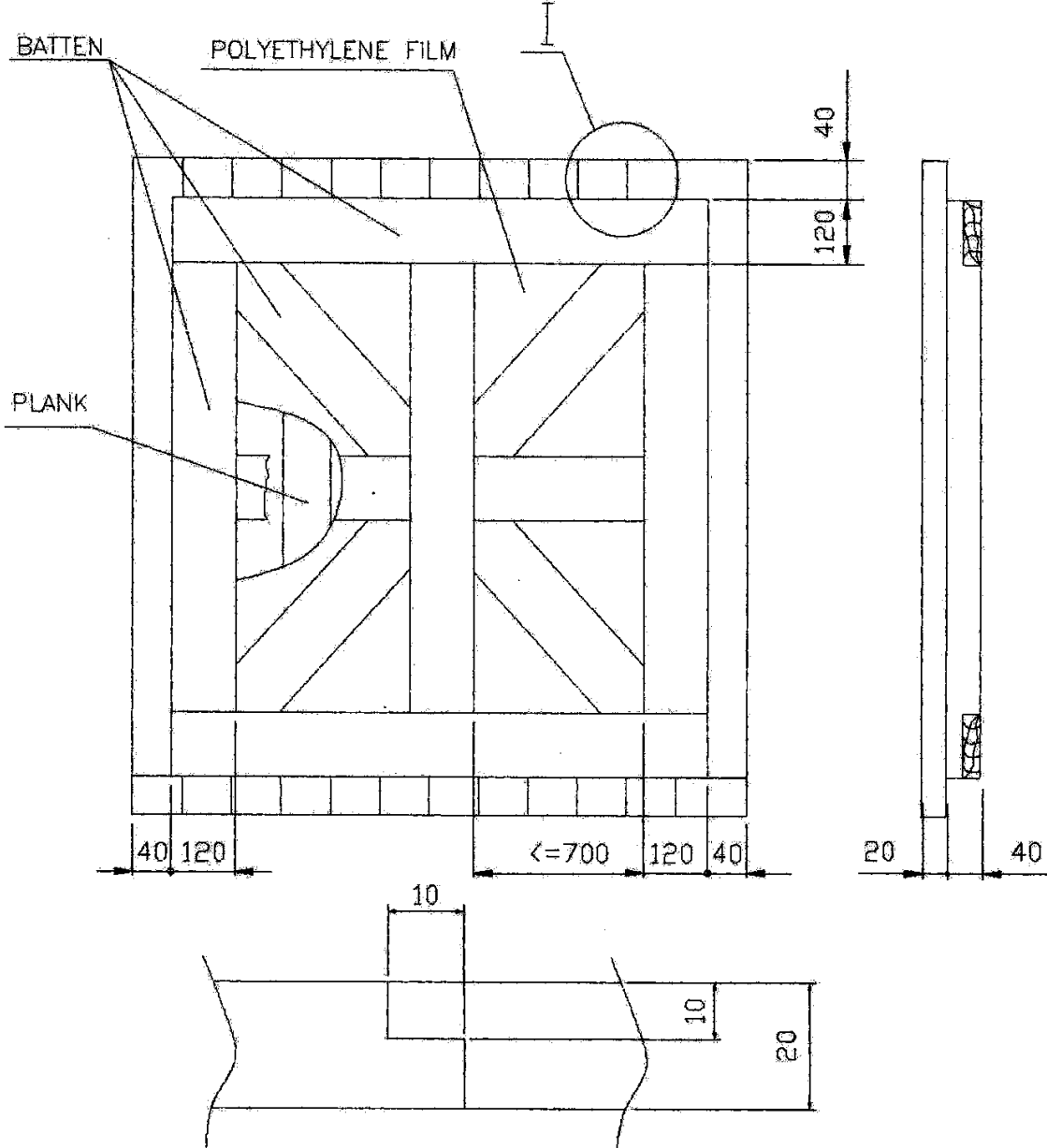
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HW 0232898

पृष्ठ	का
Page 15	of 22

PLANT STANDARD (HEEP - HARDWAR)

# SIDE SHOOK



DETAIL - I  
(FIGURE - 2D)

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संस्थापिकाओं द्वारा  
 SIGN & DATE  
 14.11.02

संस्थापिकाओं द्वारा  
 INVENTORY  
 P-3800

REV.NO.  
 01

निर्माता WORKED BY	B.SINGH	<i>B.S.</i>	30/10/02
जांचकर्ता CHECKED BY	S.S.AHMED	<i>S.S.</i>	30/10/02

संस्थान का नाम  
SIGN & DATE



संस्थान मानक (हीप - हरिद्वार)  
**PLANT STANDARD (HEEP - HARDWAR)**

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INVENTORY NO

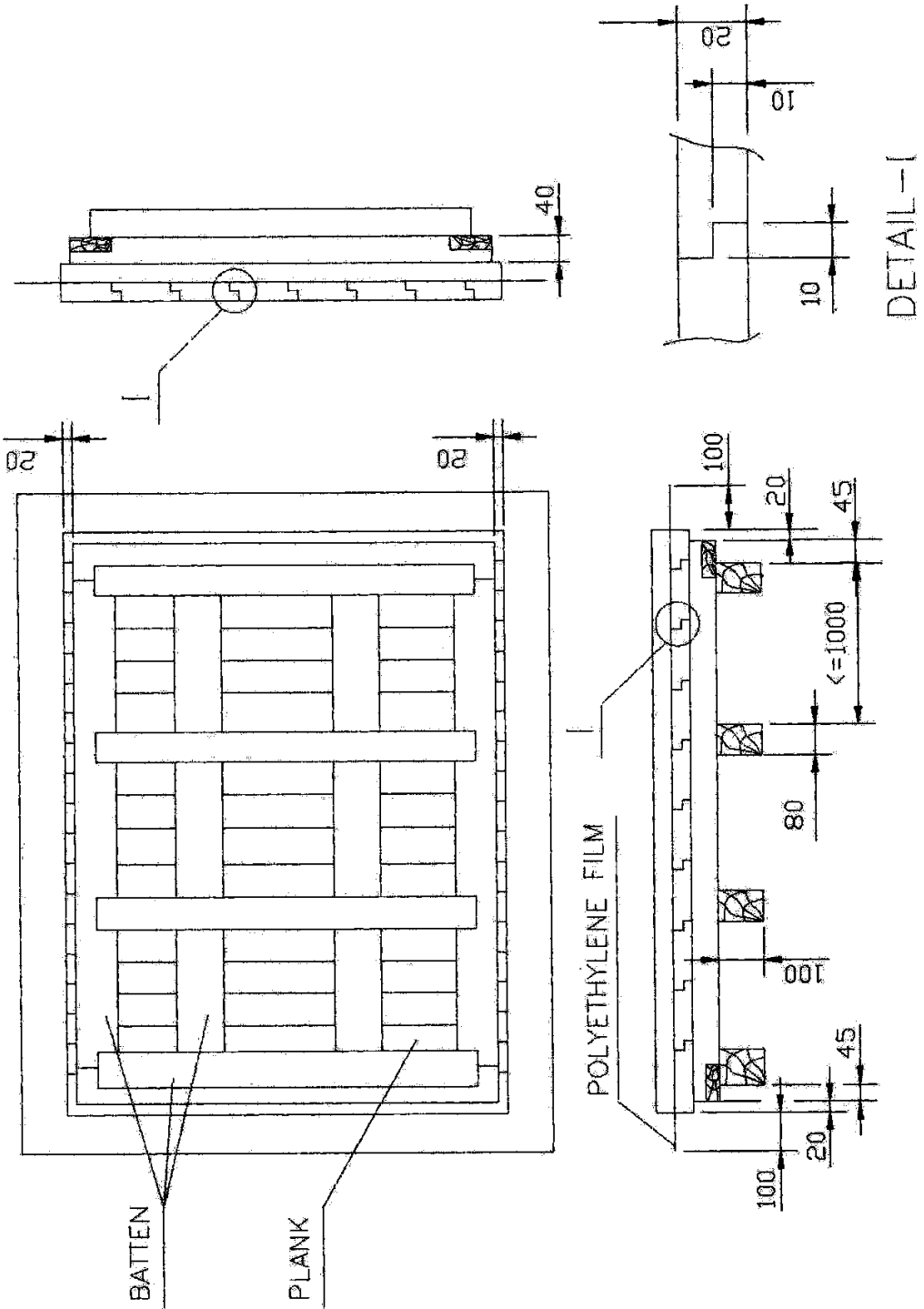
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इस दस्तावेज में दी गई सूचनाएँ केवल सूचना के लिए हैं और इनका उपयोग केवल सूचना के लिए ही किया जाना है।

संस्थापक का नाम  
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14-11-02

संस्थापक का नाम  
INVENTORY NO  
P.3800

REV.NO.  
01



TOP (FIGURE-2E)

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जांचकर्ता CHECKED BY	S.S.AHMED	<i>S.S.A.</i>	30/10/02



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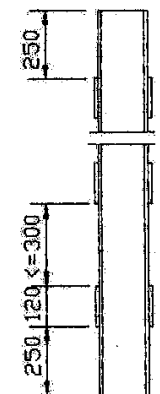
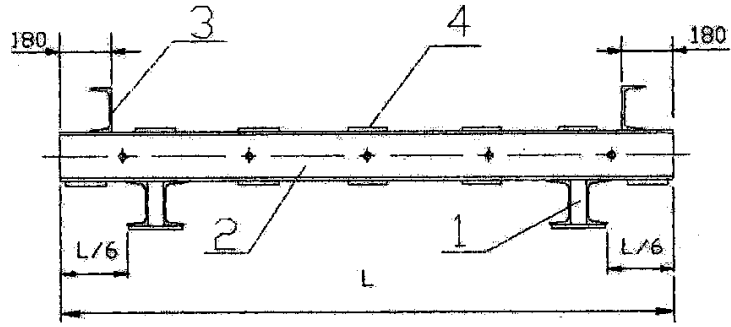
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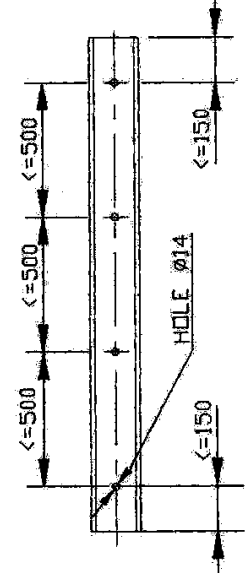
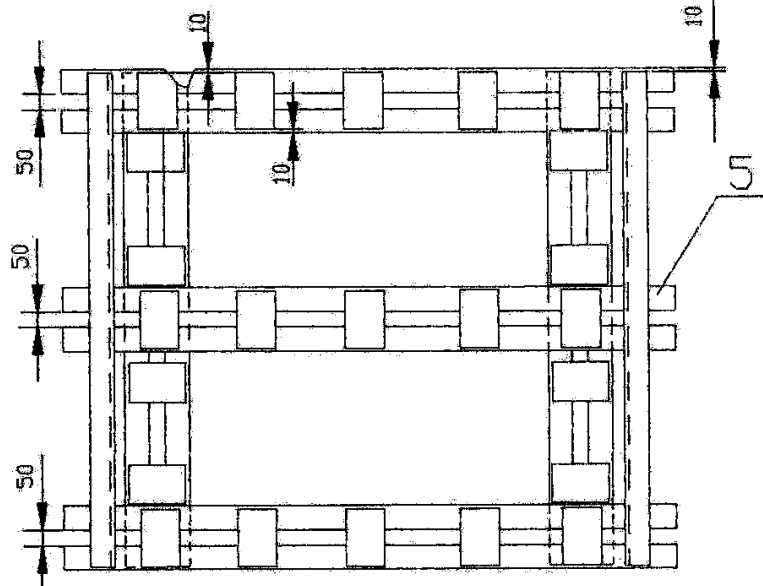
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सुपरवाइजर का नाम  
INVENTORY



ITEM NO.1



ITEM NO.3

- NOTE:-1. ALL THE CHANNELS AND PLATES SHALL BE WELDED & TESTED AS PER Gr.IV OF AA0622101. ALL WELD SEAMS SHALL BE TAKEN AS 5D.
- BASE FABRICATION
- 1- CROSS BEAM
  - 2- LONGITUDINAL BEAM END
  - 3- END CHANNEL
  - 4- PLATE 10THK
  - 5- LONG.BEAM MIDDLE (WITHOUT HOLE)

(FIGURE 2F)

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01		जांचकर्ता CHECKED BY	S.S.AHMED	<i>S.S.A.</i>	20/10/02

संस्था का नाम  
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संस्थान मानक (हीप - हरद्वार)  
**PLANT STANDARD (HEEP - HARDWAR)**

HW 0232898  
पृष्ठ 18 का 22  
Page 18 of 22

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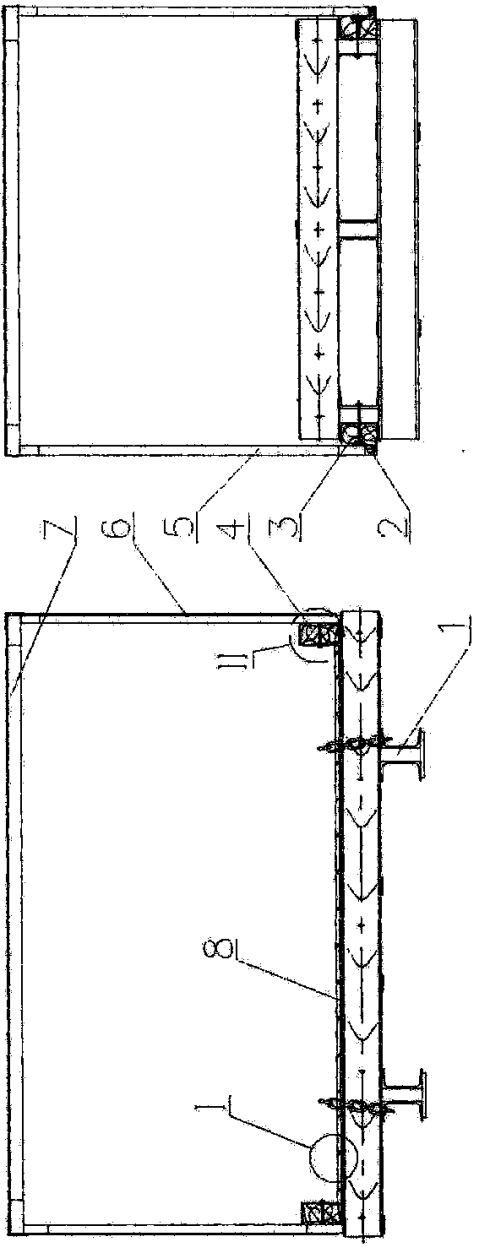
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यस माध्यम से ही प्रमाण मानक को प्रतिष्ठित करने की आवश्यकता है। इसका उपयोग केवल संस्था के लोगो के द्वारा ही किया जा सकता है।

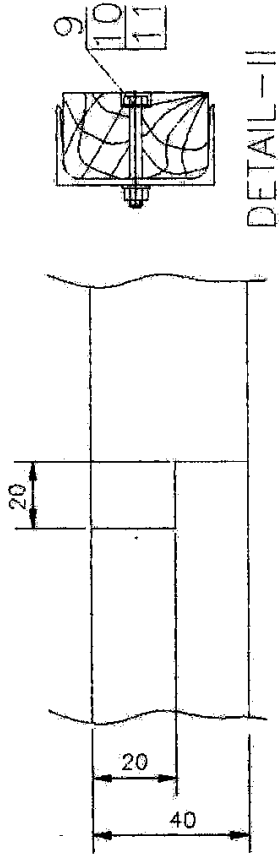
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24.11.02

संस्था के लोगो  
INVENTORY  
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REV.NO.  
01



- 1-BASE FABRICATION (SEE FIG. 2F)
- 2-WOODEN BEAM SIZE 50x50. (LENGTH AS REQD.)
- 3-LONGITUDINAL BEAM (WOODEN) SIZE 100x100 (LENGTH AS REQD.)
- 4-CROSS BEAM (WOODEN) SIZE 100x100 (LENGTH AS REQD.)
- 5-SIDE SHOOK
- 6-END SHOOK
- 7-TOP SHOOK
- 8-BOARD, 40x120, LENGTH AS REQD.
- 9-BOLT M12, LENGTH AS REQD.
- 10-NUT M12
- 11-WASHER MCD 13



NOTE:- PLANK (ITEM NO. 8) SHALL BE NAILED AT THE ENDS WITH BEAM (ITEM NO. 3)

PACKING BOX WITH STEEL BASE (FIGURE-G)

निर्माणकर्ता WORKED BY	B. SINGH	<i>(Signature)</i>	30/10/02
जांचकर्ता CHECKED BY	S.S. AHMED	<i>(Signature)</i>	30/10/02



संस्थान मानक (डीप - हार्डवेयर)

HW 0232898

PLANT STANDARD (HEEP - HARDWAR)

पृष्ठ 19 का of 22  
Page 19 of 22

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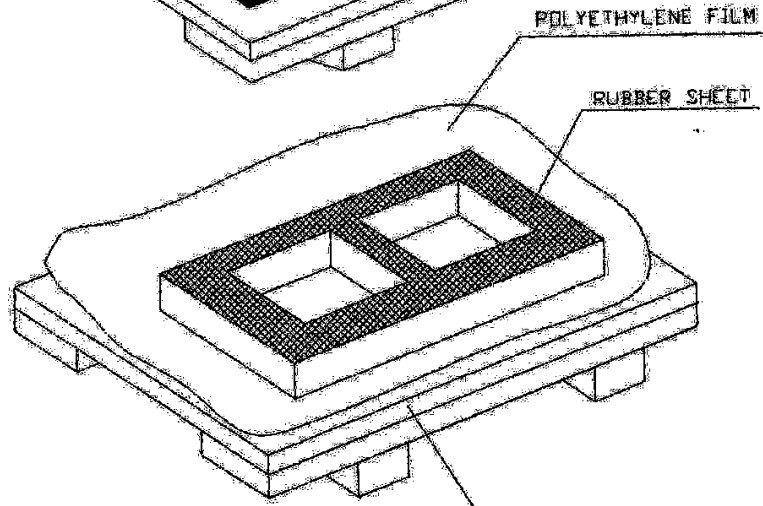
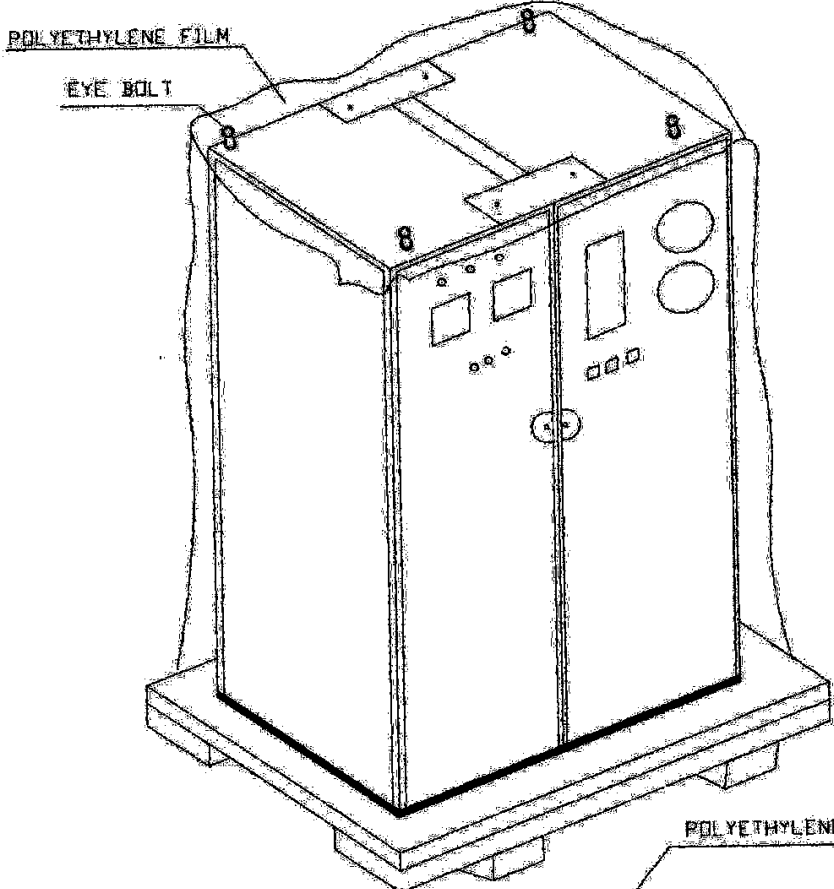
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प्रतिलिपि केवल  
अन्य संस्थाओं में बिना लिखित अनुमति के प्रसारित नहीं किया जा सकता है।

REVISIONS  
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INVENTORY  
P-38.00



(FIGURE 3)

REV.NO.  
01

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जांचकर्ता CHECKED BY	S.S.AHMED	<i>[Signature]</i>	30/10/02



संस्थान मानक (दीप - उद्योग)

HW 0232898

PLANT STANDARD (HEEP - HARDWAR)

पृष्ठ 20 का of 22  
Page 20 of 22

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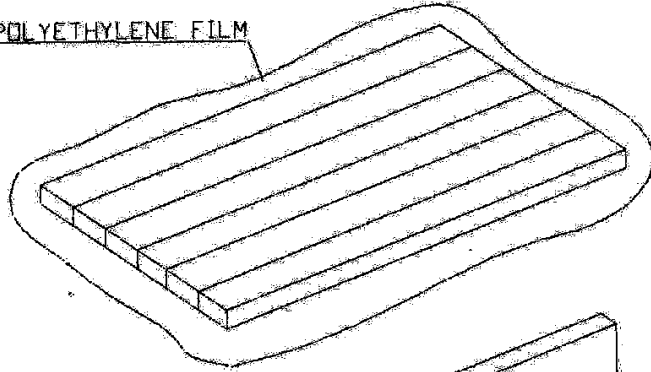
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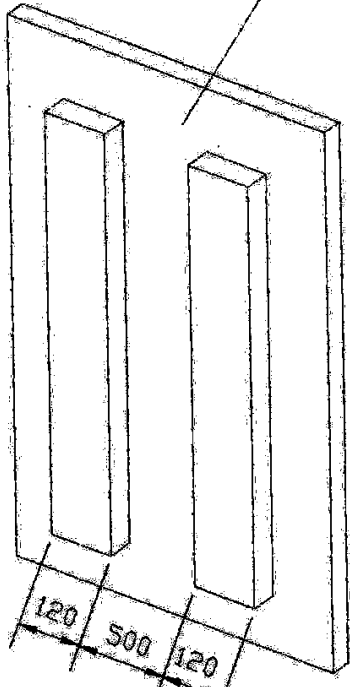
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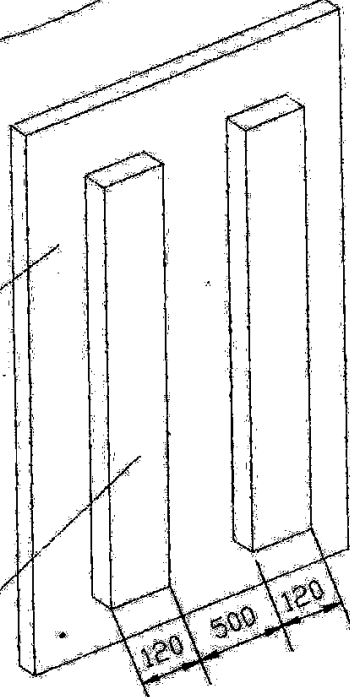
POLYETHYLENE FILM



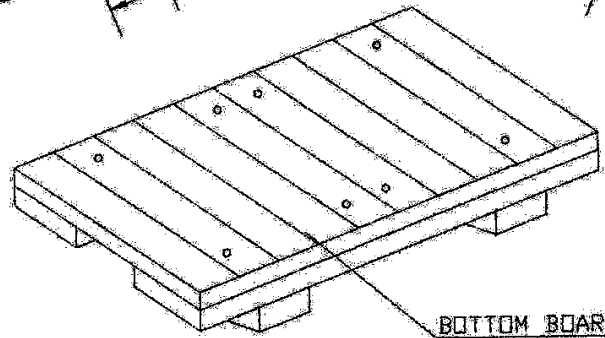
POLYETHYLENE FILM



POLYETHYLENE FILM



THERMOCOL  
(NON-HYGROSCOPIC MATERIAL)



BOTTOM BOARD

(FIGURE 4)

INVENTOR  
P-3800

REV. NO.  
01.

Blank space for revision details.

निर्माकर्ता  
WORKED BY  
जांचकर्ता  
CHECKED BY

B.SINGH  
S.S.AHMED

Handwritten signatures of B. Singh and S.S. Ahmed.

30/10/02  
20/10/02

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Page 21	of 22

PLANT STANDARD (HEEP - HARDWAR)

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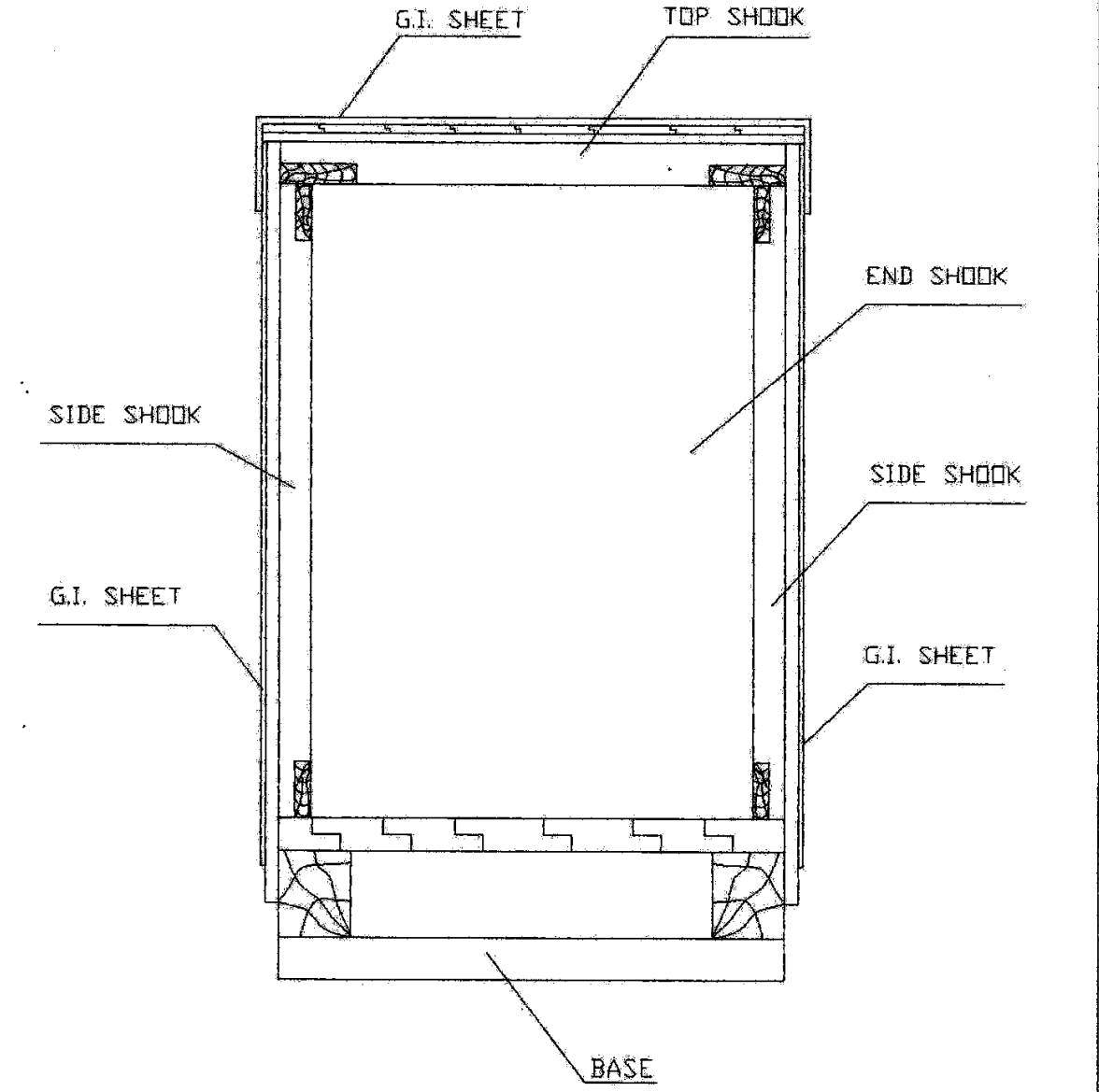
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अन्यथा कानून विरुद्ध है।

संशोधक का हस्ताक्षर  
SIGN & DATE  
14-11-02

संशोधक का हस्ताक्षर  
INVENTORY NO.  
P-3800



(FIGURE - 5)

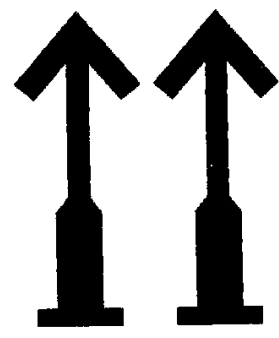
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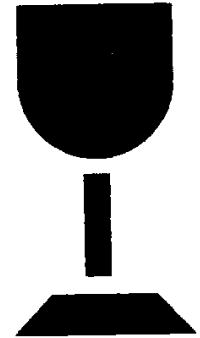


ANNEXURE -5

## MARKING ON PACKING BOXES



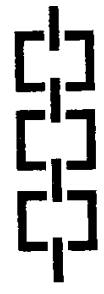
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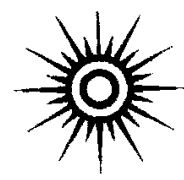
B



C



D



E

- A UPRIGHT
- B FRAGILE
- C PROTECTION FROM FALLING OR CONDENSING MOISTURE
- D SLING POSITION
- E PROTECTION FROM DIRECT RADIATION

संस्था के अंतर्गत  
INVENTORY NO

संस्था की संपत्ति को  
अधिकृतिक करता है

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सूचना प्रदाता के सौंपे गए दस्तावेजों को स्वयंसेवक को प्रकटित करने से निषेध है।  
अनुमति के बिना किसी भी प्रकार का प्रकटित नहीं किया जा सकता।

हस्ताक्षर एवं तिथि  
SIGN & DATE  
14.11.02

संस्था की संपत्ति  
INVENTORY NO  
2-3800

REV.NO  
01

निर्माणकर्ता WORKED BY	B.SINGH	<i>Bms</i>	30/10/02
जांचकर्ता CHECKED BY	S.S.AHMED	<i>See</i>	30/10/02

**NON-DISCLOSURE AND PROPRIETARY INFORMATION AGREEMENT**

BETWEEN

\_\_\_\_\_ (**Name of the Vendor**), having its registered offices in \_\_\_\_\_ (**Address of Vendor**), registered under the no. \_\_\_\_\_ of the Companies' register of \_\_\_\_\_ (**Name of Place and Country**), capital stock of \_\_\_\_\_ (**Value**), with a place of business in \_\_\_\_\_ (**Name of Place and Country**) (hereinafter referred to as "**\_\_\_\_\_ (Name of Vendor)**");

AND

**Bharat Heavy Electricals Ltd** a company incorporated under the Indian Companies Act 1956 having its registered offices at BHEL House, Siri Fort, New Delhi -110 049 and having one of its works at Heavy Electrical Equipment Plant, Ranipur, Haridwar-249403 (Uttarakhand), India registered under the No. 4281 of 1964-65 of the companies register of Delhi, capital stock of Rs 4895.2 million with a place of registered office in New Delhi (hereinafter referred to as "BHEL") hereinafter also referred to individually as "the Party" or collectively as "the Parties".

**BACKGROUND**

This Agreement sets forth the rights and obligations of the Parties with respect to the use, handling, protection and safeguarding of Proprietary Information that is disclosed by and between the Parties.

**WHEREAS**

A) The Parties wish to pursue exploratory discussions concerning a possible collaboration between them in relation to the Program defined in Exhibit 1;

B) During the ensuing discussions and negotiations it may occur that either Party discloses to the other technical, financial or business information of a proprietary or confidential nature, which the Parties intend to protect against, making it available, by any means to any third person, and other unauthorized use and/or further disclosure by the recipient, in accordance with the terms and conditions set forth herein;

**NOW, THEREFORE,** the Parties have agreed as follows:

1. The term “Proprietary Information” shall mean any information or data of whatsoever kind of a confidential or proprietary nature, including but not limited to, commercial information, know how and technical information in the form of designs, drawings, concepts, requirements, specifications, software, interfaces, components, processes, or the like, that have been or will be disclosed by either Party to the other pursuant to this Agreement, either in writing, orally or other form, which is designated as “Proprietary” or “Confidential” by the disclosing Party by means of formal declaration or an appropriate stamp, legend or any other written or orally notice .
2. Proprietary Information may be conveyed, without limitation, through any written or printed documents, samples, models, electronic form on disk, tape, other storage media or any other means of disclosing such Proprietary Information that either Party may elect to use during the life of this Agreement, but if an originating Party originally discloses information orally or visually, the receiving Party will protect such information as Proprietary Information to the extent that the originating Party :
  - identifies the Information as Proprietary at the time of original disclosure,
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Information stored in electronic form on disk, tape, other storage media will be adequately marked if a proprietary legend displays when the information originally runs on a computer system and when the information is printed from its data file.

Proprietary Information also includes any information which can be obtained by examination, testing or analysis of any hardware or material substance or any component part of such hardware or material substance provided by the Disclosing Party even though the requirements in Clause 1 for marking and designation have not been fulfilled.

3. Each Party, to the extent of its rights to do so, shall disclose to the other only the Proprietary Information which the disclosing Party deems appropriate to fulfil the objectives of this Agreement. The Parties hereby represent that the disclosure of Proprietary Information by and between themselves shall be made in compliance with, and subject to the laws and regulations of the Disclosing Party's country.
  
4. The receiving Party hereby agrees and covenants that, from the effective date of this Agreement until the expiry date as per article 11 and the following period as per article 12, the Proprietary Information that either Party receives from the other shall:
  - a) be protected and kept in strict confidence by the receiving Party which must use the same degree of care it uses to protect its own confidential information and in no case less than a reasonable care;
  
  - b) be only disclosed to and used by those persons within the receiving Party's organization or that of its parent or controlled companies who have a need to know and solely for the purposes specified in this Agreement, and be treated by such persons or entities with the same degree of care and subject to the same restrictions;
  
  - c) to procure that each third party to whom Proprietary Information is disclosed under this Agreement is made aware of the provisions of this

Agreement prior to such disclosure to it and that each such third party is bound by obligations of confidentiality which are no less onerous than those contained in this Agreement;

- d) neither be disclosed nor caused to be disclosed or made available, either directly or indirectly, to any third Party or persons other than those mentioned in subparagraph b) above or other persons upon which both of the contractual Parties shall agree in an amendment to this Agreement;
- e) not to copy, reproduce or reduce to writing any part of such Proprietary Information except as may be reasonably necessary for the purpose referred to in the Recitals of this Agreement

PROVIDED THAT the Receiving Party shall be entitled to make any disclosure required by court order or government or regulatory requirement of the Disclosing Party's Proprietary Information subject to notifying the Disclosing Party as soon as possible of such requirement

- 5. Any Proprietary Information and copies thereof disclosed by either Party to the other shall remain the property of the disclosing Party and shall be immediately returned or destroyed by the receiving Party upon request.
- 6. The receiving Party shall have no obligations or restrictions with respect to any Proprietary Information for which the receiving Party can prove that:
  - a) is in or which comes into the public domain otherwise than as a result of a breach of this Agreement by any person to whom a disclosure of Proprietary Information is made as permitted under this Agreement or of any other duty of confidentiality relating to the Proprietary Information of which the Receiving Party has knowledge; or
  - b) it has been in its possession without restriction at the time of the disclosure, as evidenced by written documentation in its files; or

- c) it has been lawfully received from a third Party without breach of this Agreement; or
  - d) it has been or is published without violation of this Agreement; or
  - e) it has been independently developed in good faith by employees of the receiving Party who did not have access to the Proprietary Information; or
  - f) it has not been properly declared, designated or confirmed as Proprietary or Confidential; or
  - g) the protection period has expired according to articles 11 and 12 of this Agreement.
7. With respect to any exchange of Proprietary Information which may occur as a result of this Agreement, it is expressly understood and agreed that the persons listed in Exhibit 2 shall, on behalf of the respective Parties, be the exclusive individuals authorized to receive from and transmit to the other Party Proprietary Information under this Agreement. Each Party may replace at any time its respective authorized individuals identified in such Exhibit 2, within its own organization. Any such new designation by a Party shall be made by written notice to the other at the address indicated in such Exhibit 2.
8. Any Proprietary Information which is identified as “Classified Information”, or whose export is subject to an export license, shall be identified as such by the disclosing Party at the time of disclosure and the disclosure, protection, use and handling thereof, shall remain subject to the security procedures and restrictions imposed by the disclosing Party's Government.
9. The disclosure of Proprietary Information under this Agreement by either Party to the other shall not be construed as granting to the receiving Party any right, whether express or implied by licence or otherwise, on the matters, inventions or discoveries to which such information pertains, or as granting any trademark, patents, copyrights, trade secret right or other form of intellectual property right.

10. Nothing in this Agreement may be construed as an obligation of either Party to disclose any Proprietary Information to the other, or to enter into any subsequent contractual relationship with such other Party.
11. This Agreement covers the exchange of Proprietary Information which may be made by either Party to the other until ten years from signing of the agreement or any extension thereto which may be agreed upon by the Parties in writing. Proprietary information relevant to the Program detailed in Exhibit 1, already made available to the other contractual Party before the effective date, shall also be protected under this Agreement.

It is understood by the parties that, prior to disclosure, the Disclosing Party shall have obtained any government authorisation needed for the export of the Proprietary Information

12. The expiry of the period contemplated in Article 11 of this Agreement shall not relieve the receiving Party from complying with the obligations imposed by Article 4 here above with respect to the use and protection of the Proprietary Information, received prior the date of such expiry, for a period of ten (10) years after such expiry.
13. The Parties are independent contractors. Each will bear all costs and expenses in connection with this Agreement. This Agreement is intended to facilitate only the exchange of Proprietary Information and is not intended to be, and shall not be construed to create a teaming agreement, joint venture, association, partnership, or other business organisation or agency arrangement and no Party shall have the authority to bind the other without the other Party's separate prior written agreement .
14. This Agreement shall be governed by and shall be interpreted in accordance with the substantive federal laws of Switzerland excluding it's choice of law rules.

Irrespective of the foregoing each Party shall remain bound by the provisions of its own national laws and regulations with respect to the transfer or use of Classified Information or information whose export is subject to an export license.

15. All disputes among the Parties, in connection with or arising out of the existence, validity, construction, performance and termination of this Agreement (or any terms thereof), which the Parties are unable to resolve among themselves, shall be finally settled by an Arbitration. The Arbitration shall be held in Geneva (CH) in English language, in accordance with the rules of the ICC – International Chamber of Commerce by three arbitrators appointed in accordance with said rules.
16. The foregoing constitutes the entire Agreement among the Parties with respect to the subject matter hereof and supersedes and cancels all prior representations, negotiations, commitments, undertakings, communications, either oral or written, acceptances, understandings and agreements among the Parties with respect to or in connection with any of the matters to which such Agreement applies or refers.
17. Notices to \_\_\_\_\_ (**Name of Vendor**) shall be made at the following address:

**(Complete Address of Vendor)**

Attention: Mr. \_\_\_\_\_ (**Name of the Authorized Person of Vendor**)

Notices to BHEL shall be made at the following address:

BHARAT HEAVY ELECTRICALS LIMITED,

HEAVY ELECTRICAL EQUIPMENT PLANT,

Ranipur, Haridwar-249403 (Uttarakhand), India

Attention: Mr. M.K. Sardana (**Name of the PPX Incharge**)

18. The effective date of this Agreement shall be the date of the last signature appearing herein.

**IN WITNESS WHEREOF**, each of the Parties has caused this Agreement, to be executed by its duly authorized officer.

Date :

Signed for and on behalf of

Signed for and on behalf of

**(Name of Vendor)**

BHEL

By:

By: D.K. Pandey

Title:

Title: GM (E&CC)

Signature:

Signature:

**EXHIBIT 1**

to the

**NON-DISCLOSURE AGREEMENT**

between

\_\_\_\_\_ **(Name of Vendor)**

and

**BHARAT HEAVY ELECTRICALS LIMITED**

dated:

\_\_\_\_\_

The Non Disclosure Agreement covers the exchange of Proprietary Information which may occur during the discussions and negotiations in view of a possible cooperation between the Parties in the following programs:

-Description of Material or Services for which the order is placed

\_\_\_\_\_ **(Name of Vendor)** list of products that require an exchange of Proprietary Information which may be occur during the discussions and negotiations in view of a possible cooperation for the above programs :

**EXHIBIT 2**

to the

**NON-DISCLOSURE AGREEMENT**

between

\_\_\_\_\_ **(Name of Vendor)**

And

Bharat Heavy Electricals Ltd.

Dated:

Personnel of the Parties authorized to receive and/or transmit Proprietary Information under this Agreement:

For **(Name of Vendor)**

**(Name of Person)**

Tel.

Fax

Address.

For Bharat Heavy Electricals Ltd.

Mr. M. K. SARDANA

Tel. 01334-285375

Fax 01334-226084

Address. Main Administration Building

BHEL, HEEP, Haridwar

India

Tel.

Fax

Address.

Tel.

Fax

Address. Main Administration Building

BHEL, HEEP, Haridwar

India

### **GENERAL TERMS AND CONDITIONS OF RA**

Against this enquiry for the subject item/system with detailed scope of supply as per enquiry specifications, BHEL may resort to “REVERSE AUCTION PROCEDURE (RA)” i.e., ON LINE BIDDING ON INTERNET.

1. For the proposed reverse auction, technically and commercially acceptable bidders only shall be eligible to participate.
2. BHEL will engage the services of a service provider who will provide all necessary training and assistance before commencement of ON LINE bidding on internet.
3. BHEL will inform the vendor in writing in case of reverse auction, the details of Service Provider to enable them to contact & get trained.
4. Business rules like event date, time, Start price, bid decrement extensions etc. also will be communicated through service provider for compliance.
5. Vendors have to fax the Compliance form in the prescribed format (provided by Service provider) before start of Reverse auction. Without this, the vendor will not be eligible to participate in the event.
6. BHEL will provide the calculation sheet (e.g.EXCEL sheet) which will help to arrive at “Total Cost to BHEL” like Packing & forwarding charges. Taxes and Duties, Freight charges, Insurance, Service Tax for services and loading factors (for non- compliance to BHEL standard Commercial terms & conditions) for each of the vendor to enable them to fill in the price and keep it ready for keying in during the Auction.
7. Reverse auction will be conducted on scheduled date & time.
8. At the end of Reverse Auction event, the lowest bidder value will be known on the network.
9. The lowest bidder has to Fax the duly signed Filled-in prescribed format as provided on case-to case basis to BHEL through Service provider within 24 hours of Auction without fail.
10. Any variation between the on-line bid value and the signed document will be considered as sabotaging the tender process and will invite disqualification of vendor to conduct business with BHEL as per prevailing procedure.
11. In case BHEL decides not to go for Reverse Auction procedure for this tender enquiry, the price bids and price impacts, if any, already submitted and available with BHEL shall be opened as per BHEL’s standard practice.

## Shipping & Packing Instructions for Marib Project

SI No	Details	Action by
1	Customer's Name and Address: For information Public Electricity Corporation Airport St P.O. Box 178 Sana'a Republic of Yemen Attention: Eng. Abdul Mumen M. Mutaheer Managing Director Tel : (967 1) 328141-142 Fax :(967 1) 328 150 <a href="mailto:YPECNT@Y.net.ye">E-mail: YPECNT@Y.net.ye</a>	For Information only
2	Seller's Name and Address Bharat Heavy Electricals Limited International Operations Division Lodhi Road Integrated Office Complex New Delhi -110003, INDIA	For Information only
3	Shipping Marks Will be informed later	Supplier
4	Consignee Will be informed later	Supplier
5	Notifying Party Will be informed later	Supplier
6	<b>Packing Instructions &amp; Inspection Prior to Dispatch</b>	Supplier
	a) Packing (tare) shall be part of the Equipment cost and shall not be subject to return. The packing should ensure integrity and cohesiveness of each delivery batch of Equipment during transportation. In case of Equipment assemblies and Suppliers delivery in the packing of glass, plastics or paper the specification of packing with the material and weight characteristics are to be indicated	
	b) All equipment and instruments should be fully packed and protected from damage during transportation and field storage. All machine surfaces should be protected with planks or similar materials and reinforced with metal strips or plates from the outside	
	c) All electrical I electronics equipment such as motor, switch, control device, instrument and component should be sealed with polyethylene insulation and a corresponding drying agent should be provided.	Supplier
	d) For all piping ends as well as pipes and tanks, the openings should be protected from damage and sealed to avoid getting affected by particulates, moisture and air. These Protection measures should be kept intact before the start of installation or moving for periodic inspection. The cost spent for the moving, modification and replacement of the packing and protection device would be paid by the supplier.	

## Shipping & Packing Instructions for Marib Project

e	A waterproofed packing list should be provided in each planks or packing case. The name of articles in the packing case should be marked clearly on the packing list so as to be identified easily.
f	The articles in the case should be supported by wooden bars in order to be fixed safely and it should not be wedged individually with wooden pad. The marks outside the case should be printed with climate proof materials or paints so as to be protected from being removed during transportation.
g	All materials and equipment should be packaged according to the typical environmental conditions during storage. In case of severe conditions, these materials and equipment should be packaged carefully by taking a full and appropriate preventive measure to protect from any damage or wear. The marks should be painted or printed clearly and durably with characters of 40 mm height at minimum on both ends of the packing case. The labels should be well protected to prevent loss / tempering
h	A mark indicating the correct lifting position should be shown by an arrow on the packing case
<b>Preparation for Shipment of operational spare Parts</b>	
a	Shipping preparations shall be of export quality and crating shall adequately protect the items against injurious corrosion, dampness, breakage, or vibration that might be encountered in their transportation and handling. Vendor to submit a detailed packing and crating procedure to PEC on a parent equipment basis at least sixty calendar days prior to shipment.
B	Operational spare parts shall be crated on a parent equipment on exclusive basis and there shall be no common crating of unrelated spare parts. For items too small to be individually crated, they have to be crated on the same kind of equipment basis under condition that they are classified and packed in a vinyl bag or small box on a parent equipment basis.
C	To the extent that supplier intends to utilize containers in the shipment of operational parts, supplier shall utilize good quality shipper owned or nonreturnable containers which should be conveyed to Owner before its receipt at the Site / discharge port.
D	All shipments of operational spare parts shall be consolidated prior to shipment and shall be transported to the Site in accordance with the contractual shipping schedule. Supplier shall not make partial or multiple shipments of operational spare parts for the same parent equipment item without prior approval of BHEL.
E	To the greatest extent practicable, supplier shall individually tag each Operational Spare Part. The tagging data shall include the Contract number, Item number and the part identification number. Where such individual tagging is impracticable due to the size or quantity of certain operational spare parts the tagging data shall be fixed to the permanent packing of these operational spare parts.

## Shipping & Packing Instructions for Marib Project

F	Supplier shall prepare packing lists in strict accordance with the tagging requirements and shall reference the Exhibit C, Section 3. Item numbers of the individual operational spare parts including required quantities. Contractor shall include on the packing list the net weight of operational spare parts exceeding 300 Kg. Packing lists shall also provide a certification verifying that the packing list quantities constitute 'Partial' or "Complete" shipment of all required quantities of operational spare parts
G	<b><u>All packages to be wrapped in Sealed transparent polythene inside the crates for weather proofing</u></b>
H	Each package should have the following inscriptions and signs stenciled with an indelible ink legibly and clearly: Destination Package number: BHEL/YMN/HWR/YYY/ZZZZ YYY stands for Supplier abbreviation Following series of zzzz., supplier is required to submit packing list to BHEL (through e-mail in editable copy) for our approval and allocation no of zzzz series. <b>Material should be dispatch only after approval of packing list from BHEL.</b> Completeness of Contents of each packing case: Concerned Third Party Inspection Agency shall verify the completeness of contents of each package w.r.t packing list both in terms of quality and quantity before authorizing dispatch of the consignment.
I	Packing commensurate with international standards and accepted norms will be ensured by Third Party Inspection Agency. <b>Packing has to be sea- worthy and secure.</b> As far as possible, the packing has to be rectangular in shape for optimum space utilization in the ship and economize on shipping costs. <b><u>Projections on packages are prohibited.</u></b>
J	The packing list has to be checked and certified by the Inspection agency (ies) with due signatures. All packages shall be enclosed in suitable GI sheets on all sides.
K	No loose items I Gunny bag packing are allowed for shipment. Proper pallets and crates are to be used for packing of Oil drums and Structures
L	Packing list is an extremely important document, which forms a part of export documentation in connection with the processing of customs formalities. Packing list has to be generated by supplier and sent to BHEL, two weeks in advance, for processing and obtaining shipping bills' clearances and avoiding octroi payment.
M	<b>Excise Attestation at Works:</b> To avoid opening of big cases for examination by customs at port of shipment, the supplying unit may arrange to get the packing cases sealed by local excise authorities/ self-certification and to get the relevant invoices and packing lists endorsed from Superintendent, Central Excise. For this purpose, Supplier should send the packing lists

## Shipping & Packing Instructions for Marib Project


	to BHEL at least 2 weeks in advance to enable prepare Shipping Invoices for furnishing to the Supplier for requisite attestation and sending the same to Our ROD Mumbai through fastest means for a smoother and faster customs clearance. Also Units to provide "specification of packing with the indication of the number of cargo packages, type of packing and weight of packing in English" along with the packing list.	
N	Provision of Inspection Windows on Packages: Vendors should provide inspection window of size 6" x 4" (glass perplexx) for customs examination for all packages (above 1.5 x 1.5 x 1.5 cu m) involving panels of any kind. Care would be taken to ensure that all packages are properly sealed to avoid ingress of moisture, rodents etc. Packing slip folders shall be attached in each box.	
O	Marking for Safe Handling: To ensure safe handling, packing case shall be marked to show the following: <ul style="list-style-type: none"> <li>• Upright position.</li> <li>• Sling position and Centre of Gravity position.</li> <li>• Storage category.</li> <li>• Fragile components (to be marked properly with a clear warning for safe handling</li> </ul>	
<b>Shipping Documentation including those covered by customs requirements:</b>		
	Customs Invoices: Values to be allocated by BHEL (Alternatively, Excise attested invoices where the package is sealed and dispatched by the units / vendors	BHEL, however vendor have to provide their invoice.
	Packing List	
	ARE1 forms / Excise Invoice corresponding to Unit invoice values and Delivery challans.	All Indigenous Vendors.
	Catalogues/literature/write-up in case of customs endorsement for discharging exports obligation in case of DEEC imports to be made available to BHEL before arrival of goods in the city of port of dispatch.	All Indigenous Vendors
	Octroi Clearance: Drivers/Escorts carrying the export cargo for this project on behalf of the BHEL to be advised to contact the agents at Octroi Naka: (To be intimated by BHEL ROD Mumbai) Copies of the dispatch documents must be sent to BHEL ROD Mumbai by i) Fax ii) e-mail through scanning of the documents.	All Indigenous Vendors

## Shipping & Packing Instructions for Marib Project

	<p>Shipping Carrier Specification and related Requirements:</p> <ol style="list-style-type: none"> <li>a. Certificate of Freight having been pre-paid as per the regular shipping lines is required on MTDs.</li> <li>b. Subject cargo would be generally shipped under the deck.</li> <li>c. Specific confirmation/clearance of BHEL is needed for shipment on deck.</li> <li>d. Vessel age to be restricted as per insurance policy in force</li> <li>e. Buyer's Reference (Contract No.) is required on B/Ls.</li> <li>f. For Third Country Supplies, will ensure all the above certificates in addition to Certificate of Origin.</li> </ol>	Vendor's
<h3>Guidelines for Dispatches from Indian Vendors:</h3>		
	<p>Vehicle drivers shall carry ARE-1 in photocopy (3 originals to be sent to BHEL ROD). Each consignment carried by the vehicle shall have a separate ARE-1 and it must be ensured that materials under one ARE-1 shall be transported in the same truck/trailer. In order to avoid any problems at port of dispatch from the point of view of</p> <ol style="list-style-type: none"> <li>i) shipping bill preparation and passing thereof</li> <li>ii) 'N' form at Octroi check post and</li> <li>iii) control and movement of cargo within Mumbai and</li> <li>iv) physical examination of cargo by customs, the materials under the same category e.g.</li> </ol> <p>a) DEEC cargo b) Free shipping bill cargo c) DEPB (duty entitlement pass book scheme) and d) duty drawback must be sent in the same truck/trailer.</p> <p>Vendor shall ensure that BHEL ROD is communicated very clearly the type of shipping bills to be prepared, well before the materials are dispatched from the works.</p>	Vendor's
	<p>All materials to be dispatched under intimation to:</p> <p>Senior Manager(Exports)          Bharat Heavy Electricals Limited          Regional Operations Division          14th Floor, World Centre 1,Cuffe Parade          Mumbai-400005          Attention: Mr.Sanjeev Shikhare          Telephone No.: 22171302 (Mumbai)</p>	
	<p>Clearing Agents:          All materials to be dispatched to Mumbai on door delivery basis, freight prepaid to the address of the clearing agents (will be informed before dispatch)</p>	Vendors
	<p>Customs formalities Period:          Packages arriving at the port shall have a minimum time of 3 working days for customs examination and other related formalities in respect of the cargo under shipment. The goods received after arrival of the ship may not be loaded if either sufficient time does not exist or space available in the ship is booked by the carrier for other</p>	For Information Only

## Shipping & Packing Instructions for Marib Project

	<p>exporters due to lack of availability of the goods at the port in time for shipment from BHEL. In cases, where the committed cargo to the carrier based upon information received from all the units does not reach in time of scheduled shipment at the port of dispatch, BHEL would be within its right to decide the priority of loading as per the project schedule requirements given the condition that adequate space in the ship is not available to accommodate the cargo.</p>	
	<p><b>Triplicate ARE-1 forms for Cancellation of Bonds:</b> It is necessary that the vendor ensure that ARE-1 forms are sent in Triplicate to BHEL ROD Mumbai. After ROD Mumbai effects the shipment, endorsement of customs on triplicate copy of ARE-1 form would be obtained by ROD Mumbai and sent to the concerned unit within 6 to 8 weeks for cancellation of the excise bond.</p>	<p>For information please</p>

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

- Prospective Suppliers may also visit our web site [www.bhel.com](http://www.bhel.com) (link Supplier Registration -> New Supplier Required) to know more about the requirement of new suppliers for various items in our units.
- Registration Form may be obtained from BHEL website [www.bhel.com](http://www.bhel.com).
- Application for registration, with a covering letter detailing where your products can find application (if possible) in BHEL unit(s), should be sent to:

Supplier Development Cell  
Unit Name:  
Bharat Heavy Electricals Ltd.  
City:  
India


- In case registration is being sought in multiple units of BHEL, please send the separate application to each unit.
- 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.
- Please ensure that all required enclosures are attached with the filled up Supplier Registration Form and all enclosures are numbered & list of enclosures is given as required.
- As multiple copies of the application forms are required for processing at our end, please do not spiral bound the application forms or its enclosures and instead send them in two hole clip flat file.
- Incomplete forms will be rejected.
- Any information / clarification required by BHEL during evaluation must be given expeditiously.
- 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 on next page and send along with the Supplier Registration Forms to BHEL.
- If you are attaching a document in a language other than Hindi/ English, a self attested Hindi/ English translated document may please be also attached.

	<b>Annexure-II</b> <b>Check List for Indian Supplier</b> <b>Registration Form</b>	Document No.	AA:MM:SR:01
		Revision No.	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? (In original, Certified by the bank)	
10.	If you are seeking registration for a MSME company (as per MSME Act of Government of India), have you attached requisite certificate as per Act?	

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)**

**ANNEXURE-II**

Page 1 of 17

**INFORMATION WITH \* MARKS IS SCOREABLE.**

**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.**

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

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

**BHARAT HEAVY ELECTRICALS LIMITED  
SUPPLIER REGISTRATION FORM**

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

**ANNEXURE-II**

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**ORGANISATIONAL INFORMATION**

**2.0 GENERAL INFORMATION :**

2.1 NAMES OF THE WORKS/DIVISION (Products manufactured at each works to be mentioned :

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  
SUPPLIER REGISTRATION FORM**

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

**ANNEXURE-II**

Page 3 of 17

**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 :

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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 /<br>SERVICE AFTER SALES :              |          |         |         |             |
| OTHERS :   |          |         |         |             |
| TOTAL :  |          |         |         |             |
| * 5.1 POWER BACKUP :<br>(GIVE DETAILS)             | YES/ NO  |         |         |             |
| * 5.2 DOES THE COMPANY SELL ITS PRODUCT DIRECTLY : | YES/ NO  |         |         |             |

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**ORGANISATIONAL INFORMATION**

**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 :

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**ORGANISATIONAL INFORMATION**

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.

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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:**

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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

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**

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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 <u>Long term Debt (9.2)</u> <u>Net worth (9.1)</u>				
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					
3	* QUICK RATIO <u>CA - INVENT. {9.5(1)-9.5(1)c}</u> Current liability {9.5 (2)}				
* 9.6	SALES				
	Growth over previous year (%)	-----			
* 9.7	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 &amp; 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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## ORGANISATIONAL INFORMATION

**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

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**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				

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**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

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## FORM NO. SRF(I)01

### 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 <b>design specification</b> 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)		
<b>TOTAL MARKS OUT OF POSSIBLE (10) = ---</b>			

**OR**

TECHNICAL COMPETENCE ( where <b>performance specification</b> 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)						
<b>TOTAL MARKS OUT OF POSSIBLE (10)</b>							
<b>Average of Total (Total/3) = -----</b>							

#### **(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

# No marks is to be given by the supplier. Only supplier response along with supporting documents,

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## Part D : SCORE SHEET

### 1. ORGANISATIONAL SOUNDNESS (for Manufacturers):

S.N.	PARAMETER	CRITERIA	Maxm. Marks	Marks Awarded
1.	Whether all <b>relevant information</b> 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	
	<b>TOTAL</b>		<b>25</b>	

### 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 <b>relevant information</b> like ownership, PAN no., sales tax no., etc. submitted ( <b>clause 6.0 of chapter V to be referred in this regard</b> )	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	
<b>TOTAL</b>			<b>25</b>	

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	
<b>TOTAL</b>			<b>25</b>	

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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)
	<b>TOTAL</b>		<b>25</b>	

#### SUMMARY:

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

**\*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/ Development code may be given.
4.	Less than 60	Not to be registered

**Note:** Indian Stockist/ Trader/ Distributor/ Dealer/ Authorised Agent/ Channel partner/ Indian Sales office or Subsidiary of registered foreign principal are to be awarded marks on pro-rata basis and registered accordingly.

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

1)

2)

3)

4)

5)

6)

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	Annexure-III  <b>GUIDELINES TO FOREIGN SUPPLIERS FOR FILLING UP SUPPLIER REGISTRATION FORM</b>	Document No.	AA:MM:SR:01
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1. Prospective Suppliers may also visit our web site [www.bhel.com](http://www.bhel.com) (link Supplier Registration -> New Supplier Required) to know more about the requirement of new suppliers for various items in our units.
2. Registration Form no. SRF(F)01 may be obtained from BHEL website [www.bhel.com](http://www.bhel.com).
3. Application for registration, with a covering letter detailing where your products can find application (if possible) in BHEL unit(s), should be sent to:

Supplier Development Cell  
*Unit Name:*  
Bharat Heavy Electricals Ltd.  
*City:*  
India

4. In case registration is being sought in multiple units of BHEL, please send the separate application to each unit.
5. Any clarification with respect to procedure for registration may be obtained from the Supplier Development Cell of respective BHEL unit.
6. 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.
7. Please attach separate sheet if the space provided is insufficient. For any other information also, separate sheet may be attached.
8. Any information / clarification required by BHEL during processing of registration must be given expeditiously.
9. Please ensure that all required enclosures are attached with the filled up Supplier Registration Form and all enclosures are numbered & list of enclosures is given as required.
10. As multiple copies of the application forms are required for processing at our end, please do not spiral bound the application forms or its enclosures and instead send them in two hole clip flat file.
11. Please fill up the check- list given on next page and send along with the Supplier Registration Forms to BHEL.
12. 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.
13. If you are attaching a document in a language other than English, a self attested English translated document may please be also attached.



Annexure-III  
**CHECK-LIST FOR FOREIGN  
SUPPLIERS REGISTRATION FORM**

Document No.

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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/ Creditreform report etc. has been attached.	

Signature & seal

Date :

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

SUPPLIER REGISTRATION FORM	
<b>1.0 GENERAL INFORMATION :</b>	
1.1 NAME OF SUPPLIER : (TO BE REGISTERED)	
1.2 SUPPLIER ADDRESS : (TO BE REGISTERED)	
E - Mail :	
TELEPHONE : (Landline)-	Mobile
WEB SITE :	
1.3 DETAILS OF FACTORY / WORKS :	
ADDRESS :	
E - Mail :	
TELEPHONE : (Landline)-	Mobile
1.4 DETAILS OF MARKETING REPRESENTATIVE ( OUTSIDE INDIA , IF ANY )	
ADDRESS :	
E - Mail :	
TELEPHONE : (Landline)-	Mobile
1.5 DETAILS OF INDIAN REPRESENTATIVE, IF ANY : ( Attach authorisation letter )	
NAME :	
ADDRESS :	
E - Mail :	
TELEPHONE : (Landline)-	Mobile
1.6 CHIEF EXECUTIVE :	
1.7 YEAR OF ESTABLISHMENT :	

**BHEL CERTIFIED ASSESSOR**

**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 (details of major manufacturing/ testing facilities to be given) :
- 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/ Creditreform 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 :**