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**For tender documents (commercial)**  
**Tender no B/4011/2014/5532V/1**

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

Ref: BOI/OT/DAPS/GADARWARA/14-15

Date: 21/04/2015

**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	Total Requirement	Last date to get from BHEL	Opening date
1.	B/4011/2014/5532V1	W90312076053 Dry Air Preservation System	1 NO	1 day before opening date	13/05/2015

2. Tenders will be received up to 13:45 Hrs. (IST) on opening date and opened on the same day at 1400 Hrs. (IST) in /the Tender Room. Offers received after 13:45 as on tender opening date, would be treated as late offer and would not be considered in any circumstances.
3. Interested vendors must submit their offer along with the following Tender Fee & Earnest Money Deposit (EMD).

**Tender Fee: Rs. 2000/- (Rs. Two Thousand or equivalent foreign currency)**

**EMD: Rs 60,000 /- (Rs. Sixty Thousand or equivalent foreign currency)**

The EMD should be submitted in the form of demand draft / Pay Order/ cash (as permissible under income tax act).  
**In case of foreign bidders, E- payment is also acceptable. The RTGS details may be obtained from BHEL.**

Tender Fee should be submitted in the form of Pay Order or Demand Draft only.

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

**All Central/State – PSUs/ Government Departments are exempted from submission of EMD.**

**MSE suppliers are exempted from submission of EMD and Tender Fee.**

4. BHEL will not be responsible for any type of postal delay / incomplete information from vendor.
5. Other term and conditions will be as per tender documents.
6. Procurement would be made from Customer Approved Vendors only.
7. The offer of the vendors who are banned/ De-Listed/ Under Hold by BHEL, shall not be considered till the period of their Ban/ De-list/ Hold.

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)

(Ashish Gupta)  
DGM (PPX-BOI)



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BHEL Enquiry No. : B/4011/2014/5532V1

Date of issue: 21/04/2015

Due Date/ opening date: 13/05/2015

M/s.....

Sub: Tender Enquiry No. B/4011/2014/5532V1

Dear Sir,

BHEL is 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	Total Requirement/ Project	Item Description	Delivery Required	EMD (Earnest Money Deposit)
1.	Material Code : W90312076053	1 NO (2X800 MW Gadawara Project)	DRY AIR PRESERVATION SYSTEM AS PER DRG: 01207658000 REV: 01	21/01/2016	Rs.60,000/- (Rupees Forty thousand only or equivalent foreign currency)

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 1.45 PM.

**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. Suppliers are welcome to have pre-bid meeting with BHEL engineers for better understanding our requirements. Please note that as per BHEL's Policy, we cannot allow Price impact for the requirement / scope of supply, which is a part of specifications of our tender enquiry. Hence please read all specification / documents thoroughly and submit your offer as per specifications of tender enquiry.

In case of any confusion / un-clarity on any of the clause / requirement of specification, please clarify the same from BHEL before submission of offer.

No deviation & request, regarding un-clarity / contradictory conditions / ambiguity, of specifications would be entertained after opening of techno-commercial offers.

Part-1 bid 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.

**All Central/State – PSUs/ Government Departments are exempted from submission of EMD.**

**MSE suppliers are exempted from submission of EMD and Tender Fee.**

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



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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.

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

For & ON BEHALF OF BHEL, HARDWAR

**(Ashish Gupta)**  
**DGM (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, EMD & Tender Fee and Part II 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.
- Vendors operating from BHEL quarters, unauthorized colonies on BHEL Land and Dharamshalas/ Hotels shall not be considered, hence such vendors need not apply.

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 / stockiest not registered specifically etc. are agents). Communications with only those agents who have submitted agency agreement with their respective principal may be done.

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.

The suppliers or their authorized person may be allowed to attend the tender opening, 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 (PQR) and documents in support of PQR **(as defined in Annexure-A)**
- b) Complete Technical offer with relevant drawings/ documents /QP etc. (as per specifications and as **Per Special Instructions mentioned in Annexure-B**).
- c) Catalogue of the Equipment (If applicable)
- d) Duly Filled in "Terms & Conditions of the Two Part Tender" **(as per Annexure-C)**.
- 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) Replica of Price Bid/ Price sheet (without Prices).
- g) The rating of the company quoting for this tender from a third party (independent agency) preferably by DUN & BRADSTREET should be submitted (D&B 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 D&B / 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:**



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- Suppliers who are already registered at BHEL, Haridwar in the PMD for this item are exempted for submitting the Supplier registration form and rating documents as specified at g&h above.

**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.

a) Foreign Suppliers: Dispatching Port & Country of dispatch is to be mentioned clearly. The Prices are to be quoted on both FOB & CFR Mumbai basis. The offer of the bidder not quoting CFR (Mumbai) Charges will be loaded by the maximum freight, packing & forwarding charges quoted by any other bidder from the same or nearby port, against the enquiry/freight rate available with BHEL.

b) Indigenous suppliers: The Prices are to be quoted on Ex-Works with freight pre-paid up to destination basis. The goods can be dispatched through any Bank approved Transporter having their branch at Haridwar. The names and addresses of transporters approved by IBA as well as BHEL are hosted on our website [www.bhelhwr.co.in](http://www.bhelhwr.co.in). The offer of the bidder not quoting on Freight Pre-paid up to destination basis will be loaded by maximum freight, packing & forwarding charges quoted by any other vendor from the same or nearby station, against the enquiry / freight rate available with BHEL.

c) Transit Insurance shall be taken care of by BHEL.

d) Applicable Sales Tax, Excise Duty, Service Tax, educational cess and any other statutory levy should be indicated separately and clearly in the quotation, else it will be concluded that the offer is inclusive of all taxes & duties.

e) The price comparison will be on the basis of total cost involved for delivery up to final project site. Import Offers shall be loaded for applicable custom duties for the project & freight element/ other charges involved for delivery up to Project Site as per BHEL's transport contract.

f) The Part-II (Price Bid) along with supplementary price bid (if called for by BHEL) 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 vendor's process capability / quality systems etc. by visiting vendor works (if required)**

**Clause 1.3 :**

All envelopes shall be sealed separately and following shall be super-scribed on the envelopes:

1. PART-I (a): Documents as required in pre-Qualification Requirement (as defined in Annexure-A) shall be **submitted in this part.**

Superscription on envelop:

1. TENDER NO. AND ITEM DESCRIPTION.
2. DUE DATE OF OPENING.
3. "PRE-QUALIFICATION REQUIREMENT"

2. PART-I (b) :

The following shall be submitted in this part:

- Complete Technical offer with relevant drawings/ documents /QP (As defined in Annexure B)
- Catalogue (if required)
- Deviation sheet (if there is any deviation with respect to our specification)
- Replica of price bid/ Price sheet (without mentioning the actual prices)
- Terms and conditions of two part tender (foreign or indigenous, whichever applicable)

Superscription on envelop:



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1. TENDER NO. AND ITEM DESCRIPTION.
2. DUE DATE OF OPENING.
3. "TECHNO-COMMERCIAL BID"

1. PART-I (c): EMD and Tender Fee shall be submitted in this part

Superscription on envelop:

1. TENDER NO. AND ITEM DESCRIPTION.
2. DUE DATE OF OPENING.
3. "EMD & TENDER FEE"

2. PART-I (d): "SUPPLIER REGISTRATION FORM" with relevant supporting document including "D & B" report / balance sheet etc. manufacturing details, quality procedures, testing and certification followed etc. shall be submitted in this part.

Superscription on envelop:

1. TENDER NO. AND ITEM DESCRIPTION.
2. DUE DATE OF OPENING.
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.

4. PART-II: price bid & cost of deviation (if any) shall be submitted in this part

Superscription on envelop:

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

**Clause 1.4:**

The Part-I (from 1 (a) to 1 (d)) & 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. ----- DUE ON -----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 may be ignored and may 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

**(Ashish Gupta)**  
**DGM (PPX-BOI)**



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Annexure-A

## PRE-QUALIFICATION REQUIREMENT

Sl. No.	Pre-Qualification Requirements	Vendors Confirmation Indicating page no. where documents are placed
1	<p>The Bidder should have Designed, Manufactured and supplied at least 5 (Five) Dry Air Preservation System for 250MW/ 270MW/ 500MW/ 600MW/ 660MW/ 800MW or above rating Steam / Gas Turbine of Thermal Power Plants.</p> <p>Vendors already supplied Dry Air Preservation System to BHEL are exempted to submit these documents.</p>	
2	<p>The bidder has to submit credentials (copy of purchase orders, year of supply, completion certificate, and list of customers for Dry Air Preservation System) with technical offer in support of above at Sl. No. 01. Non-submission of these documents leads to rejection of offer of vendor/vendors.</p> <p>Vendors already supplied Dry Air Preservation System to BHEL are exempted to submit these documents.</p>	
3	<p>The bidder has to confirm that supply shall be as per BHEL enquiry drawing and specification. Deviation from enquiry drawing and specification is not acceptable. Compliance for acceptance of each clause of BHEL specifications and drawing has to be submitted with offer.</p>	
4	<p>Vendors not registered with BHEL for supply of Dry Air Preservation System are necessarily be required to submit filled-in supplier registration form (SRF). Blank SRF is available at <a href="http://www.bhel.com">www.bhel.com</a>.</p>	

**Note:**

1. BHEL would open the price bid of only those vendors, who fulfill our pre-qualification requirements and are successfully registered at BHEL Hardwar in the Product material Directory (PMD) of this item (within validity of the offer) and are duly approved by the end user (if required).
2. Offers of vendors not meeting PQR would be rejected.



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Annexure-B

**SPECIAL INSTRUCTIONS**

**A) GENERAL REQUIREMENTS**

1. The item is required for 2X800 MW GADARWARA Project.
2. Procurement would be made from Customer approved Vendors only.
3. The evaluation would be done on the basis of total landed cost for the complete requirement.
4. Applicable Specification/ Documents are enclosed for your reference. In case of non-receipt of these documents, you may feel free to contact the undersigned. A list of the enclosed Specification/documents is also enclosed for reference.
5. Procurement would be made from customer approved vendors only. For taking up approval with the end customer, vendor's credentials including documentary evidence showing similar or higher capacity components has been supplied by the vendor , reference list, etc....., are required along with the offer.
6. The offers of the vendors not submitting EMD & Tender Fee as per Enquiry Conditions will not be considered by BHEL.
7. Duly Filled in "Terms and Conditions of the Two Part Tender" are to be necessarily filled and submitted along with the offer.

***Kindly ensure the timely submission of your offer (by 1345 Hrs IST on the due date) and note that Late Offers shall not be entertained under any circumstances.***

**(For & on behalf of BHEL-HEEP- Haridwar)**

(Ashish Gupta)  
DGM (PPX-BOI)

**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

**TERMS AND CONDITIONS FOR TWO-PART TENDER  
(INDIGENOUS VENDORS)  
(DRY AIR PRESERVATION SYSTEM FOR 2x800MW GADARWARA PROJECT)**

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 envelope must be contained in the main envelope. Enquiry No., Name of Vendor and due date to be marked on all the envelopes. Please fill this Annexure & duly signed and stamped copy of this is to be submitted by you along with your offer.

**These terms and conditions supersede the same or similar terms and conditions if they are appearing elsewhere in the Enquiry.**

Sl. No	Terms	Description	Your confirmation
1.	<b>Customer Approval</b>	Please note that procurement would be done from customer approved vendors only. In case customer does not approve a vendor before opening of price bid, their offer shall not be considered.	
		Please submit your credentials along with offer in enclosed NTPC questionnaire format. After receipt of offer and registration with BHEL, BHEL will take-up with customer for your approval with the credentials submitted by you along with your offer.	
2.	<b>Evaluation criteria</b>	The evaluation would be done on the basis of total landed cost to BHEL, for the complete requirement of tender enquiry. For the purpose of evaluation, all the items & services would be taken together.	
		The present Custom Duty and Excise Duty Structure for GADARWARA Project is as mentioned below:  Excise Duty: Exempted Custom Duty: Free  Pls. note that the comparison of offers would be done as per the applicable CD/ED structure on the date of opening of Price Bid.	
		Please note that for evaluation of offers of overseas bidders, 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).	
3.	<b>Documents</b>	Kindly confirm that the following documents have been submitted along with your offer: <ol style="list-style-type: none"> <li>1. Requisite EMD &amp; Tender Fee.</li> <li>2. Complete Technical offer with relevant drawings/ documents /QP etc. (as Per Special Instructions mentioned in Annexure-B).</li> <li>3. Documents in support of Pre-Qualification Requirement (as defined in Annexure-A)</li> <li>4. Endorsed BHEL Quality Plan.</li> <li>5. Supplier Registration Form (for vendor's not registered at BHEL, Haridwar for this item)</li> <li>6. Any other document as specified in "Instructions to Bidders".</li> </ol>	
4.	<b>Validity</b>	Confirm that the validity of the offer shall be 120 days from the due date of opening of Techno-Commercial offers.	
		It should also be noted that offers quoting the validity less than 120 days from EOD (Enquiry Opening Date), may not be considered by BHEL.	

5.	<b>Basis of quotation</b>	<p>Confirm that prices have been quoted on Ex-Works with freight Pre-paid up to destination basis. Freight Charges should be quoted separately.</p> <p>The goods can be dispatched through any Bank approved transporters having their branch at Haridwar/destination. The names and addresses of transporters approved by IBA as well as BHEL are posted at our website <a href="http://www.bhelhwr.co.in">www.bhelhwr.co.in</a>.</p> <p>Pls. note that, if you dispatch the material by any BHEL un-approved transporter then you will be required to furnish the MRC (Material Receipt Certificate) from Project Site for processing of your invoice. No demurrage charges would be borne by BHEL.</p> <p>Transit insurance would be arranged by BHEL. Please send your offer keeping this in view.</p> <p>Applicable Sales Tax should be indicated separately and clearly in the quotation, else it will be concluded that the offer is inclusive of these Taxes &amp; Duties. Please note that, for the projects where works of vendor and Projects are situated in same state, VAT shall be applicable. This will also be considered for evaluation.</p> <p>The price comparison will be on the basis of total cost involved for delivery up to Site. Offers shall be loaded (if required) for applicable duties/taxes and other charges involved for delivery up to Site as per BHEL practice/ statutory rates.</p>	
6.	<b>Delivery</b>	<p>Please note that material is required as per the deliveries mentioned in lot date of enquiry. Please quote your deliveries accordingly in no. of weeks from the date of PO considering below mentioned clause of document approval and time required by BHEL for issue of Material dispatch clearance (MDCC).</p> <p>If the delivery quoted by you does not meet BHEL's delivery requirement / revised delivery requirement as per site progress, you will be given a chance for reviewing your quoted delivery and inform revised delivery to BHEL. After this, if your delivery does not meet BHEL's required delivery / revised delivery as per site progress, BHEL reserve the right to reject your offer.</p>	
7.	<b>Engineering Document/ Document approval</b>	<p>Drawings/Data sheets/documents as called for in the specifications (if any) shall be submitted for approval to BHEL for BHEL/customer approval within 30 days of purchase order. Any delay in delivery on account of late submission of drawings shall be to vendors account. BHEL will arrange the approval of the drawings/data sheets/ documents within 30 days of their receipt provided those are complete in all respect.</p>	
8.	<b>Liquidated Damages / Penalty</b>	<p>Penalty for Late Delivery would be applicable @ 0.5% of the total order value per week of delay or part thereof subject to a maximum of 10% of the <b>total order value</b>.</p> <p>Pls. note that BHEL reserves the right to load your offer to the extent to which penalty is not agreed.</p> <p>Please note that for the purpose of calculation of Penalty for Late Delivery (LD), one week time from the date of issue of MDCC would be considered for making arrangement for dispatch. Date of GR would be treated as the date of delivery for LD/Penalty purposes.</p>	
9.	<b>Payment Terms</b>	<p>Pl. Confirm the following Payment Terms:</p> <p><b>Material Portion:</b> "100% against dispatch documents, thru bank/direct submission to BHEL."</p> <p>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</p>	

		per BHEL practice / policy.	
		In case of payment through bank, all bank charges shall be on either side i.e. your bank's charges shall be to your account and our bank's charges shall be to our account. In case documents are presented directly to our nominated Banks, bank charges shall be to your account. Please confirm.	
		For Indigenous Vendors (i.e. within India), no payment would be done thru LC. The offer of the vendor's insisting payment thru LC may be rejected by BHEL.	
10.	Quality Requirements	Please confirm acceptance to the attached QAP No. "QA/BE/QP/328 Rev. 02" and send endorsed copy of the same along with your offer.	
		Inspection shall be by BHEL Nominated inspection agency & NTPC as per finally approved QAP from NTPC. Please confirm.	
		Inspection charges would be to BHEL's account, however, co-ordination with third party inspection shall be to your account.	
		For the purpose of evaluation, Loading of Inspection Charges would be done as per BHEL's existing rate contract with the TPI agency as on the date of price bid opening (AS per present contract TPI rates are @ 0.165% of the material value + Service Tax). Please confirm your acceptance.	
11.	MDCC clause	Please note that, material shall be dispatched only after issue of Material dispatch clearance certificate (MDCC) by BHEL. For issue of MDCC, you are required to submit all test certificates (TC) and inspection report of third party (IR) in two hard copies to us. BHEL will issue MDCC within 7 days of receipt TCs & IR in hard copy, if complete clear w.r.t. approved quality plan and comply with approved technical documents. In case of any delay on account of BHEL delivery shall be re-scheduled accordingly	
12.	Guarantee	Guarantee shall be 24 months from the date of dispatch or 18 months from the date of commissioning whichever is earlier. Guarantee certificate is to be provided along with shipping documents.	
		In case of deviation is guaranteed period, offer shall be evaluated with loading @4% per-annum (on pro-rata basis) of quoted material value, for the deviated guarantee period.	
		However, please note that offers quoting guarantee less than 18 months, shall not be considered.	
		In case of any failure or trouble reported from site, the supplier should depute their representative immediately but necessarily within 10 days from the date of intimation from BHEL, to attend the problem and replace the defective component/part if required. Please confirm.	
		Supplier shall be responsible for free replacement of defective equipment / material at our site without any additional cost to BHEL.	
13.	Reverse Auction	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. <b>Kindly give your acceptance for participation in RA.</b>  Non-acceptance to participate in RA may result in non-consideration of their bids, in case BHEL decides to go for RA.  In case BHEL decides to go for Reverse Auction, only those bidders who have given their acceptance to participate in RA will be allowed to participate in the Reverse Auction. Those bidders who have given their acceptance to participate	

		in Reverse Auction will have to necessarily submit "Online sealed bid" in the Reverse Auction. Non-submission of "online sealed bid" by the bidder will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines in vogue.	
14.	<b>Arbitration :</b>	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 the administrative head of Bharat Heavy Electricals Limited at Hardwar. The award of the Arbitrator shall be final and binding on both parties. The Arbitrator shall have the power to extend, from time to time, the time for making his award with the consent of the parties.	
15.	<b>Risk Purchase:</b>	In case of delays 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.	
16.	<b>General terms</b>	Confirm that all test certificates shall be submitted in 2 hard copies and 3 CD ROMs immediately completion of supply of one lot.	
		Right of Acceptance – BHEL reserves the right to reject any or all the quotations without assigning any reasons thereof. <b>BHEL also reserves the right to Increase or decrease the tendered quantities.</b> Vendors should be prepared to accept order for reduced Quantity without any extra charges. Vendor should also be prepared for giving discount in case of Increase in Quantity.	
		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.	
		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	
		Confirm that Approx. Weight and Volume of the packages has been mentioned in the Techno-Commercial Offer (Part – 1).	
		Origin of Quotation: The quotation should be from the principal/original supplier even if it is submitted through their authorized agents, failing which the quotations are liable to be ignored.  Please note that BHEL will deal directly with manufacturer and no correspondence with the agent will be entertained. The ink signed offer / bid in original has to be submitted by the registered manufacturer / OEMs directly to BHEL. Subsequently also, no correspondence of any type shall be entered into with the agents. Bids submitted by agents may not be considered for evaluation and shall be returned to them only, without assigning any reason. Please note the same.  Also the name of principal supplier should be indicated on envelop in addition to Enquiry no and due date.	
		Ink signed order acceptance shall be furnished within 15 days of order placement. One copy duly signed and accepted to be returned as order acceptance. In case no communication is received within 15 days of placement	

		of purchase order, the said order would be deemed to have been accepted.	
		All envelopes to be marked with whether “Priced Bid” (Part – 2) or “Un-Priced Bid Cum Techno-Commercial Bid” (Part – 1). The replica of Priced Bid (without prices) would be necessarily submitted along with Part-1 of the offer.	
		Pl. Confirm that the prices will remain firm during the entire validity and execution of the Project.	
		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.	
17.	<b>Operation &amp; Maintenance Manual</b>	O&M manuals are required in 10 CD ROMS & 1 Hard copy. You are required to put 1 no. of O&M manuals (hard copy) & 1 CD ROM in the packing box and description of same should be appear on the shipping / packing list. 9 CD ROMS should be send to AGM (PPX-BOI) at BHEL—HEEP Haridwar, immediately after dispatch. Please confirm.	
18.	<b>E-1 Form.</b>	This is a case of E-1 transaction. In case of PO, BHEL will issue “C” form after supply. Supplier is required to submit “E-1” form against the “C” form. Please confirm acceptance.	

(Signature of the Vendor with Seal)

**TERMS AND CONDITIONS FOR TWO-PART TENDER  
(FOR OVERSEAS VENDORS)  
(DRY AIR PRESERVATION SYSTEM FOR 2x800MW GADARWARA PROJECT)**

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 envelope must be contained in the main envelope. Enquiry No., Name of Vendor and due date to be marked on all the envelopes. Please fill this Annexure & duly signed and stamped copy of this is to be submitted by you along with your offer.

**These terms and conditions supersede the same or similar terms and conditions if they are appearing elsewhere in the Enquiry.**

Sl. No	Terms	Description	Your confirmation
1.	<b>Customer Approval</b>	Please note that procurement would be done from customer approved vendors only. In case customer does not approve a vendor before opening of price bid, their offer shall not be considered.	
		Please submit your credentials along with offer in enclosed NTPC questionnaire format. After receipt of offer and registration with BHEL, BHEL will take-up with customer for your approval with the credentials submitted by you along with your offer.	
2.	<b>Evaluation criteria</b>	The evaluation would be done on the basis of total landed cost to BHEL, for the complete requirement of tender enquiry. For the purpose of evaluation, all the items & services would be taken together.	
		The present Custom Duty and Excise Duty Structure for GADARWARA Project is as mentioned below:  Excise Duty: Exempted Custom Duty: Free  Pls. note that the comparison of offers would be done as per the applicable CD/ED structure on the date of opening of Price Bid.	
		Please note that for evaluation of offers of overseas bidders, 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).	
3.	<b>Documents</b>	Kindly confirm that the following documents have been submitted along with your offer: <ol style="list-style-type: none"> <li>1. Requisite EMD &amp; Tender Fee.</li> <li>2. Complete Technical offer with relevant drawings/ documents /QP etc. (as Per Special Instructions mentioned in Annexure-B).</li> <li>3. Documents in support of Pre-Qualification Requirement (as defined in Annexure-A)</li> <li>4. Endorsed BHEL Quality Plan.</li> <li>5. Supplier Registration Form (for vendor’s not registered at BHEL, Haridwar for this item)</li> <li>6. Any other document as specified in “Instructions to Bidders”.</li> </ol>	
4.	<b>Validity</b>	Confirm that the validity of the offer shall be 120 days from the due date of opening of Techno-Commercial offers.	
		It should also be noted that offers quoting the validity less than 120 days from EOD (Enquiry Opening Date), may not be considered by BHEL.	

5.	<b>Basis of quotation</b>	<p>Confirm that prices shall be quoted on FOB (Name of port) as well as CFR Mumbai (Indian) port basis inclusive of packing charges. Please mention sea freight charges separately to calculate FOB prices and CFR prices separately.</p> <p>Transit insurance would be arranged by BHEL. Please send your offer keeping this in view.</p> <p>Please inform Name of FOB Port.</p> <p>The price comparison will be on the basis of total cost involved for delivery up to Site. Offers shall be loaded (if required) for applicable duties/taxes and other charges involved for delivery up to Site as per BHEL practice/ statutory rates.</p>	
6.	<b>Delivery</b>	<p>Please note that material is required as per the deliveries mentioned in lot date of enquiry. Please quote your deliveries accordingly in no. of weeks from the date of PO considering below mentioned clause of document approval and time required by BHEL for issue of Material dispatch clearance (MDCC).</p> <p>If the delivery quoted by you does not meet BHEL's delivery requirement / revised delivery requirement as per site progress, you will be given a chance for reviewing your quoted delivery and inform revised delivery to BHEL. After this, if your delivery does not meet BHEL's required delivery / revised delivery as per site progress, BHEL reserve the right to reject your offer.</p>	
7.	<b>Engineering Document/ Document approval</b>	<p>Drawings/Data sheets/documents as called for in the specifications (if any) shall be submitted for approval to BHEL for BHEL/customer approval within 30 days of purchase order. Any delay in delivery on account of late submission of drawings shall be to vendors account. BHEL will arrange the approval of the drawings/data sheets/ documents within 30 days of their receipt provided those are complete in all respect.</p>	
8.	<b>Liquidated Damages / Penalty</b>	<p>Penalty for Late Delivery would be applicable @ 0.5% of the total order value per week of delay or part thereof subject to a maximum of 10% of the <b>total order value</b>.</p> <p>Pls. note that BHEL reserves the right to load your offer to the extent to which penalty is not agreed.</p> <p>Date of B/L shall be considered as actual delivery. Please confirm.</p> <p>In case of FOB contract, BHEL will inform you the name of BHEL's nominated freight forwarder along with LC, and, you are required inform BHEL's freight forwarder 15 days in advance of planned / scheduled delivery for booking of Vessel. In case of any delay on account of BHEL's freight forwarder in arranging vessel within these 15 days of your information, delivery shall be re-scheduled extended by the no of days taken by BHEL freight forwarder, in excess to 15 days. For such amendment you are required to furnish documentary evidence that you have contacted our freight forwarder and their response, if any. Please note that in case of CFR contract BHEL shall not responsible for any delay due to arrangement of shipment from FOB Port.</p>	
9.	<b>Payment Terms</b>	<p>Pl. Confirm the following Payment Terms:</p> <p><b>Material Portion:</b> "100% CAD against submission of dispatch documents, thru bank/ direct submission to BHEL."</p> <p>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.</p> <p>In case of payment through bank, all bank charges shall be on either side i.e. your bank's charges shall be to your account and our bank's charges shall be to our account. In case documents are presented directly to our nominated Banks,</p>	

		bank charges shall be to your account. Please confirm.	
		For Indigenous Vendors (i.e. within India), no payment would be done thru LC. The offer of the vendor's insisting payment thru LC may be rejected by BHEL.	
10.	Quality Requirements	Please confirm acceptance to the attached QAP No. "QA/BE/QP/328 Rev. 02" and send endorsed copy of the same along with your offer.	
		Inspection shall be by any of BHEL approved third party inspection agency (Viz. M/s Lloyds Register, M/s TUV or M/s BV) & M/s NTPC (if foreseen) as per as per finally approved QAP from NTPC. Please confirm your acceptance.	
		"Inspection charges & co-ordination for third party inspection shall be to your account. Please confirm that your quotation for individual item includes inspection charges by any of BHEL approved inspection agencies viz. M/s Lloyds Register, M/s M/s TUV or M/s BV. In case nothing is mentioned regarding third party inspection charges, it will be presumed that these are included in quoted prices. Please confirm." Scope of third party inspection would be as per attached QAP no QA/BE/QP/328 Rev. 02.	
11.	MDCC clause	Please note that, material shall be dispatched only after issue of Material dispatch clearance certificate (MDCC) by BHEL. For issue of MDCC, you are required to submit all test certificates (TC) and inspection report of third party (IR) in two hard copies to us. BHEL will issue MDCC within 7 days of receipt TCs & IR in hard copy, if complete clear w.r.t. approved quality plan and comply with approved technical documents. In case of any delay on account of BHEL delivery shall be re-scheduled accordingly	
12.	Guarantee	Guarantee shall be 24 months from the date of dispatch or 18 months from the date of commissioning whichever is earlier. Guarantee certificate is to be provided along with shipping documents.	
		In case of deviation is guaranteed period, offer shall be evaluated with loading @4% per-annum (on pro-rata basis) of quoted material value, for the deviated guarantee period.	
		However, please note that offers quoting guarantee less than 18 months, shall not be considered.	
		In case of any failure or trouble reported from site, the supplier should depute their representative immediately but necessarily within 10 days from the date of intimation from BHEL, to attend the problem and replace the defective component/part if required. Please confirm.	
		Supplier shall be responsible for free replacement of defective equipment / material at our site without any additional cost to BHEL.	
13.	Reverse Auction	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. <b>Kindly give your acceptance for participation in RA.</b>  Non-acceptance to participate in RA may result in non-consideration of their bids, in case BHEL decides to go for RA.  In case BHEL decides to go for Reverse Auction, only those bidders who have given their acceptance to participate in RA will be allowed to participate in the Reverse Auction. Those bidders who have given their acceptance to participate in Reverse Auction will have to necessarily submit "Online sealed bid" in the Reverse Auction. Non-submission of "online sealed bid" by the bidder will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines in vogue.	

14.	<b>Arbitration :</b>	Arbitration : In the event of any dispute or difference arising between the parties regarding order execution of same or their respective rights and liabilities thereunder , the same shall except otherwise expressly provided therein, 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 that reference and provisions of the arbitration and conciliation Act 1996 or any statutory notification, or re- enactment therefore and rules framed thereunder from time to time shall apply to such arbitrations. If two arbitrators do not agree on the appointment of umpire, it (the nomination of the umpire shall be done by the International Chamber of Commerce – Paris (France). The decision of arbitrators, 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).	
15.	<b>Risk Purchase:</b>	In case of delays 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.	
16.	<b>General terms</b>	<p>Confirm that all test certificates shall be submitted in 2 hard copies and 3 CD ROMs immediately completion of supply of one lot.</p> <p>Right of Acceptance – BHEL reserves the right to reject any or all the quotations without assigning any reasons thereof. <b>BHEL also reserves the right to Increase or decrease the tendered quantities.</b> Vendors should be prepared to accept order for reduced Quantity without any extra charges. Vendor should also be prepared for giving discount in case of Increase in Quantity.</p> <p>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.</p> <p>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</p> <p>Confirm that Approx. Weight and Volume of the packages has been mentioned in the Techno-Commercial Offer (Part – 1).</p> <p>Origin of Quotation: The quotation should be from the principal/original supplier even if it is submitted through their authorized agents, failing which the quotations are liable to be ignored.</p> <p>Please note that BHEL will deal directly with manufacturer and no correspondence with the agent will be entertained. The ink signed offer / bid in original has to be submitted by the registered manufacturer / OEMs directly to BHEL. Subsequently also, no correspondence of any type shall be entered into with the agents. Bids submitted by agents may not be considered for evaluation and shall be returned to them only, without assigning any reason. Please note the same.</p> <p>Also the name of principal supplier should be indicated on envelop in addition to Enquiry no and due date.</p>	

		Ink signed order acceptance shall be furnished within 15 days of order placement. One copy duly signed and accepted to be returned as order acceptance. In case no communication is received within 15 days of placement of purchase order, the said order would be deemed to have been accepted.	
		All envelopes to be marked with whether "Priced Bid" (Part – 2) or "Un-Priced Bid Cum Techno-Commercial Bid" (Part – 1). The replica of Priced Bid (without prices) would be necessarily submitted along with Part-1 of the offer.	
		Pl. Confirm that the prices will remain firm during the entire validity and execution of the Project.	
		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.	
<b>17.</b>	<b>Operation &amp; Maintenance Manual</b>	O&M manuals are required in 10 CD ROMS & 1 Hard copy. You are required to put 1 no. of O&M manuals (hard copy) & 1 CD ROM in the packing box and description of same should be appear on the shipping / packing list. 9 CD ROMS should be send to AGM (PPX-BOI) at BHEL—HEEP Haridwar, immediately after dispatch. Please confirm.	

(Signature of the Vendor with Seal)

	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 <b>CHECK-LIST FOR FOREIGN          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 : (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>	
<b>SUPPLIER'S AUTHORIZED SIGNATORY</b>	
<b>BHEL CERTIFIED ASSESSOR</b>	

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

- 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 SPECIFY:****6.0 DIRECTORS / PARTNERS, IF RELATED TO ANY BHEL EMPLOYEE.**

**NAME:**  
**STAFF NO.:**  
**DESIGNATION:**  
**UNIT & DEPARTMENT:**  
**RELATIONSHIP:**

**7.0 ANY OTHER INFORMATION:****8.0 LIST OF ENCLOSURES :**

(BROCHURES, CATALOGUES, TECHNICAL LITERATURE ETC.)


E – Mail

TELEPHONE : (Landline):  
 Mobile :

DATE :

Signature & Seal  
 AUTHORISED SIGNATORY  
 NAME :  
 DESIGNATION :

BHEL CERTIFIED ASSESSOR

	<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**

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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>	

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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

**BHARAT HEAVY ELECTRICALS LIMITED  
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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  
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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

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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 :

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 <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

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**Part B (QUALITY SYSTEM):**

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

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

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**Part B (QUALITY SYSTEM):**

**12. LIST OF ENCLOSURES**

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

Maximum Marks = 25

Minimum Qualifying marks = 15

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

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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 ( 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 (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

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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**

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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)

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 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

	Maximum Marks (1)	Marks obtained (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 (1)	Parameter (2)	Scoring criteria (3)	Maximum Marks (4)	Marks obtained (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	50	30		<b>Recommended :</b>  Permanent code /Development code/ Trial code <b>Not recommended</b>
	Financial Information				
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 <=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
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**SUB-SUPPLIER QUESTIONNAIRE**  
(To be filled in by the Proposed Sub Supplier)

**Name of Equipment / Item / Process with Model/ Type/ Rating / Capacity/ Size/ Tonnage etc. (As applicable):**

\_\_\_\_\_

**Trade Name of Product (if any) : \_\_\_\_\_**

1. **Name of Proposed Sub-Supplier:** \_\_\_\_\_

**Website:** \_\_\_\_\_

2. **Address of Regd. Office:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Details of contact person:**

Name \_\_\_\_\_

Mobile no. \_\_\_\_\_

Desig. \_\_\_\_\_

E-mail:

3. **Branch/ Liaison office in Delhi/NCR**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Details of contact person:**

Name \_\_\_\_\_

Mobile no. \_\_\_\_\_

Desig. \_\_\_\_\_

E-mail:

**Weekly off day** \_\_\_\_\_

4. **Address of Works where Item is being manufactured**

\_\_\_\_\_

\_\_\_\_\_

**Details of contact person:**

Name \_\_\_\_\_

\_\_\_\_\_

Mobile no. \_\_\_\_\_

Desig. \_\_\_\_\_

E-mail:



**SUB-SUPPLIER QUESTIONNAIRE**  
(To be filled in by the Proposed Sub Supplier)

**5. Details of Proposed Works:**

- a. Year of Establishment of present works : \_\_\_\_\_
- b. Year of Commencement of Manufacturing at the above works : \_\_\_\_\_
- c. Details of change in works address in past, if any : \_\_\_\_\_
- d. Total Area / Covered Area : \_\_\_\_\_
- e. Details of covered area like no. of sheds, Area of each shed etc. \_\_\_\_\_
- f. Electric power- Connected load: \_\_\_\_\_  
Electric power- Stand by load & system: \_\_\_\_\_

**6. Annual Turnover & Profit in past three years** : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**7. Do you have in-house Department for:**

- a) Design Yes/No
- b) Research & Development Yes/No
- c) Quality control/Inspection Yes/No
- d) After Sales Service Yes/No

**8. Shift works per day** One/Two/Three

**9. Present Manpower Status:**

Division Status	Graduate		Diploma	Skilled	Un-Skilled	Remarks
	Technica I	Non-Technical				
Design						
Production						
Quality Control/ Inspection						
After Sales Service						



**SUB-SUPPLIER QUESTIONNAIRE**  
(To be filled in by the Proposed Sub Supplier)

- a. Organization chart of the proposed works is enclosed as Annexure: \_\_\_\_\_
- b Organization chart of QA / QC Deptt. is enclosed as Annexure: \_\_\_\_\_
- c. List of Qualified Welders with process etc. is enclosed as Annexure: \_\_\_\_\_
- d. List of Qualified NDT personnel with area of specialization is enclosed as Annexure: \_\_\_\_\_

**10. Brief details of items manufactured:**

Sl. No.	Item & Material (Type/Size/Rating/Model/ Capacity /Tonnage , as applicable)	Installed Capacity	Annual Production Capacity	Annual Production for last Three years		
				I	II	III

**11. Details of foreign Collaboration, if any:**

Sl. No.	Product	Name & Address of Collaborator	Collaboration		
			Scope	Year	Valid upto

12. **Type Test report for the proposed product (similar or higher rating )if applicable is enclosed as Annexure: \_\_\_\_\_**
- 13 **Approval / Certification by National / International standards / Accredited agency for the proposed product (if applicable) is enclosed as Annexure: \_\_\_\_\_**
14. **Statutory / mandatory certification for the proposed product (if applicable) is enclosed as Annexure: \_\_\_\_\_**
15. **Supply Experience list of the proposed product (similar or higher rating) is enclosed as Annexure: \_\_\_\_\_**

[List shall include Item description, (Type/Size/Rating/Model/Capacity/Tonnage, as applicable), Customer name, Quantity, Year of Supply and Year of commissioning]



**SUB-SUPPLIER QUESTIONNAIRE**  
(To be filled in by the Proposed Sub Supplier)

16. **End User's operational feedback certificate for the proposed product is enclosed as Annexure: \_\_\_\_\_**

17. **List of equipment & machinery specific to the proposed product is enclosed as Annexure: \_\_\_\_\_**

(List shall include name of equipment, capacity & nos. etc.)

18. **Process Flow Diagram indicating in-house & outsourced process enclosed as Annexure: \_\_\_\_\_**

19. **General manufacturing facilities available in-house:**

Sl. No.	Description of machine	Type /Capacity / Size / Rating etc as applicable	Number
a)	Material Handling Mobile Crane Fork Lift Over Head Cranes		
b)	Metal Cutting & Bending		
c)	Casting		
d)	Forging		
e)	Fabrication		
f)	Welding		
g)	Machining		
h)	Heat Treatment		
i)	Surface Cleaning Sand Blasting Shot Blasting Pickling		
j)	Painting		
k)	Metal Coating		



**SUB-SUPPLIER QUESTIONNAIRE**  
(To be filled in by the Proposed Sub Supplier)

l)	Packing		
m)	Other, if any		

20.

**a. Inspection & Testing Facilities available in-house:**

Sl. No.	Description	Capacity & Nos.	Make & year of Mfg.	Calibration Status	Validity period



**SUB-SUPPLIER QUESTIONNAIRE**  
(To be filled in by the Proposed Sub Supplier)

**b. List of Testing & Inspection Facilities outsourced, if any with Source of testing and Description enclosed as Annexure: \_\_\_\_\_**

21. **Storage of finished goods (covered / open) :** \_\_\_\_\_

22. **List of the source / make with location of major raw material, bought out items and out sourced process enclosed as Annexure: \_\_\_\_\_**

23. **Quality management:**

23.1 **General**

23.1.1. Work Instruction for different processes available. (Y/N). \_\_\_\_

If yes, enclose list as Annexure \_\_\_\_\_

23.1.2. Evaluation system for raw material/bought out item's supplier is available. (Y/N) \_\_\_\_\_

23.1.3. Records generated during inspection maintained & available for review (Y/N) \_\_\_\_\_

23.1.4. Statistical quality control techniques used (Y/N) \_\_\_\_\_

23.1.5. ISO certificate for the works available (Y/N). \_\_\_\_ If yes, enclose copy as Annexure \_\_\_\_\_

23.2 **Corrective action**

23.2.1. Specifically confirm whether System for identification & disposition of Non Conformity in the process / product is available. (Y/N) \_\_\_\_\_

23.2.2. Specifically confirm whether System for Customer complains & their satisfactory disposal is available. (Y/N) \_\_\_\_\_

23.3. **Documentation Control**

23.3.1. Procedure available for documentation control (Y/N) \_\_\_\_

23.4. **Control of Inspection, Measuring & Testing equipments.**

23.4.1. Procedure for calibration of testing & measuring instrument available. (Y/N) \_\_\_\_

24. **Any Special Information:** \_\_\_\_\_



**SUB-SUPPLIER QUESTIONNAIRE**  
(To be filled in by the Proposed Sub Supplier)

26. I CERTIFY THAT THE INFORMATION SUPPLIED HEREIN (INCLUDING ALL PAGES ATTACHED) IS CORRECT TO THE BEST OF MY KNOWLEDGE.

SEAL \_\_\_\_\_  
M/S. \_\_\_\_\_  
PLACE \_\_\_\_\_  
DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_  
NAME \_\_\_\_\_  
DESIGNATION \_\_\_\_\_  
MOBILE NO \_\_\_\_\_  
EMAIL \_\_\_\_\_

**LIST OF ENCLOSURE:**

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**Certification by Main Supplier:** Above information have been verified and found in order / minor changes which have been marked and initialed on this form itself / observed the following discrepancies.

Name : \_\_\_\_\_ Designation : \_\_\_\_\_ Signature : \_\_\_\_\_ Date : \_\_\_\_\_

**NOTE :**

1. **COLUMN SHALL NOT BE LEFT UNFILLED..IN CASE OF NOT APPLICABLE / NOT AVAILABLE, THE SAME SHALL BE INDICATED IN THE PROVIDED SPACE.**
2. **IN CASE PROVIDED SPACE IS NOT ADEQUATE, INFORMATION SHALL BE PROVIDED AS AN ATTACHMENT.**
3. **PRODUCT CATALOGUE FOR THE PROPOSED EQUIPMENT/ITEM/PROCESS,IF AVAILABLE, SHALL BE ENCLOSED**