

**Boiler Auxiliary Plant , Bharat Heavy Electricals  
Limited , Ranipet- 632406, Tamilnadu**

**Purchase Department**

**Enquiry No : BAP/PUR/2014/G&D/VINDHYACHAL/FGD/7241003E  
dt 27.11.2014**

**TITLE: SUPPLY OF OUTLET GATE AND BYPASS DAMPER FOR NTPC  
VINDHYACHAL PROJECT**

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**Annexure-C**

- (a) Technical Dossier for FGD Outlet Gate & NTPC Questionnaire Format

**Contact Details**

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## **ANNEXURE – A to OPEN TENDER**

**Ref: BAP/PUR/2014/G&D/VINDHYACHAL/FGD/7241003E dt 27.11.2014**

### **FOR SUPPLY OF OUTLET GATE AND BYPASS DAMPER FOR NTPC VINDHYACHAL PROJECT**

**STANDARD TERMS & CONDITIONS  
(FOR GUIDANCE TO THE SUPPLIERS)**

#### **A] Submission of Offer**

Sealed tenders are invited for the supply of FGD Outlet gate and FGD Bypass damper for the NTPC Vindhyachal project as per specification given in the tender documents. Offer shall be submitted super-scribed with Tender Number, Due Date, Item Name & Supplier's Name and Validity of the Offer shall be addressed to SDGM / Purchase, Bharat Heavy Electricals Limited, Ranipet – 632 406, Tamilnadu, INDIA, and sent so as to reach him on or before the date and time specified in the tender. It shall contain two sealed covers in one envelope.

**Sealed envelope super-scribed, with Tender Number, Item Name, Tender Due Date & Supplier's Name, Validity of the offer/s containing:**

#### **Cover I: Techno-Commercial and Unpriced Bid**

**Sealed Cover super-scribed "Cover I – Techno-Commercial and Unpriced Bid" containing:**

- a) **Complete technical Offer** with details, catalogues, as applicable.
- b) **Un-priced bid** (i.e. Bid without the Price)
- c) **Filled-in BHEL's Standard Commercial Terms & Conditions**, enclosed with the Tender Document (page 15 of 20 and thereafter),
- d) **All relevant enclosures** of above documents and documents related to qualification criteria and any other formats applicable.
- e) Two copies (1 Original + 1 Photocopy) of **NTPC Sub-Supplier Questionnaire** (Can be found in Annexure-B or Annexure-C to tender documents) format with all necessary supporting documents, experience list and end user performance feedback certificates
- f) **Deviation summary** submitted in two parts – giving the summary of technical deviations separately and the commercial deviations separately, if any and
- g) **Bidders who are not already registered with BHEL** are requested to submit the filled in Supplier Registration Forms (SRF) available in the BHEL website: [www.bhel.com](http://www.bhel.com) and the other required documents called for in the SRF (including D&B reports for import vendors, the facilities available at the mill – starting material to finished product, manufacturing quality plan, inspection & test plan to meet the Technical Delivery Condition requirements) along with the technical bid. In addition, vendors may submit an experience certificate detailing previous supply year wise along with the unpriced PO copies and proof of supply along with the offer for all the tendered specifications. Technical acceptance of offer by BHEL, shall be based on the evaluation of offer and the submitted documents.
- h) **Authorization Letter:** Such of those tenderers who wish to participate in the 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.

#### **Note**

- (i) This tender is issued for the supply of FGD Outlet gate and FGD Bypass damper for the NTPC Vindhyachal project. **Bidders are required to meet the Qualification Criteria given in the technical specifications along with the necessary documents detailed.**



- (ii) The materials offered, shall conform to the specification and scope attached in the tender.
- (iii) In case the offered materials are not conforming to the Enquiry material Specification or such that the offered materials do not match the enquiry, such offers would not be considered for evaluation and would be rejected. Where equivalent specifications are offered considering such offers will be at the sole discretion of BHEL. Wherever alternative standards / specifications are offered by Bidder, the Bidder shall provide sufficient documentary evidence to ensure equivalence to the designated standards / specifications, failing which the offer would be considered as not technically acceptable and hence shall stand rejected.
- (iv) All taxes and duties payable as extra to the quoted price should be specifically stated in offers. Offer from within India shall be submitted along with CST & TIN No. / Tariff No. etc, failing which the purchaser will not be liable for payment of such taxes and duties. The respective TIN, CST and ECC Number will be available in the respective Purchase Orders released by the concerned BHEL Units
- (v) The un-priced bid is to be used to indicate relevant commercial implications without indicating price.
- (vi) Commercial terms are to be indicated clearly in the offer.
- (vii) No changes shall be entertained once the bid is opened unless otherwise specifically agreed to in writing by BHEL.
- (viii) Money values shall not be indicated anywhere in the un-priced bid.
- (ix) Time required for inspection (at Supplier's works), should be clearly given in terms of numbers of working days
- (x) It is advised that all the pages and annexure to the Techno-Commercial bid should be serially numbered, including indicating the total number of pages.

**Sealed envelope super-scribed Cover – II (Price bid), with Tender Number, Item Name, Tender Due Date & Name of the Supplier and Validity, containing:**

**Sealed Cover super scribed "Cover II –Price Bid" containing:**

**Price Bid** (i.e. Un-priced bid but with Price duly filled-in) in conformance with the commercial terms as per Cover- I.

The Prices shall be indicated in both figures and words, clearly specifying the currency used. Differential foreign currencies may not be used in a given offer.

Wherever there is a discrepancy between the figures and the words, the value as indicated by words shall be taken as the "Price" by the Purchaser. Similarly if there is a discrepancy between the Unit Price and the Value on account of arithmetical error in the computation of the Value (Price x Quantity), only the Unit Price would be taken by the Purchaser for consideration. No corrections would be permitted after the submission of the bids. Error statements should be completely erased / struck out and fresh values given in the offer, which should be initialled and attested by the tender submitting authority. Offers without the above may become liable for rejection.

**Note**

- (i) The price break-up should be in line with technical specification / scope of the tender. (Cost of material, packing charges, forwarding charges, freight, insurance charges may be shown appropriately, as applicable).
- (ii) No advance payment will be made by BHEL.
- (iii) In case, there is a discrepancy in the term quoted in techno-commercial bid and price bid, the term as per the techno-commercial bid (Cover I) shall hold good and the commercial term quoted in the Price Bid (Cover II) shall not be considered.
- (iv) In their own interest, all Tenderers are advised to double check their prices, applicable duties and taxes.



- (v) The offer should be valid at least for a period of 90 days from the tender opening date.
- (vi) Offers should be submitted in two sets, one original and one copy.
- (vii) The offers should invariably contain Signature (ink-signed) & Office Stamp of the Supplier. Any corrections / erasures in the offers should be initialled and stamped.
- (viii) Indian bidders should submit the prices in Indian Rupees only.
- (ix) Foreign bidders may submit their bid in any of the following currency viz., (USD or Euro). The currency should be clearly indicated in the un-priced commercial bid as well as in the price bid. (Exchange rate as applicable on the date of technical bid opening only will be considered for deciding the lowest bidder – also please refer Clause C-h)
- (x) Indian Suppliers shall quote on FOR Destination basis or Ex-Works basis. In the event that Ex-works delivery terms is chosen, freight rates as per BHEL freight contract will be used to evaluate and calculate the FOR destination prices. Foreign Suppliers shall quote on FOB / CFR basis . No other delivery terms shall be acceptable. The Port of delivery shall be a popular and commonly used international sea port. Freight charges for carriage from port of dispatch to Chennai Sea shall be separately indicated in the price bid. (C&F Charges). All home port charges like Quay Dues, Bill of Lading issue charges, ISPS, Loading permit charges, Handling Charges and all and any other charges shall be borne by the Seller only. In case of FOB delivery terms, Ocean transit would be arranged by the freight forwarder nominated by BHEL, details of who would be included in the Purchase Contract. As per Government of India guidelines, BHEL being a Government of India Undertaking the Bill of Lading shall be made with the Shipper as “Government of India”. This shall be specifically confirmed by the Bidder.
- (xi) Where the cargo is containerized, Container stuffing charges would be to the account of the supplier, where the containers are to be stuffed at the works of the supplier. The containers would be arranged by the freight forwarder of BHEL.
- (xii) Port to Port carriage would be arranged through shipping agent nominated by Government of India / BHEL in the case of Sea Shipments and
- (xiii) List of shipping agents would be a part of the Purchase Contract.

## **B] Opening of Offers**

- a) **Tenders shall be received up to 14.00 Hours on the specified date as per the tender notification and be opened on the same day at 14.30 Hours. Tenders received after 14.00 Hours would not be opened. The times indicated are Indian Standard Time (IST). Tenders received after 14.00 Hrs would be designated as “Late Offer” and would be returned back to the Bidder unopened.**
- b) Supplier shall submit two covers (Cover-I techno-commercial bid & Cover-II price bid) in one envelope.
- c) Such of those Tenderers who wish so, may participate in the Tender Opening by deputing their representatives. The representatives would be allowed to participate in the Tender opening only on submission of a signed and stamped authorization letter issued by the Supplier. Representatives without the Authorization Letter would not be allowed to participate in the Tender Opening. Representatives who turn up after the Tender opening time / start of the Tender opening would not be allowed to participate. After tender opening the details would not be given to such suppliers who choose to be absent at the time of Tender opening.
- d) Details such as the Technical Specification, Delivery Terms, and Delivery Period and the Price details in the event of the sealed price bid opening, alone would be read out by the Tender Opening Officer. No other data will be read out. (The delivery period shall be given with clear reference to the date of drawing approval /manufacturing clearance by BHEL)



e) In exceptional cases, at the discretion of BHEL, in the event of the named representative (named in the Tender Document) is unable to come due to unavoidable circumstances, then an alternative representative would be allowed, where the alternative representative should carry a revised original authorization certificate. Suppliers are advised to avoid such situations to avoid embarrassments on both sides and

f) If so required, BHEL reserves the right to open the Price-Bids, '*in-camera*'. Intimation to this effect would be given to the Supplier by BHEL, before the opening of the Price-Bids.

**g) Price Bid opening may be done through Reverse Auction method (English method). All tenderers would have to specifically give their acceptance for this in their bid/s. The decision as to whether the sealed price bid would be opened or the price bid opening would be through Reverse Auction will be intimated by BHEL after the technical bid opening. Generally, price bid opening will be resorted to through Reverse Auction, if there are four or more valid technically accepted offers in this tender. However, the decision to conduct Reverse Auction or not, will be at the sole discretion of BHEL. For other details on Reverse Auction, please refer the General conditions of Reverse Auction attached separately.**

#### **Note**

(i) Bids including all enclosures and supporting documents like catalogues, pamphlets, etc., shall be provided in ENGLISH language only.

(ii) At its option, BHEL may consider extending the due date/s for the tender openings. Sufficient notice would be given by BHEL for such extensions.

(iii) Specifications are the basic essence of the "Item". and all deviations shall be summarized and provided in a "Deviation Statement", listing the points and the deviation against each point, and

(iv) Where the Reverse Auction is not conducted, the sealed price bid along with the impact price bids (if any) would be opened.

(v) Offers for part quantities on item level basis are not acceptable to BHEL. While tenderers can quote for some or all the tendered items, no supplier shall quote for partial quantity of any given enquiry item. Such partial offer would not be considered in the enquiry for that item.

(vi) While resorting to Reverse Auction (RA), 20% of the higher ranked offers on the online sealed bids will not be allowed to participate in the dynamic auction subject to the condition that such elimination leads to a minimum of four bidders in the dynamic auction round. In order to have serious bidding in RA, the H1 bidder (whose quote is highest in online sealed bid) will not be allowed to participate in further RA Process provided minimum four bidders have submitted online sealed bids. For more than four valid offers 20% of the higher ranked offers will not be considered subject to the rounding off to the nearest next higher integer.

#### **C] Evaluation of Offers**

a) The price bids of the technically acceptable offers alone will be considered for the price bid opening.

b) All bidders shall submit their offers by filling-in the format of the BHEL tender documents. Offers received in any other format are liable to be rejected. Offers are asked in BHEL's format for purpose of standardisation - to help in the offer evaluation.

c) Offer with any pre-conditions (like conditional discounts) for price are liable to be not considered / rejected. For evaluation, such conditions would be removed and only the base offer would be considered for evaluation and comparison.

d) In the event of any change in scope / quantity arising out of the discussions, offerers would be given a chance to submit their revised offer. The revised offer shall contain only the price addition / deletion for such change in the scope / quantities, over and above the original scope and price quoted. The original price



quoted shall not be changed on account of the technical discussions. Price discounts given by the suppliers on their own (unsolicited) after the technical bid opening will not be entertained.

e) BHEL reserves the right to reject without assigning any reasons / load any offer with factors other than already specified for such offers having deviations to BHEL Specifications, Standard Terms & Conditions at its discretion. The decision of BHEL in this regard shall be final.

f) BHEL reserves the right to reject an offer due to unsatisfactory past performance during tender finalisation / execution of a contract at any of BHEL projects / units or if unsatisfactory performance report is received from the party/s referenced by the supplier at any time during tender finalisation. Firms with whom business dealings are banned by BHEL are prohibited from participating in this tender. Any offer received from "banned" firm/s will be returned unopened.

g) The government guidelines for extending concessions as per the MSME Act 2006 shall be applicable to eligible indigenous suppliers.

h) For the purpose of comparing prices, tender prices shall be converted to Indian rupees and the conversion shall be made by using the TT Selling rate of State Bank of India (SBI) prevailing on the date of opening of Techno-Commercial/Unpriced bids. This exchange rate will be followed till entering into the rate contract.

i) BHEL reserves the right to conduct negotiations on the "Price" and "Other Commercial Terms and conditions" with the lowest ranked offerer at any time after the bid opening but before the release of the Purchase Order and

In the case of indigenous offers, where intra state despatches are made, the applicable VAT / VAT benefit will be used to arrive at the cost to BHEL. Currently, for supplies to be made in the NCR and in the State of Maharashtra, as intra state sale, as per the directives issued by the Department of Commercial Taxes, since the purchaser will be penalised including visited with criminal proceedings, in the event of the seller defaulting on the remittance of the VAT with the department, BHEL will retain the VAT amount payable and shall release the same only after submission of the tax returns (online) submitted by the seller to the department, indicating the invoice numbers of the sale made to BHEL. If this condition is extended to the other States, the above shall apply 'mutatis – mutandis'.

#### **D] Execution of the Order**

a) BHEL will have the option to pre-inspect the materials at Supplier's works by BHEL's own inspector or by third party agency appointed by BHEL or BHEL's end customer/s **but this does not absolve the Supplier from giving the specifications as agreed upon.**

b) In the case of overseas suppliers Inspection call for carrying out the inspection shall be given 30 days before the scheduled contract delivery date. BHEL requires clear 20 days notice to arrange for inspection. The Inspection date/s given by the Supplier shall be on firm basis. For local Suppliers the Notice period of Inspection shall be 10 working days.

c) Deviations, if any pointed out by the visiting Inspection team of BHEL shall be corrected and the items as per specification shall be dispatched on or before the contract delivery date.

d) The final inspection for acceptance will, however, be carried out at BHEL specified destination.

e) Travel & other local stay cost for the Inspectors sent by BHEL will be to BHEL account, but other Inspection Charges, if any shall be to the account of the Seller only.

f) The supplier shall arrange for packing suitably in all respects for normal transport by sea / rail / road and Materials shall be suitably protected against effect of tropical salt laden atmosphere in the event of shipment being delayed at ports / store yards.

g) Unloading the materials at BHEL specified destination would be to the account of BHEL only.



h) In case of rejection/damage/short supply attributable to the supplier, it shall be the responsibility of the supplier to deliver such short supplied/ missing items on Free-of-Cost basis at BHEL's destination, including customs clearances at Indian Ports in the case of foreign suppliers.

i) Materials shall be dispatched only after getting the dispatch clearance of BHEL (Dispatch clearance would either be faxed / e-mailed as a scanned document / couriered.)

j) **Payment terms:**

**Please refer "Commercial terms and conditions format" for payment terms for Indigenous and Import sources**

k) Even though Sight LC is standard payment term for all foreign Suppliers by BHEL, however, BHEL would load the price of foreign suppliers in order to bring them on common platform as per Indigenous Suppliers on the account of differential payment terms to Indigenous Suppliers.

l) Any incidence of tax like Income tax, Service Tax and any other similar tax / duties /levies imposed by the Government of India, or the State Government, where the BHEL Unit is located, deductible at Source, during the tenure of the Order shall be deducted by BHEL and necessary certification of the deduction (Tax deduction at Source) would be given.

m) The Guarantee period shall start from the "Date of receipt and acceptance of the materials at BHEL Stores or at BHEL specified destination."

n) The Purchase Order will be treated as executed only on delivery as per the delivery terms mutually agreed. The buyer will not be liable to receive and pay for any supply made after the delivery date unless the delivery date is extended by the purchaser.

o) Purchase order will be placed on the supplier ranked the lowest. The comparison of the offers to arrive at the lowest rank offer will be as follows:

i) Indigenous offer – FOR Destination inclusive of all charges, duties and taxes

ii) Import offers – FOR Destination price arrived at **by adding the** FOB/CFR price given by the supplier with BHEL's freight rates (Ocean freight as applicable and Indigenous freight from Port of Unloading to the respective destination, insurance cost, landing charges at port and import duties if any.

**E] Liquidated Damages Clause:**

BHEL will levy penalty as Liquidated Damages (LD), for delay in delivery. The damages shall be at the rate of ½% per week or part thereof subject to a maximum of 10%. The applicable LD if any would be communicated by BHEL along with the dispatch clearance. The LD would apply on the undelivered portion only. In case of reasons attributable to BHEL for the delay in delivery (for e.g. delay in arranging the pre-inspection) then the delivery time would be reset to the extent of the time delay attributable to BHEL, with waiver of the LD. Delivery being the essence of BHEL's contract requirements, In the event that a Supplier does not accept the LD condition above, the offer would be loaded to the extent of the shortfall with respect to upper limit specified above. **(Please refer Commercial terms and conditions format)**

**F) Miscellaneous**

**i) Role of Agents:**

BHEL prefers to deal directly with the Main Manufacturers only.

BHEL strongly discourages the engagement of Agents in India by foreign principals, to deal with BHEL, in BHEL's tenders.

In case, in spite of the above, a foreign principal insists on engaging an Indian Agent, It is made clear by BHEL that:



It is the sole responsibility of the foreign principal to ensure the Agent does not represent any other foreign principal in a given tender and also that they are not banned by BHEL.

An undertaking to this effect shall be given by the foreign principal that his / her Agent does not represent any other foreign principal in the tender. This document shall form a part of the techno-commercial offer.

If at any stage of the tender, BHEL finds that an Indian Agent has represented more than one foreign principal, all such offers of and all the foreign principals would be disqualified summarily in the tender inquiry.

BHEL will only give an intimation of notice of the disqualification. No correspondence would be entertained by BHEL, on their decision. Such decision of BHEL shall be irrevocable, firm and final and shall be binding on the tenderer.

BHEL, due to business reasons would ban, would have banned Indian agents from dealing with BHEL.

Any foreign principal who engages such a banned agent, or an employee of the banned agency, or any other person connected with the banned agency, at any time during the tender proceedings, would be disqualified from the tender proceedings. The decision of BHEL in this regard shall be final and be binding on the OEM.

Hence in their own interests, prospective tenderers may check with BHEL, the status of their proposed agent vis-à-vis BHEL.

In view of the requirement of BHEL, it is strongly suggested that in their own interest, foreign principals may desist from engaging any Indian agent and deal with BHEL directly and it is stressed that any Main Manufacturer proposing to deal with BHEL by engaging and through an Indian Agent does so at their own risk.

BHEL shall in no way be responsible for any consequences that may arise to the foreign principal on account of the antecedents / actions of their Indian Agent.

In the event of the foreign principal engaging an Indian Agent:

- a) The Supplier shall furnish an authenticated copy of the Agency Agreement with his agent detailing the precise relationship between them and their mutual interest in the business along with techno-commercial bid.
- b) The Supplier shall furnish original authorization letter for the Indian Agent. The letter shall contain name, contact person, complete postal address including phone, fax and e-mail ID. It shall also spell out the type of services to be rendered by Indian Agent.
- c) The authorisation given by the principal shall specifically mention BHEL's Tender Number. It is understood by BHEL that this authorisation shall be valid for this tender only.
- d) Indian Agent & Agency commission: An Indian Agent can represent only one Foreign Manufacturer against a particular Tender. The FOB price quoted by the foreign bidder shall include the agency commission. However, the agency commission component payable to their Indian Agents shall be shown separately in the Offer, either as a lump-sum or as a percentage of the quoted price. This will be paid by BHEL in Indian Rupees, on satisfactory receipt & acceptance of the materials. For calculation of Rupee equivalent of Agency Commission, exchange rate as prevailing on the date of Purchase Order will be taken and
- e) For all discussions, technical clarification and negotiations etc. only the principal would be authorized for interaction with BHEL. The Agent shall not be a party to the discussions / negotiations and would not be normally allowed to participate, unless otherwise, specifically requested for, in writing by the principal.

**ii) Terms & Conditions of Letter of Credit (L/C) for overseas suppliers (indicated for acceptance).**

- a) Unconfirmed irrevocable Letter of Credit only will be opened by BHEL. Confirmation of L/C is not preferred by BHEL.



b) Bank charges out side India are to the Supplier's account.

c) In case of L/C extension caused by delays attributable to the Supplier, the L/C extension / commitment charges are to be borne by the Supplier.

**iii) Other terms & conditions for letter of credit: - Documents for negotiation**

a) Signed Commercial invoice in quadruplicate, for a value not exceeding the draft amount, quoting the import Licence No and certifying goods evidencing shipment of the merchandise are as per Applicant's Purchase Order. The amount of invoice after deducting Indian Agent's commission, if any, should not exceed the Credit amount. (The Indian agent's commission, if any, is payable in India in Indian rupees only.)

b) Certificate of Country of Origin, from the country of manufacture, issued by the Chamber of Commerce.

c) One set of Original and two sets of Non-negotiable copies of 'signed', 'unmarked', 'clean on board' Ocean Bill of Lading, showing Shipper as "Government of India" Account M/s. Bharat Heavy Electrical Ltd, Unit: BHEL, as consignee (The opening bank should not be notified as consignee), marked freight payable / prepaid at destination.

d) Packing list in 4 copies in English, indicating Size wise Number of bundles / pieces shipped and weight.

e) Certified copy of the fax / e-mail sent by the beneficiary to the applicant giving the following particulars of shipment, as the insurance is to be arranged by the Applicant in India: (a) Purchase Order Number & date; (b) Bill of Lading Number & date (c) Name of vessel; (d) Port of Loading; (e) Number of bundles / pieces and weight; (f) Invoice Number, date and value (g) Purchase Order item number's despatched. The cable / fax is to be sent within 2 working days of shipment.

f) Beneficiary's certificate showing the relevant airmail / courier reference no. and date that the following clauses have been complied with:

1] Beneficiary to forward by Registered Airmail / Courier one complete set of original documents and one set of non-negotiable documents within 3 working days of obtaining shipping documents to BHEL's specified address.

2] Beneficiary to courier at his cost 3 copies of complete set of non-negotiable documents to the Officer who released the Purchase Order.

3] Declaration by the Supplier certifying that the contents in each case are not less than those entered in the invoices / packing list and that the invoicing for the supplies effected is strictly in accordance with agreed rates as stipulated in the Purchase Order.

4] Declaration to the effect that all other documents as per purchase order has been couriered to the Purchase order releasing authority

5) The carrying steamer should be seaworthy, less than 25 years of age and approved by Lloyds / Classification Societies / General Insurance Corporation of India from time to time and

6) Copy of Dispatch Clearance / Instruction issued by BHEL.

**iv) Documents to be sent directly to the Purchaser prior to shipment**

a) Manufacturer's Original Internal Inspection reports/ Test certificate in triplicate.

b) Manufacturer's Original Guarantee certificate as per Purchase Order. The material shall be guaranteed for a period of 12 months from the date of acceptance of the materials at BHEL's specified destination or 18 months from the date of dispatch whichever is earlier. The acceptance would be evidenced by the Stores Receipt Voucher (SRV) in case of BHEL stores / site acknowledgement in case of BHEL project sites which will be raised by BHEL. If any defect is noticed during the above period, such defective materials shall be replaced at free of cost on FOR destination basis, within a reasonable period (approximately 30 days).



c) Inspection / Test Certificate issued by BHEL / Inspection agency specified in the Purchase Order. In the event that Inspection prior to dispatch is not carried out by the Engineers of BHEL, the Inspection certificate of the third party so authorized by BHEL and

d) Any other documentation as specified in the Purchase Order.

**v) Conditions for transportation:**

a) All shipping documents shall show the Purchase Order Number & Date, Import Licence Number & Date, and Letter of Credit Number & Date.

b) Transshipment is to be avoided.

c) A transport document which is produced or appearing to have been produced by reprographic, automated or computerized systems or as carbon copy will be accepted as an original document provided that it is marked as original and is ink-signed.

d) The transport document must contain all the conditions of carriage on the original document.

e) The transport document must not indicate the place of destination as being different from the port of discharge.

f) The transport document must not contain the indication 'intended' or similar qualification in relation to the vessel or other means of transport or port of loading or port of discharge.

g) The transport document must be issued by the carrier or his agent and not by any freight forwarder.

h) Transport documents bearing reference by stamp or otherwise, to costs additional to the freight charges are not acceptable.

i) The Bills of Exchange must be dated and presentation of documents for negotiation must not be later than 15 days after the date of shipment and in any case not later than the expiry date of the Credit.

j) Material shall be dispatched through the agency nominated by BHEL. (Applicable for overseas suppliers only)

k) Indian suppliers shall dispatch the materials, freight prepaid, on door-delivery basis (FOR Destination – Destination will be specified by BHEL) preferably through any one of the approved carriers of BHEL only and

l) In the event there is a delay by the Supplier in negotiating / submitting the document, any demurrage / wharfage arising out of the same shall be to the account of the Supplier and shall be deducted from the final payment. Also, in such cases, the Supplier shall authorize the Steamer / Shipping agent / transporter to freely release the consignment to BHEL by providing a "Surrender Bill of Lading". Over-seas Suppliers have to give a No-Objection Certificate to BHEL, authorizing BHEL to get the Delivery Order from the Steamer Agent without producing the Original Bill of Lading. This is required to ensure avoidance of incidence of demurrage at Chennai Sea-port that may arise in case of delayed presentation of documents by the Seller.

**G) Reverse auction (RA) / on-line bidding on internet:**

a) BHEL may finalize the tender through Reverse Auction Procedure i.e. On-line bidding on Internet.

b) In case BHEL decides not to go for Reverse Auction the Price bids submitted and available with BHEL shall be opened as per BHEL's standard practice.

**The General Terms & Conditions for RA are as below:**

1. For the proposed reverse auction, technically and commercially acceptable bidders only shall be eligible to participate.

2a. BHEL reserves the right to go for Reverse Auction (RA) instead of opening the sealed envelope price bid, submitted by the bidder. This will be decided after techno-commercial evaluation. All bidders to give their



acceptance for participation in RA. Non-acceptance to participate in RA shall result in non-consideration of their bids, in case BHEL decides to go for RA.

2b. Those bidders who have given their acceptance for Reverse Auction (quoted against this tender enquiry) will have to necessarily submit „online sealed bid” in the Reverse Auction. Non-submission of “online sealed bid” by the bidder for any of the eligible items for which techno-commercially qualified, will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines in vogue.

3. 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.

4. In case of reverse auction, BHEL will inform the bidders the details of Service Provider to enable them to contact & get trained.

5. Business rules like event date, time, bid decrement, extension etc. also will be communicated through service provider for compliance.

6. Bidders have to fax the Compliance form before start of Reverse auction. Without this, the bidder will not be eligible to participate in the event.

7. In line with the NIT terms, BHEL will provide the calculation sheet (e.g., MS 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 bidder to enable them to fill-in the price and keep it ready for keying in during the Auction.

8. Reverse auction will be conducted on scheduled date & time.

9. At the end of Reverse Auction event, the lowest bidder value will be known on auction portal.

10. The lowest bidder has to fax/e-mail the duly signed and filled-in prescribed format for price breakup including that of line items, if required, as provided on case-to-case basis to Service provider within two working days of Auction without fail.

11. Bidders shall be required to read the “Terms and Conditions” section of the auctions site of Service provider, using the Login IDs and passwords given to them by the service provider before reverse auction event. Bidders should acquaint themselves of the “Business Rules of Reverse Auction”, which will be communicated before the Reverse Auction.

12. If the Bidder or any of his representatives are found to be involved in Price manipulation/ cartel formation of any kind, directly or indirectly by communicating with other bidders, action as per extant BHEL guidelines, shall be initiated by BHEL and the results of the RA scrapped/ aborted.

13. The Bidder shall not divulge either his Bids or any other exclusive details of BHEL to any other party.

14. In case BHEL goes for reverse auction & depending on the number of bidders, the H1 bidder (whose quote is highest in online sealed bid) may not be allowed to participate in further RA process.

**15. In the event of the dynamic auction not occurring due to no posting of bids by the bidders then BHEL will treat the auction as failed and shall proceed with finalising the tender by opening the sealed bids (original and impacts if any) submitted along with the technical bid.**

#### **H] Force Majeure**

If at any time during the currency of this contract, the performance in whole or in part, by either party of any obligations under this contract shall be prevented or delayed by reason, of any war, hostilities, acts of the public enemy, civil commotion, sabotage, fires, explosions, epidemics, quarantine, restrictions or acts of GOD (hereinafter referred to as events), then provided notice of happening of any such events is given by either party to other within ten days from the date of occurrence thereof, neither party shall reason of such events be entitled to terminate this contract nor shall either party have any such non performance and delay



is resumed as soon as practicable after such events has come to an end or ceased to exist. If the performance in whole or part of any obligation under this contract is prevented or delayed by reason or any such event claims for extension of time shall be granted for period considered reasonable by the purchaser subject to prompt notification by the seller to the purchaser of the particulars of the events and supply to the purchaser if required of any supporting evidence. Any waiver of time in respect of partial installment shall not be deemed to be a waiver of time in respect of remaining deliveries.

#### **I] Cancellation of Order:**

In the event of non-performance of the contract by the Supplier, BHEL reserves the right to cancel the order with issue of a written notice. BHEL would provide a curing period of 30 days, for the Supplier to rectify the situation. If the Supplier fails to rectify the reason/s that led to the issue of cancellation notice by BHEL, then the cancellation order would be issued automatically by BHEL, without further recourse to the Seller. BHEL will not pay any cancellation charges or any other charges / damages to the Supplier, arising out such cancellation. In the event of the non-performance of the supply contract, by the Supplier, the rights of BHEL include, in addition to cancelling the order, to take alternate purchase action at the cost and risk of the supplier. The additional expenditure to be incurred by BHEL in such alternate purchase would be to the account of the supplier (Risk Purchase). This remedy would be in addition to any other legal remedies available with BHEL under the contract."

#### **J] Others**

- a) In case of any contradiction in the terms and conditions given here and elsewhere in the other documents of the tender, it shall be the responsibility of the tenderer to get it clarified from BHEL. The officer authorized to provide such clarifications is SDGM / Purchase (Fans/G&D) e-mail: [mgraja@bhelrpt.co.in](mailto:mgraja@bhelrpt.co.in) & cc: [ashwind@bhelrpt.co.in](mailto:ashwind@bhelrpt.co.in)
- b) Alterations to the conditions of the Tender can be done only by the authorized officer, at any time before the date and time of tender opening. Such changes, if any, would be communicated in writing and / or hosted in the web-page.
- c) The laws governing this transaction shall be the laws in India.
- d) Wherever not specified, INCO Terms 2011 shall be used to interpret the Commercial terms and conditions and
- e) In the event of an order, Supplier shall agree to settlement of disputes or differences, if any, by way of arbitration, in accordance with the "Rule of Arbitration" of the Indian Council of Arbitration.

*The language in the tender documents downloaded by the Bidders shall at no point of time be changed, altered or modified in any manner by the Tenderer. If such changes are made by any tenderer, it shall be considered as tampering with BHEL's terms and the offer shall be summarily rejected, whenever it is noticed by BHEL. Such Bidders would be disqualified from the Bidding Process. They would also not be allowed to participate in future tenders of BHEL inline with the BHEL's policy of Suspension of Business Dealings with the Suppliers.*



## GENERAL TERMS AND CONDITIONS OF REVERSE AUCTION

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 and 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 rate schedule (e.g. EXCEL sheet) for the vendor to enable them to fill-in the price and keep it ready for keying in during the auction. In the event of discrepancy in rate and amount against any item of work, the least of the two will be taken for bid price. In case of discrepancy between the total price indicated in price bid and the arithmetic sum arrived based on rate quoted, then also the least of the two will be taken for the bid price. The bids are compared on the total price quoted and NOT on individual ITEM of works.
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. Opening bid in reverse Auction: The opening bid (in the reverse Auction) of the bidders shall be same as that quoted in their final sealed price submitted to BHEL (along with Technical offer). The bidder shall confirm in writing to BHEL that their opening bid (in reverse auction) shall be same as that quoted in their final sealed price bids submitted to BHEL against this NIT along with Technical Bid (Part-1). If any bidder offered a unsolicited discount or rebate, in separate cover etc. in any place other than the sealed price bid, then the opening price bid in reverse auction, by such a bidder in Reverse Auction, shall be the price offered in final sealed price bid submitted (against this NIT) minus discount offered in any place other than the sealed price bid.
11. BHEL reserves the right to cancel Reverse Auction (RA) without assigning any reasons and resort to considering the sealed bids submitted by vendor for processing and finalizing the tender.
12. In case the process of reverse auction is found unsuccessful by BHEL, then BHEL at its discretion may decide to call the L1 bidder of reverse auction for further negotiation.
13. Any variation between the on-line bid value and 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.
14. 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.
15. Only those vendors, who participate in the Online Initial Opening Bid, will be eligible to participate in the subsequent Online English Reverse Auction.



16. Price bids offered by the bidders during reverse auction process is considered as an offer to execute the work. Bids once made by a bidder cannot be cancelled/withdrawn and bidders shall be bound to execute the work at the final bid price. BHEL shall take appropriate action if the bidder fails to do so.

17. Cancellation of RA: Even where BHEL has specified Reverse Auction as the mode of competitive bidding in the tender enquiry, BHEL reserves the right to cancel the RA and go in for competitive sealed price bidding. In that event, BHEL would intimate the acceptable offers of the same in writing. The decision of BHEL to replace RA with competitive sealed bidding would be final and would be binding on all the technically qualified bidders. Such decision would be communicated to the technically successful bidders and BHEL is under no obligation to assign any reason for changing the mode of bidding from RA to sealed cover competitive bidding. It shall be presumed that all bidders participating in this tender have read this condition and have accepted this, in submitting their offer. Bidders would then given an opportunity to submit their reduction impact price bid if any, in sealed cover, which would be considered together with the price bids submitted along with the original/technical offer and other impact price bids if any arising out of changes in the technical scope. In case tenderers choose not to offer any reduction impact, then they would have to submit a statement to that effect, also in a sealed cover for opening along with price bids.



**(CA CERTIFICATE FORMAT TO BE SUBMITTED INCASE OF CLAIMING MSME STATUS)**

**IN THE LETTER HEAD OF THE C.A. FIRM**

**TO WHOM SO EVER IT MAY CONCERN**

This is to certify that M/s .....having its registered office at .....is registered under MSMED Act 2006 and categorized under .....unit vide their Registration Number.....(copy enclosed)

Further certified that the investment of company in Plant & Machinery as on 31<sup>st</sup> March ..... is Rs.....Lacs i.e. below Rs.25 Lacs / 5 Crores as permissible for Micro / Small unit respectively under MSMED ACT 2006. Hence the company is under category of Micro/Small(strike off whichever is not applicable) unit for the financial year .....

It is further certified that cumulative investment in Plant & Machinery during ..... ( 01/04/..... - till date ) is below the permissible limit of Rs.25 lacs / 5 Crores for Micro / Small unit respectively and Company is under the category of .....unit as on date i.e. 31/03/.....

The Directors of the company have been instructed to intimate their clients in case of change of investments in Plant & Machinery, if any, in future with proper supporting documents.

This Certificate is **VALID FOR ONE YEAR ONLY** from the date of issue subject to the above referred instruction with reference to **“Change of Investments”**

for .....  
Chartered Accountants

Name:  
Membership Number:  
Full address  
Place:  
Date:



**Essential Commercial Terms and Conditions (To be filled in full and to be submitted along with offer)**  
**(For Import sources only)**

| Sl.No | Buyers preference  | Sellers Acceptance |
|-------|--|--------------------|
| 1.    | PRICE :Firm till completion of order.[ offer with Price Variation Clause is not acceptable ]   |                    |
| 2.    | DELIVERY TERMS (FOB Seaport and CFR Chennai Sea Port)  |                    |
| 3.    | Freight up to Chennai Sea Port to be indicated separately in each case of CFR Chennai Sea Port basis is considered.  |                    |
| 4.    | Delivery Period- Please indicate Firm delivery period with clear reference from the date of LOI/ approval of drawings.   |                    |
| 5.    | Validity of offer (minimum of 90 days from the date of price opening)  |                    |
| 6.    | Approximate weight and dimension of the goods.   |                    |
| 7.    | Name of nearest Sea Port at foreign soil   |                    |
| 8.    | Payment Term (90% by unconfirmed irrevocable Letter of Credit at 10 days sight issued by a first class bank in India against submission of PBG (in BHEL format from BHEL's Consortium of bankers) for 10% order value. Balance 10% of supply value plus supervision of erection and commissioning charges direct on successful erection and commissioning of the equipment against E&C certificate issued by BHEL. Incase if commissioning of equipment does not start within 6 months from the date of supply completion then alternatively BHEL may consider release of the balance 10% payment against submission of a bank guarantee of matching value valid till completion of Erection and commissioning. Offers seeking deviation to the above payment terms will be loaded with Interest @ Benchmark Prime lending rate (BPLR) of SBI as applicable on the scheduled date of tender opening + 6 % for the period of relaxation sought. Indian bank charges to BHEL account and Foreign Bank charges to Sellers account.) |                    |
| 9.    | Name your bankers on whom the L/C Negotiation can be restricted with swift code  |                    |
| 10.   | Deviation Report on buyers' specifications enclosed if any   |                    |
| 11.   | Confirmation L.D. clause as indicated in Enquiry [penalty for delayed delivery as per IMPORTANT NOTE ] @ 0.5% per week subject to a maximum of 10% for the delayed delivery. In case any bidder is not accepting the above penalty for delayed Supply, the offer of bidder shall be loaded to the extent to which it is not agreed by the bidder. Example: If the Supplier has accepted for maximum 10% penalty clause, then balance 5% will be loaded for evaluating lowest bidder  |                    |
| 12.   | Details of Indian office/agent if any. Valid Indian Agent agreement copy to be submitted along with technical offer  |                    |
| 13.   | Indian agency commission if any (to be quoted clearly and payable in Indian rupees)  |                    |
| 14.   | Confirmation that bidder is Original Equipment Manufacturer with name and Country of Origin  |                    |
| 15.   | Country of Origin & Confirmation for the submission of Country of Origin Certificate   |                    |
| 16.   | <b>Performance Bank Guarantee</b> 10% of Purchase Order value is required with validity period of 12 months from the date of commissioning (or) 18 months from the date of dispatch which ever is earlier plus three months claim period is also required [PBG shall be from BHEL consortium of banks and in BHEL prescribed format and the same shall be provided along with Purchase order].   |                    |
| 17.   | <b>BHEL Standard Guarantee Clause:</b> Your confirmation to our standard Guarantee clause that the materials are to be guaranteed for satisfactory performance for a period of twelve months from the date of commissioning / putting into use (or) eighteen months from the dispatch which ever is earlier and if any defect is noticed during the above period, the same shall be rectified/replaced free of cost on Ranipet/ Destination basis within a reasonable time. To this effect a Guarantee certificate should be sent along with the dispatch documents in the event an order  |                    |
| 18.   | <b>Risk Purchase Clause:</b> The purchaser at his option will be entitled to terminate the contract and to purchase elsewhere at the risk and cost of the seller either the whole of the goods or any part which the seller has failed to deliver or dispatch within the time stipulated as aforesaid or if the same were not available, the best and the nearest available substitute thereof. The seller shall be liable for all losses and extra expenditure which the purchaser may sustain by reason of such risk purchases in addition to penalty at the rates of LD clause agreed. Bidders who do not accept this clause will be rejected   |                    |

**Date:**

**Name & designation of the seller**



|     |   |   |
|-----|---|---|
| 19. | INSPECTION BEFORE DESPATCH -Will be done at vendor's Works before Dispatch by BHEL / BHEL's Authorized Inspection Agency AIA / BHEL's customer  |   |
| 20. | O&M MANUAL-As per enquiry specifications-6 copies to be sent to BHEL Ranipet  | . |
| 21. | SPECIFICATION – <b>Please refer list of enquiry items in Annexure-C for individual reference to specifications.</b> Clause wise / Point wise confirmation to be given in TOTO for all specifications& to be submitted along with offer. |   |
| 22. | SPECIFICATION DEVIATION DISPOSITION REPORT [SDDR]<br>Attached SDDR to be filled & submit along with offer.(If NO deviation is taken, NIL report to be submitted).   |   |
| 23. | Confirmation for the Submission of Test Certificate   |   |
| 24. | Confirmation if unpriced bid copy is enclosed along with technical offer  |   |

**Date:**

**Name & designation of the seller**



**REQUIREMENT OF TECHNICAL DETAILS /CONFIRMATION**  
**(To be filled in full and to be submitted along with offer)**

| S.NO | DESCRIPTION   | BHEL'S REQUIREMENT  | SUPPLIER'S COMMENTS |
|------|---|---|---------------------|
| 01   | SPECIFICATION -Please refer list of enquiry items in Annexure-C for individual reference to specifications. | Clause wise / Point wise confirmation to be given in TOTO for all specifications & to be submitted along with offer.          |                     |
| 02   | DATA SHEET / DRGS   | Filled Data Sheet and vendor's Drawings are to be submitted along with offer. (if applicable).                                |                     |
| 03   | QUALITY PLAN  | To confirm applicable QP will be followed. (OR) Your Quality Plan to be submitted for our review & approval along with offer. |                     |
| 04   | SPECIFICATION DEVIATION DISPOSITION REPORT (SDDR)   | Attached SDDR to be filled & submit along with offer. (Even NO deviation is taken, NIL report to be submitted).               |                     |

**( To be submitted along with the offer )**

| <b>SPECIFICATION DEVIATION DISPOSITION REPORT</b> |        |  |                     |
|---|--------|--|---------------------|
| Specn   |        | Item   |                     |
| Enq.No & Date                                     |        |  |                     |
| Vendor Name                                       |        |  |                     |
| SPECN   |        |  |                     |
| Page  | Clause | Details Of Deviation With Reason   | Disposition By Bhel |
|   |        |  |                     |
| Signature Of Vendor                               |        |  | Reviewed By         |
|   |        | “ AGREED DEVIATION “<br>if any to be incorporated in the PO in the event of order. | APPROVED BY         |

Date:

SIGNATURE WITH SEAL

**NOTE : The above format shall be completely filled and deviation if any shall be clearly spelt out. The columns which are not applicable shall be mentioned as "Not Applicable". No column should be left blank. Offers will be evaluated on the basis of Total landed cost to BHEL at the Final destination. All applicable Taxes and duties as per Indian Laws will be deducted from the payment to be made to vendors after placement of Purchase Order.**

The above Commercial Terms and Conditions are confirmed by us for this tender. In case there is a variance between the conditions confirmed above and the main offer, we certify that the Commercial Terms and Conditions given above is applicable. Such Commercial Terms and Conditions in the main offer may be considered null and void by the Purchaser and this is accepted by us.



**Essential Commercial Terms and Conditions (To be filled in full and to be submitted along with offer)**  
**(For Indigenous sources only)**

| DESCRIPTION   | BHEL Requirement  | Suppliers Confirmation |
|---|---|------------------------|
| PRICE   | Firm till completion of order.  |                        |
| DELIVERY TERMS  | F.O.R. DESTINATION (NTPC Vindhyachal Site)  |                        |
| PACKING & FORWARDING  | To be included. (if extra indicate in %)  |                        |
| FREIGHT & INSURANCE   | To be included. (if extra indicate in %)  |                        |
| EXCISE DUTY in %  | To be indicated by supplier   |                        |
| SALES TAX in %  | To be indicated by supplier. (Concessional form C / XVII will be given)   |                        |
| OCTROI  | If any, to supplier's account only.   |                        |
| PAYMENT   | 90% within 45 days (For MSME)/ 90 days (For Non MSME) of receipt and acceptance of materials at NTPC Vindhyachal Site against Site acknowledgement and submission of PBG for 10% order value. Balance 10% of supply value plus supervision of erection and commissioning charges direct on successful erection and commissioning of the equipment against E&C certificate issued by BHEL. In case if commissioning of equipment does not start within 6 months from the date of supply then alternatively BHEL may consider release of the balance 10% payment against submission of a bank guarantee of matching value valid till completion of Erection and commissioning. Offers seeking deviation to the above payment terms will be loaded with Interest @ Benchmark Prime lending rate (BPLR) of SBI as applicable on the scheduled date of tender opening + 6% for the amount and period of relaxation sought. |                        |
| DELIVERY PERIOD   | To be indicated by supplier as per enquiry. Please indicate Firm delivery period with clear reference from the date of LOI/ approval of drawings.   |                        |
| L.D.CLAUSE: As indicated in Enquiry (as per IMPORTANT NOTE) @ 0.5% per week, max of 10% for the delayed delivery. In case any bidder is not accepting the above penalty for delayed Supply, the offer of bidder shall be loaded to the extent to which it is not agreed by the bidder. Example: If the Supplier has accepted for maximum 10% penalty clause, then balance 5% will be loaded for evaluating lowest bidder  |   |                        |
| OFFER VALIDITY  | Minimum 90 days from the date of price bid opening / Reverse Auction  |                        |
| INSPECTION BEFORE DESPATCH  | Will be done at vendor's Works before Dispatch by BHEL / BHEL's Authorized Inspection Agency AIA / BHEL's customer  |                        |
| TEST CERTIFICATE  | Required  |                        |
| <b>Confirmation that bidder is Original Equipment manufacturer along with name and place of manufacturing</b>   |   |                        |
| <b>Risk Purchase clause:</b> Your confirmation to our standard risk purchase clause that alternatively the Purchaser at his option will be entitled the contract and to purchase elsewhere at the risk and cost of the seller either the whole of the goods or any part which the supplier has failed to deliver or dispatch within the time stipulated as aforesaid or if the same were not available, the best and the nearest available substitute there for. The supplier shall be liable for any loss which the purchaser may sustain by reason of such risk purchases in addition to penalty at the rate mentioned in clause 10 above. Bidders who do not accept this clause will be rejected |   |                        |

Date:

Name & designation



|   |  |
|---|--|
| <b>BHEL Standard Guarantee Clause:</b> Your confirmation to our standard Guarantee clause that the materials are to be guaranteed for satisfactory performance for a period of twelve months from the date of commissioning / putting into use (or) eighteen months from the dispatch which ever is earlier and if any defect is noticed during the above period, the same shall be rectified/replaced free of cost on Ranipet/ Destination basis within a reasonable time. To this effect a Guarantee certificate should be sent along with the dispatch documents in the event an order |  |
| <b>Performance Bank Guarantee</b> 10% of Purchase Order value is required with validity period of 12 months from the date of commissioning (or) 18 months from the date of dispatch which ever is earlier plus three months claim period is also required [PBG shall be from BHEL consortium of banks and in BHEL prescribed format and the same shall be provided along with Purchase order].  |  |
| Confirmation if unpriced bid copy is enclosed along with technical offer  |  |
| O&M manuals as per Enquiry technical specifications-6 Copies to be sent to BHEL Ranipet Stores  |  |

**Date:**

**Name & designation of the seller**



**REQUIREMENT OF TECHNICAL DETAILS /CONFIRMATION**  
**(To be filled in full and to be submitted along with offer)**

| S.NO | DESCRIPTION  | BHEL'S REQUIREMENT  | SUPPLIER'S COMMENTS |
|------|--|---|---------------------|
| 01   | SPECIFICATION-Please refer list of enquiry items for individual reference to specifications. | Clause wise / Point wise confirmation to be given in TOTO for all specifications & to be submitted along with offer.          |                     |
| 02   | DATA SHEET / DRGS  | Filled Data Sheet and vendor's Drawings are to be submitted along with offer. ( if applicable ).                              |                     |
| 03   | QUALITY PLAN   | To confirm applicable QP will be followed. (OR) Your Quality Plan to be submitted for our review & approval along with offer. |                     |
| 04   | SPECIFICATION DEVIATION DISPOSITION REPORT (SDDR)  | Attached SDDR to be filled & submit along with offer. (Even NO deviation is taken, NIL report to be submitted).               |                     |

**( To be submitted along with the offer )**

| <b>SPECIFICATION DEVIATION DISPOSITION REPORT</b>          |        |                                  |                     |
|--|--------|----------------------------------|---------------------|
| Specn  |        |                                  | Item                |
| Enq.No & Date  |        |                                  |                     |
| Vendor Name  |        |                                  |                     |
| SPECN  |        |                                  |                     |
| Page   | Clause | Details Of Deviation With Reason | Disposition By Bhel |
|  |        |                                  |                     |
| Signature Of Vendor  |        |                                  | Reviewed By         |
| " AGREED DEVIATION "                                       |        |                                  | APPROVED BY         |
| if any to be incorporated in the PO in the event of order. |        |                                  |                     |

Date:

SIGNATURE WITH SEAL

**NOTE : The above format shall be completely filled and deviation if any shall be clearly spelt out. The columns which are not applicable shall be mentioned as "Not Applicable". No column should be left blank**


The above Commercial Terms and Conditions are confirmed by us for this tender. In case there is a variance between the conditions confirmed above and the main offer, we certify that the Commercial Terms and Conditions given above is applicable. Such Commercial Terms and Conditions in the main offer may be considered null and void by the Purchaser and this is accepted by us

**ITEMS ANNEXURE TO ENQUIRY 7241003E**

| SNO | MATERIAL CODE / DESCRIPTION   | UNIT | QTY   | LOT | QTY   | DELY DT    |
|-----|---|------|-------|-----|-------|------------|
| 1   | R57408480001<br>FGD OUTLET GATE WITH MATING FLANGES AS PER GDRS:017/00.                             | ST   | 1.000 | 01  | 1.000 | 24/03/2015 |
| 2   | R57408480002<br>ELECTRICAL ACTUATOR WITH COMPLETE DRIVE SYSTEM AS PER GDRS:017/00.                  | ST   | 1.000 | 01  | 1.000 | 24/03/2015 |
| 3   | R57408480003<br>SEAL AIR BLOWER WITH MOTOR (1X100%) AS PER GDRS:017/00.                             | ST   | 1.000 | 01  | 1.000 | 24/03/2015 |
| 4   | R57408480004<br>ELECTRIC HEATER FOR SEAL AIRS PER GDRS:017/00.                                      | ST   | 1.000 | 01  | 1.000 | 24/03/2015 |
| 5   | R57408480005<br>SEAL AIR PIPING FROM BLOWER TILL GATE AS PER GDRS:017/00                            | ST   | 1.000 | 01  | 1.000 | 24/03/2015 |
| 6   | R57408480006<br>AIR OPERATED VALVE WITH 24V DC SOLENOID VALVE AND AIR FILTER REGULATOR.             | ST   | 1.000 | 01  | 1.000 | 24/03/2015 |
| 7   | R57408480007<br>INSTRUMENTATION WITH ROOT VALVES AS APPLICABLE IN SEAL AIR LINE AS PER GDRS:017/00. | ST   | 1.000 | 01  | 1.000 | 24/03/2015 |
| 8   | R57408520001<br>SET OF SEALS FOR COMPLETE REPLACEMENT FOR ONE FGD OUTLET GATE.                      | ST   | 1.000 | 01  | 1.000 | 24/03/2015 |
| 9   | R57408520002<br>ELECTRICAL ACTUATOR (WITHOUT GEARBOX) FOR FGD OUTLET GATE.                          | NO   | 1.000 | 01  | 1.000 | 24/03/2015 |
| 10  | R57408540001<br>FGD BYPASS DAMPER WITH MATING FLANGES AS PER GDRS:018/00.                           | ST   | 1.000 | 01  | 1.000 | 24/03/2015 |
| 11  | R57408540002<br>PNEUMATIC ACTUATORS WITH POSITIONER & COMPLETE DRIVE SYSTEM AS PER GDRS:018/00.     | ST   | 1.000 | 01  | 1.000 | 24/03/2015 |
| 12  | R57408540003<br>SEAL AIR BLOWER WITH MOTOR (2X100%) AS PER GDRS:018/00.                             | ST   | 1.000 | 01  | 1.000 | 24/03/2015 |
| 13  | R57408540004<br>ELECTRIC HEATER FOR SEAL AIR AS PER GDRS:018/00                                     | ST   | 1.000 | 01  | 1.000 | 24/03/2015 |
| 14  | R57408540005<br>SKID MOUNTED SEAL AIR PIPING FROM BLOWER TILL DAMPER AS PER GDRS:018/00.            | ST   | 1.000 | 01  | 1.000 | 24/03/2015 |
| 15  | R57408540006<br>KNIFE EDGE GATE VALVE WITH 24V DC SOLENOID VALVE AND AIR FILTER REGULATOR.          | ST   | 1.000 | 01  | 1.000 | 24/03/2015 |
|     |   |      |       |     |       |            |

MANAGER / PURCHASE



|   |   |              |             |
|---|---|--------------|-------------|
|  | <b>Annexure-II</b><br><b>GUIDELINES TO INDIAN SUPPLIERS</b><br><b>FOR FILLING-UP</b><br><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<br>(if sent by BHEL) |
| Part D | Score Sheet<br>(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<br>- Quality System<br>- 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<br>(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><br><b>Check List for Indian Supplier</b><br><b>Registration Form</b> | Document No. | AA:MM:SR:01 |
|   |   | Revision No. | 01          |
|   |   | Page No.     | II of II    |

| 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)**

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**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<br/>SEEKING REGISTRATION :-</b>   |             |                                |                                |
| <b>1.0 PRODUCTS / SYSTEMS / SERVICES FOR WHICH REGISTRATION IS<br/>APPLIED FOR :</b> |             |                                |                                |
| SL.<br>NO.   | DESCRIPTION | SIZE & RANGE                   | MFG. STD/ IS / DIN /BS<br>ETC. |
|  |             |                                |                                |
| <b>SUPPLIER'S AUTHORISED SIGNATORY</b>   |             | <b>BHEL CERTIFIED ASSESSOR</b> |                                |

**BHARAT HEAVY ELECTRICALS LIMITED  
SUPPLIER REGISTRATION FORM**

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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

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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

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SUPPLIER REGISTRATION FORM**

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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  |         |         |             |

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 :

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

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**ORGANISATIONAL INFORMATION**

**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**

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<br><u>Long term Debt (9.2)</u><br><u>Net worth (9.1)</u>                                |   |                         |        |          |
| 9.4   | INVESTMENT IN:<br>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<br><u>CA - INVENT. {9.5(1)-9.5(1)c}</u><br>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 |        |          |

# BHARAT HEAVY ELECTRICALS LIMITED SUPPLIER REGISTRATION FORM

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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

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

**BHARAT HEAVY ELECTRICALS LIMITED  
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**Part B (QUALITY SYSTEM):**

| Sl. No | PARAMETERS   | SYSTEM IN EFFECT<br>(Tick if exists & provide evidences if ticked in written procedure) |          | RECORDS<br>(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

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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

# BHARAT HEAVY ELECTRICALS LIMITED SUPPLIER REGISTRATION FORM

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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**

| TECHNICAL COMPETENCE<br>( where design specification is given by BHEL )                          | MARKING RANGE | Marking range, if product specific technical competency not required | SUPPLIER RESPONSE (ALONG WITH SUPPORTING DOCUMENTS)# | MARKS BY BHEL |
|--|---------------|--|--|---------------|
| 1. Supplier understands the product specification.   | (0-3)         | (0-8)  |  |               |
| 2. Supplier understands the inspection requirements.   | (0-2)         | (0-5)  |  |               |
| 3. Supplier has process capability to achieve the product specification/dimensional requirement. | (0-3)         | (0-8)  |  |               |
| 4. Supplier has experienced manpower to carry out the job.                                       | (0-2)         | (0-4)  |  |               |
| <b>TOTAL MARKS OUT OF POSSIBLE</b>   | <b>10</b>     | <b>25</b>  |  |               |

**OR**

| TECHNICAL COMPETENCE<br>(where performance specification is given by BHEL) | MARKING RANGE | Marking range, if product specific technical competency not required | PROCEDURE                                |               | SYSTEM IN EFFECT                         |               | RECORDS                                  |               |
|--|---------------|--|--|---------------|--|---------------|--|---------------|
|  |               |  | SUPPLIER RESPONSE (ALONG WITH SUPPORTING | MARKS BY BHEL | SUPPLIER RESPONSE (ALONG WITH SUPPORTING | MARKS BY BHEL | SUPPLIER RESPONSE (ALONG WITH SUPPORTING | MARKS BY BHEL |
| 1. Design capability   | (0-3)         | (0-8)  |  |               |  |               |  |               |
| 2. Adequacy of quality assurance plan                                      | (0-2)         | (0-5)  |  |               |  |               |  |               |
| 3. Process capability for components                                       | (0-3)         | (0-8)  |  |               |  |               |  |               |
| 4. Adequate of testing   | (0-2)         | (0-4)  |  |               |  |               |  |               |
| <b>TOTAL MARKS OUT OF POSSIBLE Average of Total (Total/3) = -----</b>      | <b>10</b>     | <b>25</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.

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

# BHARAT HEAVY ELECTRICALS LIMITED SUPPLIER REGISTRATION FORM

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

ANNEXURE-II

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

**BHEL CERTIFIED ASSESSOR**

# BHARAT HEAVY ELECTRICALS LIMITED SUPPLIER REGISTRATION FORM

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

ANNEXURE-II

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

BHEL CERTIFIED ASSESSOR

## BHARAT HEAVY ELECTRICALS LIMITED SUPPLIER REGISTRATION FORM

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

ANNEXURE-II

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

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

### 4. TECHNICAL COMPETENCE

|                                       | Maximum Marks<br>(1) | Marks obtained<br>(2) |
|---------------------------------------|----------------------|-----------------------|
| <b>A. Common Technical Competence</b> |                      |                       |

And/ or

#### B. Product Specific 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<br>(1) | Parameter<br>(2) | Scoring criteria<br>(3) | Maximum Marks<br>(4) | Marks obtained<br>(5) |
|---------------|------------------|-------------------------|----------------------|-----------------------|
|               |                  |                         |                      |                       |
|               |                  |                         |                      |                       |
|               | <b>Sub-Total</b> |                         | <b>15</b>            |                       |

TOTAL (A+B): 25 (     )

#### SUMMARY:

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

**\*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<br><=90  | Supplier may be visited if recommended by MISCC or to be registered and given permanent code.  |
| 3.     | >=60<br><=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) |

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

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

1. Registration Form no. SRF(F)01 may be obtained from BHEL website [www.bhel.com](http://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.
9. 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<br><b>CHECK-LIST FOR FOREIGN<br/>         SUPPLIERS REGISTRATION FORM</b> | Document No. | AA:MM:SR:01 |
|   |  | Revision No. | 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/ Creditreform report etc. has been attached.  |        |

Signature & seal  
(Authorised Signatory)

Date :

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)**

Page 1 of 2

**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 :<br>(TO BE REGISTERED)  |        |
| 1.2 SUPPLIER ADDRESS :<br>(TO BE REGISTERED)  |        |
| E - Mail :  |        |
| TELEPHONE : (Landline)-   | Mobile |
| WEB SITE :  |        |
| <b>1.3 DETAILS OF FACTORY / WORKS :</b>   |        |
| ADDRESS :   |        |
| E - Mail :  |        |
| TELEPHONE : (Landline)-   | Mobile |
| <b>1.4 DETAILS OF MARKETING REPRESENTATIVE (OUTSIDE INDIA , IF ANY)</b>               |        |
| ADDRESS :   |        |
| E - Mail :  |        |
| TELEPHONE : (Landline)-   | Mobile |
| <b>1.5 DETAILS OF INDIAN REPRESENTATIVE, IF ANY : ( Attach authorisation letter )</b> |        |
| NAME :  |        |
| ADDRESS :   |        |
| E - Mail :  |        |
| TELEPHONE : (Landline)-   | Mobile |
| <b>1.6 CHIEF EXECUTIVE :</b>  |        |
| <b>1.7 YEAR OF ESTABLISHMENT :</b>  |        |
| <b>SUPPLIER'S AUTHORIZED SIGNATORY</b>  |        |
| <b>BHEL CERTIFIED ASSESSOR</b>  |        |

# **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 IF REGISTERED IN ANY OTHER UNIT OF BHEL, PLEASE PROVIDE DETAILS:**

### **6.0 ANY OTHER INFORMATION:**

### **7.0 LIST OF ENCLOSURES :**

(BROCHURES, CATALOGUES, TECHNICAL LITERATURE ETC.)

Signature & Seal

AUTHORISED SIGNATORY

E – Mail

NAME :

TELEPHONE : (Landline):

DESIGNATION :

Mobile :

DATE :

**BHEL CERTIFIED ASSESSOR**