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**For Tender Documents (Commercial)**  
**Tender no B/4011/2014/5450V/1**

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**BHARAT HEAVY ELECTRICALS LIMITED**  
**HEEP: HARDWAR-249 403 (UA)**  
**Fax: 01334-226084/226462, Phone: 01334-284175, 285834**  
**E-mail: [yash63@bhelhwr.co.in](mailto:yash63@bhelhwr.co.in);[agupta@bhelhwr.co.in](mailto:agupta@bhelhwr.co.in)**

Ref: BOI/OT/15-16/YS/01

Date: 19.09.2015

**OPEN TENDER**

1. Sealed tenders with the Tender No. and opening date clearly super scribed on the cover are invited for the supply of the following items.

Sl. No.	Tender No.	Item Description	Qty	Last date to get documents from BHEL	Opening date
1.	B/4011/2014/5450/V	Material code W90312101139 DRG: 0-12101-41549 DESIGN, MANUFACTURE, SUPPLY & ERECTION AT SITE OF TURBINE CLEADING AS PER DRAWING NO. 0-12101-41549	1 no	16.10.2015	17.10.2015
1.		Material code W90312101040 DRG: 01210110541 DESIGN, MANUFACTURING, SUPPLY, ERECTION AT SITE AND PERFORMANCE TESTING OF ACOUSTIC ENCLOSURE/ TURBINE CLEADING (85DB) FOR 500MW TURBINE GENERATOR SET AS PER DRAWING NO. 01210110541 AND BHEL SPECIFICATION ST35010 SPEC: ST35010 REV: 3	2 nos		

2. Tenders will be received up to 13:45 Hrs. (IST) on opening date and opened on the same day at 14:00 Hrs (IST) in the Tender Room.

3. Interested vendors must submit their offer along with the following Tender Fee & Earnest Money Deposit (EMD). The EMD and Tender Fee should be submitted in the form of bank draft **(Cheque/Bank Guarantee are not acceptable)**:

Tender Fee: Rs.2,000/- (Rs. Two Thousand or equivalent foreign currency)

EMD: Rs.2,00,000/- (Rs. Two Lacs or equivalent foreign currency)

Drafts shall be **drawn in favour of "BHEL Hardwar"**.

4. **As per government guidelines, MSE suppliers are exempted for submission of EMD and Tender Fee.**

All Central/State – PSUs/ Government Departments & Micro and Small Enterprises (Registered under SSI, NSIC, Khadi Board, DIC etc.) are exempted from submission of EMD.

“MSE Suppliers can avail the intended benefits only if they submit along with the offer, attested copies of either EM II certificate having deemed validity (five years from the date of issue of acknowledgement in EM II) or valid NSIC certificate or EM II certificate along with attested copy of a CA certificate (Format enclosed at annexure-1 where deemed validity of EM II certificate of five years has expired) applicable for the relevant financial year (latest audited). Date to be reckoned for determining the deemed validity will be the date of bid opening (Part 1 in case of two part bid). Non submission of such documents will lead to consideration of their bid at par with other bidders. No benefit shall be applicable for this enquiry if any deficiency in the above required documents is found or the requisite documents are not submitted before price bid opening. If the tender is to be submitted through e-procurement portal, then the above require document are to be uploaded on the portal. Documents should be notarized or attested by a Gazette officer.”



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Based on above clause, the credentials of all MSE Suppliers will be reviewed for giving the intended benefits for MSE suppliers at the time of tender evaluation.

5. Vendors registered at BHEL are exempted from the payment of EMD.
6. BHEL will not be responsible for any type of postal delay / incomplete information from vendor.
7. Other terms and conditions will be as per tender documents.
8. Procurement would be made from Customer Approved Vendors only.

For any further details please log on to [www.bhel.com](http://www.bhel.com) or [www.tenders.gov.in](http://www.tenders.gov.in) or [www.bhelhwr.co.in](http://www.bhelhwr.co.in)

(Yashpal Singh)  
Sr. Engineer (PPX-BOI)



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**BHEL Enquiry No. : B/4011/2014/5450/V1**

**Date of issue**

**: 19.09.2015**

**Due Date**

**: 17.10.2015**

M/s.....  
.....

Subject: Tender Enquiry No. B/4011/2014/5450/V1

Dear Sir,

We are pleased to invite your offer in TWO PARTS strictly as per enclosed terms and conditions and instruction to bidders, in sealed covers for the under mentioned equipment / systems.

Sl. No.	Material Code & Item Description	QTY.	Delivery Required	EMD (Earnest Money Deposit)
1.	Material code W90312101139 DRG: 0-12101-41549 DESIGN, MANUFACTURE, SUPPLY & ERECTION AT SITE OF TURBINE CLEADING AS PER DRAWING NO. 0-12101-41549	1 no	Unchahar : 14.08.2016	Rs.2,00,000/- (Rupees Two Lacs only or equivalent foreign currency)
2.	Material code W90312101040 DRG: 01210110541 DESIGN, MANUFACTURING, SUPPLY, ERECTION AT SITE AND PERFORMANCE TESTING OF ACOUSTIC ENCLOSURE/ TURBINE CLEADING (85DB) FOR 500MW TURBINE GENERATOR SET AS PER DRAWING NO. 01210110541 AND BHEL SPECIFICATION ST35010	2 nos	Neyveli-1 : 22.11.2016 Neyveli-2 : 25.05.2017	

Please submit your lowest quotation/offer for the above requirement subject to our terms and conditions. Your offer should reach us on or before the due date by 13:45 IST. Please note that offers received after due date to our tender room, shall be treated as late offers and shall not be considered in any circumstances.

**NOTE: The vendor should submit their best price at this stage itself and they will not be allowed to revise the price. Any revision / discount given by vendor subsequently will be ignored.**

Any clarification on technical specifications can be obtained from BHEL before tender opening. Vendors are welcome to have pre-bid meeting with BHEL engineers for better understanding our requirements

Part-1 bids shall be opened of those vendors **ONLY AFTER ENSURING AVAILIBLITY OF EMD AND TENDER FEE (PLEASE SUBMIT SEPARATE DRAFTS FOR EMD AND TENDER FEE {drawn in favor of BHEL Hardwar} IN ANOTHER ENVELOPE SUPERSCRIBED WITH BOLD LETTERS "EMD & TENDER FEE")** at 2 PM on the due date in the presence of authorized representatives of the bidders who may like to be present. The authorized representative should bring authority letter from their principals for attending the bid opening.

KINDLY READ "INSTRUCTIONS TO BIDDERS" **THOROUGHLY**. QUOTATION NOT IN ACCORDANCE WITH THE ABOVE INSTRUCTIONS ARE LIABLE TO BE DISQUALIFIED AND IGNORED

For & ON BEHALF OF BHEL, HARDWAR

**Sr. Engineer (PPX/BOI)**



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## **INSTRUCTION TO BIDDERS**

### **Clause 1.0 :**

The tenders shall be submitted in two parts (Part I consisting of Techno -Commercial Bid, Supplier Registration Form & Pre-Qualification Requirement e.t.c. and Part II consisting of Price Bid) as described below on or before the due date.

- **The Quotation should be from the Principal / Original Manufacturer, failing which the quotation is likely to be ignored.**
- Any corrections / amendments shall be properly & fully authenticated with signature.

BHEL will deal directly with the manufacturer and no correspondence with the agents will be entertained. The agents will not be permitted to visit/interact with BHEL on behalf of their principals. Subsequently also, no correspondence of any type will be made with any agents (all individuals/companies–representative/adviser/retainer ship basis or claimed to be part time employees for many OEMs / claiming to be channel or business partner for BHEL work/stockist not registered specifically etc. are agents)

The bidders (originals manufacturers) will have to submit ink-signed offer/bid in original directly to BHEL. In case the bid is submitted by fax / email, the bidders shall simultaneously ensure submission of ink-signed original bid to BHEL also in the manner prescribed in this tender. **Unsigned bids shall be ignored.**

However, the suppliers or their authorized person may be allowed to attend the tender opening, if duly authorized by their principals, through a specific letter for a particular enquiry for specific price bid opening on that particular day. General authorization letter is not acceptable.

### **Clause 1.1 :**

PART-I (TECHNO-COMMERCIAL BID) shall comprise of following documents:

- a) Pre-Qualification Requirement
- b) Complete Technical offer with relevant drawings/ documents etc.
- c) Catalogue of the Equipment (If applicable)
- d) Duly Filled in “Terms & Conditions of the Two Part Tender”
- e) Deviation with reference to specification to be laid down on separate sheet. Cost of deviation is to be submitted along with the price bid essentially, in case vendor withdraws the deviation clauses the same will be considered for final evaluation.
- f) Copy of Price Bid (without Prices), i.e Replica of price bid without indicating price.
- g) The rating of the company quoting for this tender from a third party (independent agency) preferably by DUN & BRADSTREET should be submitted (DUN NUMBER). **Compliance of this clause is mandatory in case of foreign supplier, Indigenous suppliers to submit the copy of balance sheets for last three years in absence of DNB / third agency report.**
- h) Supplier Registration Form: The Supplier Registration Form (SRF) duly filled will be assessed for Manufacturing capability, quality systems being followed, organizational soundness and financial worthiness. The SRF is enclosed for your reference. This form may also be downloaded from [www.bhelhwr.co.in](http://www.bhelhwr.co.in) or [www.bhel.com](http://www.bhel.com)

**Note:** Vendors who are already registered at BHEL, Haridwar in the PMD for this item are exempted for submitting the SRF.

### **Clause 1.2 :** PART-II (PRICE BID)

The price Bid (with price) which has been submitted with Part 1, for the complete scope as specified.

The Part-II (Price Bid) will be opened at a later date of only those bidders whose Part-1 bid (Techno-Commercial Offer) is found suitable by BHEL/ End- Customer. **BHEL reserves the right to evaluate**



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vendors process capability/quality systems etc by visiting vendor works (if required)

**Clause 1.3 :**

Please submit separate envelopes for each of following. Please also ensure that following shall be super-scribed on the each envelope.

1. PART-I

1. TENDER NO. AND ITEM DESCRIPTION.
2. DUE DATE OF OPENING.
3. Document in support of "PRE-QUALIFICATION REQUIREMENT"
3. "TECHNO-COMMERCIAL BID"
3. "SUPPLIER REGISTRATION FORM"

**Note:** Vendors who are already registered at BHEL, Haridwar in the PMD for this item are exempted for submitting the SRF.

2. PART-II

1. TENDER NO. AND ITEM DESCRIPTION.
2. DUE DATE OF OPENING.
3. "PRICE BID"

3. EMD & TENDER FEE

EMD AND TENDER FEE. : Details of Drafts attached (Amount, No, Bank, Branch, Issue date)

**Clause 1.4 :**

The Part-I & Part-II bids shall be individually sealed and super scribed as indicated above and shall be enclosed further in the envelop duly sealed and super scribed as :

"TENDER FOR (ITEM NAME) AGAINST TENDER NO. B/4011/2014/5450/V1 DUE ON 17.10.2015 CONTAINING PART-I & PART-II. Vendor's full name and address should be clearly mentioned on the envelope.

**Clause 1.5 :**

Envelopes not marked as above are liable to be ignored and will not be opened.

**Clause No. 1.6:**

As per directives of CENTRAL VIGILANCE COMMISSION, GOVERNMENT OF INDIA, one agent cannot represent two or more suppliers or quote on their behalf in a particular tender. If so found at any stage, BHEL Hardwar is likely to cancel Enquiries / POs to such suppliers. Further, such Indian Agent is likely to be de-listed (Black listed for business from BHEL)

Thanking You,

Yours faithfully,  
For & on behalf of BHEL, Hardwar.

**(Yashpal Singh)**  
**Sr. Engineer (PPX-BOI)**

**TERMS AND CONDITION OF THE ENQUIRY (Indigenous Vendors)**

Offer must be sent in the two separate sealed envelopes containing Techno -Commercial offer in one envelope marked "TECHNO-COMMERCIAL BID" and prices in second envelope marked " PRICED-BID". Both the envelopes must be contained in the main envelope. Tender name and due date to be marked on all the envelopes.The un-priced bid shall be the exact replica of the priced-bid but without indicating any prices.

**You are requested to kindly confirm/clarify the following:-**

SN	Terms	Description	Your Confirmation
1	Project Name	Please note that item is required for Neyveli-1&2 (500MW) and Unchahar (500 MW) projects site.	
2	Validity	Confirm that validity of the offer shall be 120 days from the due date. BHEL will reserve the right to reject any or all quotations, quoting validity less than 120 days.	
3	Price basis	Confirm that prices have been quoted on Ex Works freight prepaid basis. The goods can be dispatched through any Bank- approved transporters having their branch at Haridwar. The names and addresses of transporters approved by IBA as well as BHEL are posted at our website www.bhelhwr.co.in. In case, dispatch of the material thru BHEL non-approved transporter than MRC (Material Receipt Certificate) from project site would be required for processing of your Invoice. No demurrage charges would be payable by BHEL. Kindly confirm the same.	
		Please note that BHEL shall have option to place purchase order either on freight "prepaid" basis or on Freight "to be billed by BHEL transporter to BHEL" basis In case of freight prepaid basis, freight as quoted by you shall be payable extra and transportation from your works to our project site shall be to your account.	
4	Delivery term	Delivery would be required <b>On Intimation</b> .The vendor would be informed 6 months in advance of the site requirement and same would be applicable for the Penalty purpose. Manpower shall be deputed at site within 15 days of intimation by BHEL.	
5	Firm & Fixed Price	Confirm that prices shall be firm and fixed till execution of contract. Please note no revision in the prices or submission of supplementary price bid will be allowed during the validity of the offer. However if there is any change by BHEL w.r.t. original specifications/ requirement/ scope/terms and conditions, the bidders may be asked by BHEL to submit only the price impact bid for such changes only.	
6	Bank Charges	Confirm that Bank charges shall be either side. If the documents are submitted directly to BHEL, Haridwar, all bank charges shall be borne by vendor.	
7	Erection & Commissioning	Please note that erection & commissioning of Acoustic Enclosure/Turbine cleading is required by your representative at our project site: Please confirm that Lump sum erection charges for complete scope of work (inclusive of everything i.e. conveyance, lodging and boarding etc. and irrespective of no. of man-days) has been quoted in your offer. <b>Please note that above charges for erection &amp; commissioning shall be considered for evaluation purpose.</b>	
		Please inform whether service tax is included in the quoted prices of supervision or else.	
8	Payment Term	<b>Material Portion:</b> 100% against dispatch documents through bank or directly to BHEL along with PBG for 10% of the order value valid till entire Guarantee/Warranty period. PBG would be submitted before the negotiation of documents. The PBG acceptance/receipt certificate will form part of negotiable documents. The PBG will be in BHEL format and from one of the BHEL consortium banks. For name of BHEL consortium bank please visit our website www.bhelhwr.co.in	
		<b>Erection &amp; Commissioning portion:</b> 100% against receipt of work completion certificate/successful commissioning certificate, signed by BHEL executive at site and invoice through Bank.	
		Please note that in case of any deviation in the payment terms BHEL shall evaluate your offer after loading on account of deviation in payment terms as per BHEL practice / policy.	
9	Penalty	Penalty:- at the rate of ½% (half percent) of the total order value per week of delay or part thereof subject to a maximum of 10% of the total order value. Date of GR shall be treated as date of delivery for penalty purpose. <b>Please note that BHEL reserves the right to load your offer to the extent to which it is not agreed to by the bidder (at offered value).</b>	
10	Guarantee	Please confirm that Guarantee/ Warranty shall be offered for a period of 18 months from the date of supply or 12 months from the date of commissioning, whichever is later. In case of any failure or trouble reported from site, the supplier shall depute their representative immediately to attend the problem and replace the defective component/parts free of cost, if required. <b>Please note that in case of any deviation in guarantee clause, BHEL shall evaluate your offer after loading on account of deviation in guarantee clause.</b>	

SN	Terms	Description	Your Confirmation
11	QP & Inspection	<p><b>For Neyveli-1&amp;2 projects:</b></p> <p>1. Inspection will be done by BHEL nominated inspection agency M/s TUV as per BHEL SQP No. QA/BE/QP/310_NEYVELI dt. 14.02.2015 (enclosed).</p> <p>2. Vendor to provide endorsed copy of BHEL SQP No. QA/BE/QP/310_NEYVELI dt. 14.02.2015.</p> <p><b>For uncharhar project:</b></p> <p>1. Inspection will be done by BHEL nominated inspection agency M/s TUV as per BHEL SQP No. QA/BE/QP/310_UNCH Rev. 00 (enclosed).</p> <p>2. Vendor to provide endorsed copy of BHEL SQP No. QA/BE/QP/310_UNCH Rev. 00.</p> <p>Inspection call shall be raised by the vendor at least 7 days in advance of readiness of material. If inspection is not attended by the inspection agency within 7 days of inspection call, delivery shall be re-scheduled accordingly.</p>	
12	Reverse Auction	BHEL reserves the right to go for RA (Reverse Auction) instead of opening of your submitted sealed bids, which will be decided after evaluation of technical bids. Detailed procedure and terms & conditions of Reverse auction are enclosed with enquiry as Ann-D. Please give your acceptance for reverse auction.	
13	Dispatch Clearance Certificate	Material shall be dispatched only after issue of material despatch clearnace certificate (MDCC) by BHEL/NTPC. All test certificates & inspection reports are to be sent to BHEL before dispatch of material for issue of MDCC, which will be issued after review of test certificates & inspection reports .MDCC will be issued within 07 days of receipt of TC's & inspection reports if documents are complete in all respects. In case of any delay on account of BHEL in issuing MDCC, delivery shall be extended by no. of days in excess of 7 days taken by BHEL in issuing MDCC.	
14	Material supply	Confirm specifically that material shall be supplied as per tender documents and specifications.	
15	Deviation	Confirm that there is no deviation with respect to BHEL Specifications. However, deviations, if any, are to be listed as a separate attachment. The additional price, if any, for withdrawal of these deviations must be provided. The offers that do not meet the substantial requirements of our enquiry are liable to be ignored. The bidders shall be deemed to comply with all the requirements of bidding documents except for listed deviations without any extra cost irrespective of any mention to the contrary anywhere else in the bid.	
16	Submission of Offer	All envelopes to be marked with whether "Priced Bid"(Part-2)" or Un-Priced Bid cum commercial Bid"(Part-1).The replica of price bid (without price) would be necessary submitted along with Part-1 of the offer.	
17	Transit Insurance	The Transit Insurance will be arranged by BHEL. Please send your offer keeping this in view.	
18	Ink sign acceptance	Ink signed order acceptance shall be furnished within 15 days of order placement.In case no communication is received within 15 days of order, the order will be deemed to have been accepted by vendor.	
19	Right of Acceptance	BHEL reserves the right to reject any or all the quotations without assigning any reasons thereof. BHEL also reserves the right to Increase or decrease the tendered quantities. Supplier should be prepared to accept order for reduced quantity without any extra charges. Supplier should also be prepared for giving discount in case of Increase in quantity.	
20	Arbitration clause	In all cases of dispute the matter shall be referred for ARBITRATION to any Arbitrator to be appointed by the Executive Director or any officer who is administrative head of Bharat Heavy Electrical Ltd. at Haridwar. The award of the Arbitrator shall be final and binding on both the parties. The Arbitrator shall have the power to extend, from time to time, the time of making his award with the consent of all parties.	
21	Risk Purchase	In case delay in supplies/defective supplies or non-fulfillment of any terms and conditions given in the purchase order, the purchaser may cancel the purchase order in full or part thereof and may also make the purchase of such material from elsewhere/alternative source at risk and cost of the supplier.	
22	Origin of Quotation:	The quotation should be from the principal/original supplier even if it is submitted through their authorized agents, failing which the quotation is liable to be ignored.	
23	Evaluation	Evaluation is proposed to be done project wise on Total Landed Cost to BHEL basis up to project site.	
24	Documents	Drawings/Data sheets/documents/BOM as called for in the specifications shall be submitted for approval to BHEL for BHEL/customer approval within 30 days of intimation. BHEL will arrange the approval of the drawings/data sheets/ documents within 30 days of their receipt provided those are complete in all respect. Any delay on submission/ approval shall be on respective account.	
25	Road Permit	Road permit, if required, shall be provided by BHEL before 7 days of schedule delivery. Intimation for requirement of road permits shall be given by vendor atleast 15 days advance of scheduled delivery. In case of delay on account of BHEL, delivery shall be extended by the no of days delayed by BHEL in providing road permits. Please confirm.	

SN	Terms	Description	Your Confirmation
26	Duty status	Neyveli-1&2: ED Exempted Unchahar: ED On Merit in the event of ordering for Neyveli-1&2 projects, BHEL will provide PAC documents to the vendors for availing ED exemption. In no case, ED would be payable by BHEL to the vendors. Please confirm	
27	E-1 Form requirement	This is an E-1 transaction. BHEL will issue "C" form to vendor. After issuance of "C Form" by BHEL, vendor has to submit E-1 Form to BHEL. Kindly confirm.	
28	Special Instructions:	<b>For Neyveli-1&amp;2 projects:</b> 1. Vendor to dispatch item through BHEL approved transporter to site address. 2. One original and five copies of clean rail/lorry receipt along with test/inspection certificates required for billing pupose. 3.Packing list to be approved by BHEL pripor to despath of material. 4.Proper co-relation of loose items vis a vis technical requirement. <b>3. MDCC of NLC is required before dispatch of material from vendor's works.</b>  <b>For Unchahar project:</b> <b>1. MDCC is required from NTPC.</b> 2. Material should not be dispatched without NBPPL's delivery challan and invoice chalan. 3. These documents as mentioned in point no. 2 shall be provided within aweek's time from request.	
29	General Terms	Confirm that Approx. Weight and Volume of the packages has been mentioned in the Techno-Commercial Offer (Part – 1).  Please note that in unlikely event of delay in dispatches (for reasons attributed to either side) your invoices would be processed after suitable deduction as per PO clause. Any issue/ dispute regarding deduction of penalty for LD can be settled later on. This would help in earlier processing of invoice.	
30	O&M Manuals	Bidder shall furnish 22 (20 for customer and 2 for BHEL, Hraidwar) copies of operation & maintenance manuals as per specification for each site.	
31	BHEL Registration	In case, you are not BHEL registered vendor, please submit SRF (Supplier Registration Form) along with your offer for your registration at BHEL, Haridwar.  Bidder should submit original ink signed, filled in Supplier registration form (SRF) which should be complete in all respects. Bidder should ensure that all documents as asked for in SRF, have been submitted. In case the principal manufacturer employs any agency/agent/ representative, their details should necessarily mentioned in SRF and agency agreement indicating their charges, if any & their scope/involvement, should necessarily be submitted along with SRF. Further, please note that, in case of order, the same will be placed only on Principal / manufacturer only. <b>Supplier Registration form (SRF) should necessarily be supported with following documents:</b> 1. Company profile 2. Experience / List for the same or similar equipment supplied to power plant utility, which should necessarily indicate year of supply, quantity supplied, Name of Power plant, capacity of Power plant (indicating unit capacities) and Capacity & type of pump supplied. 3. List of Manufacturing and Testing facilities 4. D&B report 5. Documents duly vetted by auditors in support to financial data indicated in SRF. Document in support of information / Statement mentioned in SRF. (e.g. if bidder are ISO certified, enclose copy of ISO certificate etc).	
32	Customer Approval	Please note that you are not customer approved vendor. It should be noted that your price bid would be opened only in case you are approved by the end customer prior to the opening of the price bids and within the validity of your offer. In case, our customer does not approve you before opening of the price bid, your offer shall not be considered.	
33	Tender Fee and EMD	Interested vendors must submit their offer along with the following Tender Fee & Earnest Money Deposit (EMD). The EMD and Tender Fee should be submitted in the form of bank draft (Cheque/Bank Guarantee are not acceptable):  Tender Fee: Rs. 2000/- (Rs. Two Thousand or equivalent foreign currency) EMD: Rs. 2,00,000/- (Rs. Two Lacs or equivalent foreign currency)  Drafts shall be drawn in favour of "BHEL Hardwar".  Vendors registered at BHEL are exempted from the payment of EMD.  All Central/State – PSUs/ Government Departments & Micro and Small Enterprises (Registered under SSI, NSIC, Khadi Board, DIC etc.) are exempted from submission of EMD.	

(Vendor Signature)

**TERMS AND CONDITION OF THE ENQUIRY (FOREIGN VENDORS)**

Offer must be sent in two separate sealed envelopes containing Techno -Commercial offer in one envelope marked "TECHNO-COMMERCIAL BID" and prices in second envelope marked " PRICED-BID". Both the envelopes must be contained in the main envelope. Tender name and due date to be marked on all the envelopes.The un-priced bid shall be the exact replica of the priced-bid but without indicating any prices.

You are requested to kindly confirm/clarify the following:-

SN	Terms	Description	Your Confirmation
1	<b>Project Name</b>	Please note that item is required for Neyveli-1&2 (500MW) and Unchahar (500 MW) projects site.	
2	<b>Validity</b>	Please confirm that validity of the offer shall be 120 days from the due date. BHEL will reserve the right to reject any or all quotations, quoting validity less than 120 days.	
3	<b>Price basis</b>	Please confirm that prices have been quoted on both F.O.B. as well as CFR (Any Mumbai Port) basis. Kindly inform the port of loading (FOB).	
4	<b>Delivery term</b>	Delivery would be required <b>On Intimation</b> .The vendor would be informed 6 months in advance of the site requirement and same would be applicable for the Penalty purpose. Manpower shall be deputed at site within 15 days of intimation by BHEL.	
5	<b>Firm &amp; Fixed Price</b>	Confirm that prices shall be firm and fixed till execution of contract. Please note no revision in the prices or submission of supplementary price bid will be allowed during the validity of the offer. However if there is any change by BHEL w.r.t. original specifications/ requirement/ scope/terms and conditions, the bidders may be asked by BHEL to submit only the price impact bid for such changes only.	
6	<b>Bank Charges</b>	Confirm that Bank charges shall be either side. If the documents are submitted directly to BHEL, Haridwar, all bank charges shall be borne by vendor.	
7	<b>Erection &amp; Commissioning</b>	Please note that erection & commissioning of Acoustic Enclosure/Turbine cleading is required by your representative at our project site. Please confirm that Lump sum erection charges for complete scope of work (inclusive of everything i.e. conveyance, lodging and boarding etc. and irrespective of no. of man-days) has been quoted separately in your offer. Please note that above charges for erection & commissioning shall be considered for evaluation purpose. Please provide your PAN No. and furnish the copy of your PAN card. (Registration with income tax Department of India, if available). Please note that BHEL will deduct tax from your bill of supervision at the time of payment of supervision and furnish Tax Deduction at Source (TDS) Certificate. The rate of tax will be as per DTAA between your country and India. You should generally be able to get credit for TDS from the tax authorities in your country based on the certificate provided by BHEL (TDS certificate), if there is a Double-Taxation Avoidance Agreement (DTAA) with India. Kindly confirm that the quoted E&CCharges are inclusive of applicable Service Tax & TDS	
8	<b>Payment Term</b>	<b>Material Portion:</b> 100% Payment through CAD with PBG for 10% of the order value. PBG should be valid for entire Guarantee/ Warranty period. PBG would be submitted before the negotiation of documents. The PBG acceptance/receipt certificate will form part of negotiable documents. The PBG shall be in BHEL format and from one of the BHEL consortium banks please visit our website www.bhelhr.co.in. <b>Erection &amp; Commissioning portion:</b> 100% against CAD after receipt of work completion certificate/successful application certificate signed by BHEL executive at site and invoice through Bank. Please note that as per GOI guidelines, copy of service tax challan against each bill shall be necessarily submitted for claiming payment. Please note that in case of any deviation in the payment terms, BHEL shall evaluate your offer after loading on account of deviation in payment terms as per BHEL practice/policy.	
9	<b>Negotiable documents</b>	Negotiable documents are as under: 1) 2of 3 Original Bill of lading 2) Original certificate of origin duly certified by Chamber of commerce of country of origin. 3) Original Guarantee certificate 4) Original invoice 5) Original packing list 6) Original release note by BHEL's approved Inspection agency. 7) Copy of Material/dispatch clearance certificate (MDCC) from BHEL 8) Original Phytosanitary certificate. 9) 1 of 3 Original Bill of lading along with other Non-negotiable documents to be sent to General Manager, Regional Operating Division, Bharat Heavy Electricals Ltd, 14/15th Floor, World Trade Centre-1, Cuffe Parade, Mumbai-400005 within 10 days of shipment.	
10	<b>Submission of Offer</b>	All envelopes to be marked with whether "Priced Bid"(Part-2)" or Un-Priced Bid cum commercial Bid" (Part-1).The replica of price bid (without price) would be necessary submitted along with Part-1 of the offer.	

SN	Terms	Description	Your Confirmation
11	Transit Insurance	Transit insurance will be arranged by BHEL. Please send your offer keeping this in view.	
12	QP & Inspection	<p><b>For Neyveli-1&amp;2 projects:</b></p> <p>1. Inspection will be done by third party inspection agency (TUV/LRS/BVQ) as per BHEL SQP No. QA/BE/QP/310_NEYVELI dt. 14.02.2015 (enclosed).</p> <p>2. Vendor to provide endorsed copy of BHEL SQP No. QA/BE/QP/310_NEYVELI dt. 14.02.2015.</p> <p><b>For uncharhar project:</b></p> <p>1. Inspection will be done by third party inspection agency (TUV/LRS/BVQ) as per BHEL SQP No. QA/BE/QP/310_UNCH Rev. 00 (enclosed).</p> <p>2. Vendor to provide endorsed copy of BHEL SQP No. QA/BE/QP/310_UNCH Rev. 00.</p> <p>Inspection call shall be raised by the vendor at least 7 days in advance of readiness of material. If inspection is not attended by the inspection agency within 7 days of inspection call, delivery shall be re-scheduled accordingly.</p>	
13	MDCC Clause	Material shall be dispatched only after issue of material despatch clearance certificate (MDCC) by BHEL/NTPC. All test certificates and inspection reports are to be sent to BHEL before dispatch of material for issue of MDCC, which will be issued after review of inspection reports and test certificates. MDCC will be issued within 07 days of receipt of inspection report and TC's if documents are complete in all respects. In case of any delay on account of BHEL in issuing MDCC, delivery shall be extended by no. of days in excess of 7 days taken by BHEL in issue of MDCC.	
14	Guarantee	<p>Please confirm that Guarantee/ Warranty shall be offered for a period of 18 months from the date of supply or 12 months from the date of commissioning, whichever is later. In case of any failure or trouble reported from site, the supplier shall depute their representative immediately to attend the problem and replace the defective component/parts free of cost, if required.</p> <p><b>Please note that in case of any deviation in guarantee clause, BHEL shall evaluate your offer after loading on account of deviation in guarantee clause.</b></p>	
15	Arbitration clause	In the event of any dispute or difference arising between parties to this contract regarding execution of same or their respective rights and liabilities there under, the same shall expect as otherwise expressly provided their in, be referred to the arbitration of two arbitrators, one to be appointed by each party or in the case of the said arbitrators not agreeing then an umpire to be appointed by the two arbitrators in writing before entering on notification, or reenactment therefore and rules framed there under from time to time shall apply to such arbitrations. If the two arbitrators, do not agree on the appointment of umpire it (the nomination of the umpires shall be done the international chamber of commerce Paris (France). The decision of arbitrator or in case of their not agreeing that of the said umpire shall be binding both on seller and purchaser. The venue of the arbitration shall invariably be New Delhi (India).	
16	Risk Purchase	In case of delay in supplies/defective supplies or non-fulfillment of any terms and conditions given in the purchase order, the purchaser may cancel the purchase order in full or part thereof and may also make the purchase of such material from elsewhere/alternative source at risk and cost of the supplier.	
17	Right of Acceptance	BHEL reserves the right to reject any or all the quotations without assigning any reasons thereof. BHEL also reserves the right to increase or decrease the tendered quantities. Supplier should be prepared to accept order for reduced quantity without any extra charges. Supplier should also be prepared for giving discount in case of increase in quantity.	
18	Ink sign acceptance	Ink signed order acceptance shall be furnished within 15 days of order placement. In case no communication is received within 15 days of order, the order will be deemed to have been accepted by vendor.	
19	Origin of Quotation	The quotation should be from the principal/original supplier even if it is submitted through their authorized agents, failing which the quotation is liable to be ignored.	
20	Evaluation	<p>Evaluation would be done project wise on the on Total Landed Cost to BHEL upto project site.</p> <p>Please note that the exchange rate for evaluation would be taken as TT Selling rate of SBI as on scheduled date of tender opening (Part-1 bid, i.e. techno-commercial offer).</p>	
21	Penalty	<p>Penalty:- at the rate of ½% (half percent) of the total order value per week of delay or part thereof subject to a maximum of 10% of the total order value. Date of BL shall be treated as date of delivery of penalty purpose,</p> <p>Please note that BHEL reserves the right to load your offer to the extent to which it is not agreed to by the bidder (at offered value).</p>	
22	Deviation	Confirm that there is no deviation with respect to BHEL Specifications. However, deviations, if any, are to be listed as a separate attachment. The additional price, if any, for withdrawal of these deviations must be provided. The offers that do not meet the substantial requirements of our enquiry are liable to be ignored. The bidders shall be deemed to comply with all the requirements of bidding documents except for listed deviations without any extra cost irrespective of any mention to the contrary anywhere else in the bid.	
23	Packing & Forwarding	Kindly confirm that packing, forwarding, taxes and duties have been quoted separately in the offer.	
24	Force Majeure	<p>1. Either party shall be entitled to suspend performance of his obligation under the Contract to the extent that such performance is impeded or made unreasonably onerous by any of the following circumstances: fire, war, flood, riots and earth quakes etc.</p> <p>2. The party claiming to be affected by Force Majeure shall notify the other party in writing immediately without delay on the intervention and on the cessation of such circumstances. If Force Majeure prevents the purchaser from fulfilling his obligation, he shall not be forced to compensate the contractor for expenses.</p>	

SN	Terms	Description	Your Confirmation
25	<b>Documents Approval</b>	Drawings/Data sheets/documents/BOM as called for in the specifications shall be submitted for approval to BHEL for BHEL/customer approval within 30 days of intimation. BHEL will arrange the approval of the drawings/data sheets/ documents within 30 days of their receipt provided those are complete in all respect. Any delay on submission/ approval shall be on respective account.	
26	<b>Deficiencies and Defective Supplies</b>	In case, any deficient or defective supply is found, then the same shall have to be made good/replaced by the suppliers under "Free of Charge" invoice, at suppliers cost, risk and responsibility.	
27	<b>Custom Duty</b>	Custom duty is free for Neyveli-1&2 projects. Custom duty is Project Import for Unchahar project	
28	<b>Special Instructions</b>	<p><b>For Neyveli-1&amp;2 projects:</b></p> <ol style="list-style-type: none"> <li>1. Vendor to dispatch item through BHEL approved transporter to site address.</li> <li>2. One original and five copies of clean rail/lorry receipt along with test/inspection certificates required for billing pupose.</li> <li>3. Packing list to be approved by BHEL pripor to despath of material.</li> <li>4. Proper co-relation of loose items vis a vis technical requirement.</li> </ol> <p><b>3. MDCC of NLC is required before dispatch of material from vendor's works.</b></p> <p><b>For Unchahar project:</b></p> <ol style="list-style-type: none"> <li>1. MDCC is required from NTPC.</li> <li>2. Material should not be dispatched without NBPPL's delivery challan and invoice chalan.</li> <li>3. These documents as mentioned in point no. 2 shall be provided within aweek's time from request.</li> </ol>	
29	<b>General Terms</b>	<p>Confirm that Approx. Weight and Volume of the packages has been mentioned in the Techno-Commercial Offer (Part – 1).</p> <p>Please note that in unlikely event of delay in dispatches (for reasons attributed to either side) your invoices would be processed after suitable deduction as per PO clause. Any issue/ dispute regarding deduction of penalty for LD can be settled later on. This would help in earlier processing of invoice.</p>	
30	<b>O&amp;M Manuals</b>	Bidder shall furnish 22 (20 for customer and 2 for BHEL, Hraidwar) copies of operation & maintenance manuals as per specification for each site.	
31	<b>BHEL Registration</b>	<p>In case, you are not BHEL registered vendor, please submit SRF (Supplier Registration Form) along with your offer for your registration at BHEL, Haridwar.</p> <p>Bidder should submit original ink signed, filled in Supplier registration form (SRF) which should be complete in all respects.</p> <p>Bidder should ensure that all documents as asked for in SRF, have been submitted.</p> <p>In case the principal manufacturer employs any agency/agent/ representative, their details should necessarily mentioned in SRF and agency agreement indicating their charges, if any &amp; their scope/involvement, should necessarily be submitted along with SRF.</p> <p>Further, please note that, in case of order, the same will be placed only on Principal / manufacturer only.</p> <p><b>Supplier Registration form (SRF) should necessarily be supported with following documents:</b></p> <ol style="list-style-type: none"> <li>1. Company profile</li> <li>2. Experience / List for the same or similar equipment supplied to power plant utility, which should necessarily indicate year of supply, quantity supplied, Name of Power plant, capacity of Power plant (indicating unit capacities) and Capacity &amp; type of pump supplied.</li> <li>3. List of Manufacturing and Testing facilities</li> <li>4. D&amp;B report</li> <li>5. Documents duly vetted by auditors in support to financial data indicated in SRF.</li> </ol> <p>Document in support of information / Statement mentioned in SRF. (e.g. if bidder are ISO certified, enclose copy of ISO certificate etc).</p>	
32	<b>Customer Approval</b>	Please note that you are not customer approved vendor. It should be noted that your price bid would be opened only in case you are approved by the end customer prior to the opening of the price bids and within the validity of your offer. In case, our customer does not approve you before opening of the price bid, your offer shall not be considered.	
33	<b>Reverse Auction</b>	BHEL reserves the right to go for RA (Reverse Auction) instead of opening of your submitted sealed bids, which will be decided after evaluation of technical bids. Detailed procedure and terms & conditions of Reverse auction are enclosed with enquiry as Ann-D. Please give your acceptance for reverse auction.	
34	<b>Tender Fee and EMD</b>	<p>Interested vendors must submit their offer along with the following Tender Fee &amp; Earnest Money Deposit (EMD). The EMD and Tender Fee should be submitted in the form of bank draft (Cheque/Bank Guarantee are not acceptable):</p> <p>Tender Fee: Rs. 2000/- (Rs. Two Thousand or equivalent foreign currency) EMD: Rs. 2,00,000/- (Rs. Two Lacs or equivalent foreign currency)</p> <p>Drafts shall be drawn in favour of "BHEL Hardwar".</p> <p>Vendors registered at BHEL are exempted from the payment of EMD.</p> <p>All Central/State – PSUs/ Government Departments &amp; Micro and Small Enterprises (Registered under SSI, NSIC, Khadi Board, DIC etc.) are exempted from submission of EMD.</p>	

(vendor Signature)

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

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

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

### Certificate by Chartered Accountant on letter head

This is to Certify that M/s .....  
(hereinafter referred to as 'company') having its registered office at.....is  
registered under MSMED Act 2006, (Entrepreneur Memorandum No (Part- II)  
.....dtd:.....,

Category :.....(Micro/Small). (Copy enclosed).

Further verified form the Books of Accounts that the investment of the company as  
on date .....as per MSMED Act 2006 is as follows:

1. **For Manufacturing Enterprises:** Investment in plant and machinery (i.e. original cost excluding land and  
building and the items specified by the Ministry of Small Scale Industries vide its notification No.  
S.O.1722 (E) dated October 5, 2006:

Rs.....Lacs

2. **For Service Enterprises:** Investment in equipment (original cost excluding land and building and furniture,  
fittings and other items not directly related to the service rendered or as may be notified under the MSMED  
act, 2006:

Rs.....Lacs

**(Strike off whichever is not applicable)**

The above investment of Rs .....Lacs is within permissible limit of Rs..... Lacs for  
.....micro / small (Strike off which is not applicable) Category under MSMED Act 2006.

Or

The company has been graduated from its original category (Micro / Small) **(Strike off whichever is not  
applicable)** and the date of graduation of such enterprises from its original category is .....  
(dd/mm/yyyy) which is within the period of 3 years from the date of graduation of such enterprises from  
its original category as notified vide S.O. No. 3322(E) dated 01.11.2013 published in the gazette notification  
dated 04.11.2013 by Ministry of MSME.


Date:

(Signature)

Name-

Membership Number-

Seal of Chartered Accountant

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

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

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


- In case registration is being sought in multiple units of BHEL, please send the separate application to each unit.
- Any clarification with respect to procedure for registration may be obtained from the Supplier Development Cell of respective BHEL unit.
- The Supplier Registration Form has four parts:

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

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

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

- All columns are to be filled up properly in the space provided for. Wherever it is not applicable, please mention “Not Applicable”. The form is to be signed by the authorised signatory.
- A separate sheet may be attached if the space provided is insufficient or additional information is to be given. Please put proper identification tag on the separately attached sheet.
- Please ensure that all required enclosures are attached with the filled up Supplier Registration Form and all enclosures are numbered & list of enclosures is given as required.
- As multiple copies of the application forms are required for processing at our end, please do not spiral bound the application forms or its enclosures and instead send them in two hole clip flat file.
- Incomplete forms will be rejected.
- Any information / clarification required by BHEL during evaluation must be given expeditiously.
- Please note that if you are registered and participate in Tender process and qualify to get order from BHEL, your performance based on Quality of your product, delivery performance and service rendered will be evaluated inline with Chapter VI.
- Please fill up the check- list given on next page and send along with the Supplier Registration Forms to BHEL.
- If you are attaching a document in a language other than Hindi/ English, a self attested Hindi/ English translated document may please be also attached.

	<b>Annexure-II</b> <b>Check List for Indian Supplier</b> <b>Registration Form</b>	Document No.	AA:MM:SR:01
		Revision No.	01
		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 SEEKING REGISTRATION :-</b>			
<b>1.0 PRODUCTS / SYSTEMS / SERVICES FOR WHICH REGISTRATION IS APPLIED FOR :</b>			
SL. NO.	DESCRIPTION	SIZE & RANGE	MFG. STD/ IS / DIN /BS ETC.
<b>SUPPLIER'S AUTHORISED SIGNATORY</b>		<b>BHEL CERTIFIED ASSESSOR</b>	

**BHARAT HEAVY ELECTRICALS LIMITED  
SUPPLIER REGISTRATION FORM**

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**ORGANISATIONAL INFORMATION**

**2.0 GENERAL INFORMATION :**

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

ADDRESS :

E - Mail :

TELEPHONE : Landline

Mobile

FAX :

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

2.3 DETAILS OF AUTHORISED SIGNATORY FOR SEEKING CLARIFICATION :

NAME :

DESIGNATION :

E - Mail :

TELEPHONE : Landline

Mobile

FAX :

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

**BHARAT HEAVY ELECTRICALS LIMITED  
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**ORGANISATIONAL INFORMATION**

**3.0 OWNERSHIP INFORMATION : DOCUMENTS TO BE FURNISHED**

3.1 GOVT. OF INDIA UNDERTAKING:

OR

STATE GOVT. UNDERTAKING :

OR

LIMITED COMPANY, :

MEMORANDUM AND  
ARTICLES OF ASSOCIATION

OR

PRIVATE COMPANY :

MEMORANDUM AND  
ARTICLES OF ASSOCIATION

OR

CO-OPERATIVE SOCIETY, :

SOCIETY RULES AND  
BYE LAWS

OR

PARTNERSHIP FIRM, :

PARTNERSHIP DEED

OR

PROPRIETORSHIP, :

PROFESSION TAX REGN.  
AND MUNICIPAL REGN.

ANY OTHER (SPECIFY) :

3.2 NATURE OF BUSINESS :

(MANUFACTURING UNIT/  
ENGG CONSULTANT/ EPC CONTRACTOR)

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

3.3 YEAR OF ESTABLISHMENT :

\* 3.4 YEAR OF COMMENCEMENT OF BUSINESS :

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

**BHARAT HEAVY ELECTRICALS LIMITED  
SUPPLIER REGISTRATION FORM**

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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**

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

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**ORGANISATIONAL INFORMATION**

**6.0 OTHER PARTICULARS :**

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

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

6.1.1. BHEL UNIT'S NAME :

6.1.2. SUPPLIER REGN. CODE NO. :

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

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

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

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

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

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

\* 6.7 R&D SET UP

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

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

**BHARAT HEAVY ELECTRICALS LIMITED  
SUPPLIER REGISTRATION FORM**

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**ORGANISATIONAL INFORMATION**

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

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

6.10 COMPANY'S WEEKLY HOLIDAYS :

WORKS                      OFFICE

6.11 EXPERIENCE LIST:

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

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

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

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

NOTE :

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

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

**BHARAT HEAVY ELECTRICALS LIMITED  
SUPPLIER REGISTRATION FORM**

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

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**ORGANISATIONAL INFORMATION**

**7.0 MANUFACTURING FACILITIES:**

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

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

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

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

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

IN CASE OF SPACE LIMITATION ENCLOSE ANNEXURE / CATALOGUE WITH TAG

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

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

**BHARAT HEAVY ELECTRICALS LIMITED  
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**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

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

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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 <u>Long term Debt (9.2)</u> <u>Net worth (9.1)</u>				
9.4	INVESTMENT IN: Land & Building				
	Plant & Machinery				
	Other Fixed Assets				
9.5*	NET CURRENT ASSETS				
	1 a) Cash on hand				
	b) Account receivable				
	c) Inventories				
	Total				
	CURRENT LIABILITY				
	2 a) Sundry creditors				
	b) Interest accrued but not due				
c) Other liabilities					
Total					
3	* QUICK RATIO <u>CA - INVENT. {9.5(1)-9.5(1)c}</u> Current liability {9.5 (2)}				
* 9.6	SALES				
	Growth over previous year (%)	-----			
* 9.7	PROFIT BEFORE TAX				
	Growth over previous year (%)	-----			
* 9.8	Whether the supplier has been referred to BIFR / NCLT / any other Govt agency ( If YES , enclose details)				YES / NO
* 9.9	Whether the supplier is a potential sick company.( If YES , enclose details)				YES / NO
<p>NOTE: 1. Copies of annual accounts (Balance Sheet) for the last four years (or from date of incorporation which ever is less) along with audit report are to be submitted. The above details shall be highlighted in the Balance Sheet.</p> <p>2. Status of Tax assessments done under various laws (Income Tax, VAT/Sales Tax, Excise &amp; Service Tax, Custom) and details of disputes pending, if any, with these authorities to be submitted.</p>					
SUPPLIER'S AUTHORISED SIGNATORY			BHEL CERTIFIED ASSESSOR		

# 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  
SUPPLIER REGISTRATION FORM**

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

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

**Part B (QUALITY SYSTEM):**

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

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

**BHARAT HEAVY ELECTRICALS LIMITED  
SUPPLIER REGISTRATION FORM**

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

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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

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

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## FORM NO. SRF(I)01

### Part C : TECHNICAL COMPETENCE

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

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

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

**OR**

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

#### **(ii) PRODUCT/ MATERIAL CATEGORY SPECIFIC TECHNICAL COMPETENCE**

**(Max Marks: 15)**

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

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

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

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

Maximum Marks = 25

Minimum Qualifying marks = 15

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

SUPPLIER'S AUTHORISED SIGNATORY

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

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

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

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

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

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

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

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

### 3. QUALITY SYSTEM :

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

BHEL CERTIFIED ASSESSOR

# BHARAT HEAVY ELECTRICALS LIMITED SUPPLIER REGISTRATION FORM

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## Part D : SCORE SHEET

### 4. TECHNICAL COMPETENCE

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

Sl. No (1)	Parameter (2)	Scoring criteria (3)	Maximum Marks (4)	Marks obtained (5)
	<b>TOTAL</b>		<b>25</b>	

#### SUMMARY:

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

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

#### REGISTRATION CRITERIA:

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

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

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

1)

2)

3)

4)

5)

6)

BHEL CERTIFIED ASSESSOR

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

1. Prospective Suppliers may also visit our web site [www.bhel.com](http://www.bhel.com) (link Supplier Registration -> New Supplier Required) to know more about the requirement of new suppliers for various items in our units.
2. Registration Form no. SRF(F)01 may be obtained from BHEL website [www.bhel.com](http://www.bhel.com).
3. Application for registration, with a covering letter detailing where your products can find application (if possible) in BHEL unit(s), should be sent to:

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

4. In case registration is being sought in multiple units of BHEL, please send the separate application to each unit.
5. Any clarification with respect to procedure for registration may be obtained from the Supplier Development Cell of respective BHEL unit.
6. All columns are to be filled up properly in the space provided for. Wherever it is not applicable, mention it as "Not Applicable". The form is to be signed by the authorised signatory and submitted in original.
7. Please attach separate sheet if the space provided is insufficient. For any other information also, separate sheet may be attached.
8. Any information / clarification required by BHEL during processing of registration must be given expeditiously.
9. Please ensure that all required enclosures are attached with the filled up Supplier Registration Form and all enclosures are numbered & list of enclosures is given as required.
10. As multiple copies of the application forms are required for processing at our end, please do not spiral bound the application forms or its enclosures and instead send them in two hole clip flat file.
11. Please fill up the check- list given on next page and send along with the Supplier Registration Forms to BHEL.
12. Please note that if you are registered and participate in Tender process and qualify to get order from BHEL, your performance based on Quality of your product, delivery performance and service rendered will be evaluated inline with Chapter VI.
13. If you are attaching a document in a language other than English, a self attested English translated document may please be also attached.



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

Document No.

AA:MM:SR:01

Revision No.

01

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

Signature & seal

Date :

(Authorised Signatory)

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

**BHARAT HEAVY ELECTRICALS LIMITED , INDIA**

ANNEXURE- III

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

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 : (TO BE REGISTERED)	
1.2 SUPPLIER ADDRESS : (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>	

**BHEL CERTIFIED ASSESSOR**

**BHARAT HEAVY ELECTRICALS LIMITED , INDIA**

ANNEXURE-III

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

Page 2 of 2

- 1.8 YEAR OF COMMENCEMENT OF BUSINESS :
- 1.9 PRODUCTION CAPACITY PER ANNUM (details of major manufacturing/ testing facilities to be given) :
- 1.10 PARTICULARS OF PRODUCTS INCLUDING SPECIFICATION AND RANGE OFFERED FOR REGISTRATION : ( ATTACH BROCHURES AND CATALOGUES )
- 1.11 NAME (S) OF BANKERS :
- 1.12 BANKER'S CERTIFICATE AS TO CREDITWORTHINESS OF THE CLIENT  
(Enclose Certificate) :
- 1.13 PORT OF LOADING :
- 1.14 NEAREST AIRPORT :
- 1.15 Report from D&B/ Creditreform etc. (As per Cl. 7.1 of Chapter V) (**MANDATORY**):

**2.0 FINANCIAL INFORMATION : (FOR LAST 3 YEARS)**

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

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

**3.0 QUALITY MANAGEMENT SYSTEM :**

- 3.1 IS THE COMPANY ISO:9001 CERTIFIED : YES / NO
- 3.1.1 IF YES, ENCLOSE COPY OF CERTIFICATE & TABLE OF CONTENTS OF QUALITY MANUAL.
- 3.1.2 IF NO, ENCLOSE QUALITY MANAGEMENT SYSTEM OR WRITTEN DOWN PROCEDURE

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

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

**5.0 ANY OTHER INFORMATION :**

**6.0 LIST OF ENCLOSURES :**

(BROCHURES, CATALOGUES, TECHNICAL LITERATURE ETC.)

Signature & Seal

AUTHORISED SIGNATORY

E – Mail

NAME :

TELEPHONE : (Landline):

DESIGNATION :

Mobile :

**DATE :**