

No. PCRI-BOI/OT/14

Date: 11.10.2014

Subject: Open tender as detailed below:

OPEN TENDER

1. Sealed tenders with the Tender No. and opening date clearly superscribed on the cover are invited for the supply of the following item.
2. Last date for obtaining tender documents and opening of tenders is indicated against tender. Tenders will be received up to 1.45 P.M. on opening date and opened on the same day at 2.00 P.M. in the Tender Room.
3. After down loading the tender documents from web site, while submitting the tender as detailed in "Instruction to Bidders", intending vendors must remit tender fee of Rs. 2,000.00 (*applicable for indigenous vendors*) or \$ 50.00 / €40.00 (*applicable for foreign vendors*) against the tender along with the requisite EMD in the form of Cash (as permissible under Income Tax Act) / Pay Order / Demand draft / e-payment (in case of foreign bidders only). **EMD in the form of Cheque / Bank Guarantee are not acceptable.**
4. BHEL will not be responsible for any type of postal delay / incomplete information from vendor.
5. Other terms and conditions will be as per tender documents.

Sl. No.	Tender No.	Description of Item	Qty. (Set)	Last date to get Tender from BHEL	Tender Opening date
1.	R/5599/2014/3331V1	Furniture Module 11 Items as Per Annexure-II for DPL	01	02.11.2014	03.11.2014

- PQR as per enclosed "Annexure - I"
- Specification as per enclosed "Annexure - II".
- Commercial terms & Condition as per enclosed "Annexure - III"
- Supplier Registration Form as per enclosed "Annexure - 4/5"

FOR & ON BEHALF OF BHEL, HARDWAR
Engineer (PCRI-BOI)



BHARAT HEAVY ELECTRICALS LIMITED
HEEP HARIDWAR INDIA-PIN 249403
FAX NO: 0091 1334 226462
PHONE NO: 0091 1334 01334-284486, 281147

Enquiry No.: R/5599/2014/3331V1

Date of issue : 11.10.2014

Due Date : 03.11.2014

M/s.....

Sub: Tender Enquiry No. R/5599/2014/3331V1

We are pleased to invite your offer in **THREE PARTS (PART-I, PART-II & PART-III)** strictly as per enclosed terms and conditions and “Instruction to Bidders”, in sealed covers for the under mentioned item.

Sl. No.	Description of Item	Qty. (Set)	Delivery Required	EMD (Earnest Money Deposit)
1.	Furniture Module 11 Items as Per Annexure-II for DPL	01	31.12.2014	INR 40,000/- (Rupees Forty Thousand Only) or equivalent in 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 vendors 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 of our requirements

PLEASE SUBMIT SEPARATE DEMAND DRAFTS FOR EMD AND TENDER FEE (drawn in favor of BHEL Hardwar, payable at Haridwar) IN PART- I BID. This Part-I bid shall be opened by BHEL 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.

Central / State – PSUs / Government departments are exempted from submission of EMD subject to approval by BHEL management.

As per government guidelines, MSE vendors are exempted from submission of EMD and Tender Fee. To claim exemption from EMD & Tender Fee submission the MSE vendors must submit valid MSE certificate as mentioned in clause 1 (a) (1) in the “Instruction to Bidders”.

BHEL will forfeit the EMD if, the successful bidder / vendor refuses to honour the order after award of the same on him and / or withdraws his bid and / or unilaterally changes the offer and / or any of its terms & conditions within the validity period.

EMD given by all unsuccessful vendors shall be refunded after opening of price bid of successful vendors. The EMD of successful vendors who are not L1 shall be returned after award of PO/LOI on L1 vendor. The EMD of L1 vendor shall be returned after submission of order acceptance.

EMD shall not carry any interest.

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

FOR & ON BEHALF OF BHEL, HARDWAR
Engineer (PCRI-BOI)

Instruction to Bidders

Clause 1.0 : Tender submission

The tenders have to be submitted in **THREE PARTS (In Separate Envelops)** as described below on or before the due date and time of tender opening :

a) Part-I (Envelope I) : 1. EMD & Tender Fee

or

Valid certificate towards exemption of EMD & tender fee, applicable for Micro and small Enterprises, as mentioned below.

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 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 three 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. Documents should be notarized or attested by a Gazetted Officer.

2. Pre Qualifying Requirement (PQR)

b) Part-II (Envelope II) 1. Techno-Commercial Bid.

2. Supplier Registration Form (SRF) duly filled-in along with supporting documents. The vendor already registered in BHEL, Haridwar with permanent code need not fill the SRF form. (SRF documents to be placed separately in part-II and not to be mixed with Techno-Commercial Bid).

c) Part-III (Envelope III) : Price Bid.

Any corrections / amendments shall be properly & fully authenticated with signature

Procurement directly from the manufacturers / suppliers shall be preferred. However, if OEM / Principal insist on engaging the services of an agent, such agent shall not be allowed to represent more than one manufacturer / supplier in the same tender. Moreover, either the agent could bid on behalf of the manufacturer / supplier or the manufacturer / supplier could bid directly but not both. In case bids are received from both, the manufacturer / supplier and the agent, bid received from the agent shall be ignored.

The bidders (original 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 the tender. **Unsigned bids shall be ignored.**

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

The Part -1 (Envelop -1) shall comprise the following:

- i. EMD amounting to Rs. 40,000/- (Rupees Forty Thousand only) in the form of Demand Draft in favor of BHEL, Haridwar, payable at Haridwar Or valid certificate towards exemption of EMD & tender fee as described in clause 1.0
- ii. Tender fee amounting to Rs. 2,000/- (Rupees Two Thousand only) in the form of Demand Draft in favor of BHEL, Haridwar, payable at Haridwar Or valid certificate towards exemption of EMD & tender fee as described in clause 1.0
- iii. Point wise reply to all the points mentioned in Pre- Qualifying Requirement specified in the tender.
- iv. Relevant documents as requested in Pre-Qualifying Requirement must be attached.

Clause 1.2

The Part -II (Envelop -II) Techno-Commercial offer shall comprise the following:

- i) Complete Technical offer.
- iv) Catalogue of the Item, Complete reference of the past supply of item for the same or similar specification giving details of customer with Name of the contact person, Fax no, phone no, E-mail.
- v) Acceptance of commercial terms by vendor as per **Annexure III**.
- vi) Deviation with reference to specification to be laid down on separate sheet.
- vii) Copy of price Bid (without prices).
- viii) The rating of the company quoting for this tender from a third party (independent agency) preferably by M/s Dun and Bradstreet should be submitted. (DUNS 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.
- ix) The Supplier Registration Form (SRF) duly filled-up for assessing manufacturing capability, quality systems being followed, organizational soundness and financial worthiness. Supplier Registration form can be downloaded from www.bhel.com. BHEL registered vendors (registered with permanent code M, N, S) need not to submit SRF.
For vendors registered with T code, SRF is to be submitted essentially along with the offer.
- x) Any additional documents (please specify).

Clause 1.3

The Part -III (Envelop -III) Price Bid shall comprise the following:

- i) The price Bid (with price) for the complete scope.

If price bid is not submitted along with Part-I & Part-II bid, the offer will be rejected out rightly.

Note :

1. Prices are to be indicated in both figures and words. In case of any discrepancy of value the prices quoted in words shall be considered for evaluation and establishing L1 status.
2. Charges for 'Supply' and 'Erection & Commissioning' to be quoted separately by bidders.
3. **The evaluation of tender shall be on the basis of "Total Landed cost at destination, 250 MW Durgapur TPS, West Bengal, India" including Supply and Erection & Commissioning. For evaluation of foreign bids, exchange rate (TT selling rate of SBI) as on scheduled date of tender opening (Part-I bid opening) shall be considered. If the relevant day happens to be a bank holiday, then the Forex rate as on the previous bank (SBI) working day shall be taken.**

4. Indigenous suppliers : Please quote your rates on FOR destination basis. However, the insurance will be arranged by BHEL. You can despatch goods through any Indian Bank Association approved transporters having their branch at Hardwar/destination. For your convenience the names and addresses of transporters approved by IBA & BHEL are posted at our website <http://www.bhelhwr.co.in>. If any bidder still quotes on other than FOR destination basis then his offer will be loaded by the maximum freight, packing & forwarding charges quoted by any other bidder from the same or nearby station, against the enquiry/freight rate available BHEL.
5. Foreign Suppliers : The prices are to be quoted on C&F Mumbai basis. The bids will be evaluated on C&F basis. The bidder who quotes on other than C&F Mumbai basis then his offer will be loaded by the maximum freight, packing & forwarding charges quoted by any other bidder from the same or nearby Airport against the enquiry /freight rate available with BHEL. Further non-availability of Airplane will not be accepted for rescheduling the delivery or waiver of penalties. Loading Airport must be mentioned.
6. Insurance during transportation shall be taken care of by BHEL.
7. Applicable sales Tax, Excise duty, service tax, educational cess and any other statutory levy should be indicated separately and clearly in the quotation.
8. The comparison between foreign and indigenous bids shall be done based on the **Total Landed cost at destination, 250 MW Durgapur TPS, West Bengal, India**” basis.

Clause 2.0 : Tender Opening

1. Offer should be complete in all respect (i.e. Part-I, Part-II & Part-III) as described below :
 - Part I : Part I bid (Envelope-I) comprising Tender Fee, EMD or MSE Certificate towards exemption of EMD & tender fee, Pre- Qualifying Requirement (PQR).
 - Part II : Part II bid (Envelope-II) Techno-commercial bid and Supplier Registration Form (SRF) along with copy of desired documents as required in the form.
 - Part III : Part III bid (Envelop-III) comprising Price Bid.
2. The tenders shall be opened in **THREE PARTS (Part-I, Part-II & Part-III)** as described below :
 1. Part-I containing Tender Fee, EMD or MSE Certificate towards exemption of EMD & tender fee, Pre- Qualifying Requirement (PQR) will be opened on the date and time specified in the tender cover page, in the presence of those vendors, who wish to attend the tender opening.
 2. Part II Techno-commercial bid and SRF will be opened on a separate date for those vendors who have qualified in the Part I. The opening date of Part II will be intimated in advance to the vendors qualified in part-I.
 3. Part III containing Price Bid will be opened on a separate date for those vendors who have qualified in the Part I & Part II. The opening date of Part III will be intimated in advance to the vendors qualified in Part I & Part II.
 4. In the event of BHEL calling for supplementary bid, the Part-III price Bid along with supplementary priced bid (if necessary) will be opened at a later date of only those bidders who have qualified in the Part I & Part II. The opening date of Part III along with supplementary price bid (if necessary) will be intimated in advance to the vendors qualified in Part I & Part II.

BHEL reserves the right to evaluate vendor's process capability / quality systems etc. by visiting vendor works (if required)

Note :

After tender opening (Part-I), if it is found that :

1. The bidder has not submitted the requisite Tender Fee and EMD.
2. The bidder has claimed to be an MSE vendor but no supporting documents have been submitted in this regard.

In both the above cases the offer of the bidder shall be straightaway rejected and no correspondence from the bidder in this regard shall be entertained.

However, offer of the bidder shall be treated as per the guideline mentioned in the Clause No. 1. (a) 1 above in case the bidder has claimed to be an MSE vendor and submitted requisite MSE documents.

Clause 2.1

BHEL reserves the rights to place order for tendered quantity on more than one vendor

Clause 3.0 : Superscription on envelopes

The following shall be super scribed on the envelopes:

PART-I

1. TENDER NO. AND DUE DATE OF PART-I OPENING.
2. ITEM DESCRIPTION.
3. TENDER FEE, EMD OR MSE CERTIFICATE TOWARDS EXEMPTION OF EMD & TENDER FEE

PART-II

1. TENDER NO. AND DUE DATE OF PART-I OPENING.
2. ITEM DESCRIPTION.
3. PRE- QUALIFYING REQUIREMENT (PQR)
4. TECHNO-COMMERCIAL BID
5. SUPPLIER REGISTRATION FORM (SRF)

PART-III

1. TENDER NO. AND DUE DATE OF PART-I OPENING.
2. ITEM DESCRIPTION.
3. PRICE BID

Clause 3.1

The Part-I, Part-II & Part-III 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 & PART-III OF THIS OFFER.” Vendor’s full name and address should be clearly mentioned on **the envelope and shall be addressed to:**

**To,
Head of Materials Management, Heavy
Electrical Equipment Plant, BHEL, Ranipur
Hardwar- 249403**

Clause 3.2

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

Clause No. 4

As per directives of CENTRAL VIGILANCE COMMISSION, GOVERNMENT OF INDIA, one agent can not 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)

Clause No. 5

The offers of the bidders who are on the banned list and also the offer of the bidders, who engage the services of the banned firm, shall be rejected. The list of banned firms is available on BHEL website www.bhel.com

Clause No. 6

SETTLEMENT OF DISPUTES Indigenous Vendors: 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 Ltd., at Haridwar. The venue of arbitration shall invariably be Ranipur 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 for making his award with the consent of the parties.

Foreign Vendors: In the event of any dispute or difference arising between the parties to this contract regarding execution of same or their respective rights and liabilities there under, the same shall except as otherwise expressly provided therein, be referred to the arbitration of the 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 Indian Arbitration Act ,1940 or any statutory notification, or re-enactment therefore and rules framed there under from time to time shall apply to such arbitration . If the two arbitrators do not agree on the appointment of umpire, 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 invariably be New Delhi, India.

JURISDICTION: All question, dispute or differences arising under, out of or in connection with the purchase order shall be subject to the exclusive jurisdiction of Haridwar courts.

OVER RIDING CLAUSE: All stipulations made in any correspondence other than those exchanged in regards to “instruction” in our tender documents / enquiry for submission of your offer, if at all shall be void to the extent they are repugnant to the conditions contained herein above and in the purchase order.

FINALITY OF MANAGEMENT DECISION: At all places in the preceding clauses BHEL Management’s decision shall be final.

For & on behalf of BHEL, Hardwar.

FOR & ON BEHALF OF BHEL, HARDWAR
Engineer (PCRI-BOI)

Pre-Qualifying Requirements
R/5599/2014/3331V1

(A) **ELIGIBILITY CRITERIA:** Manufacturers who have credential of manufacturing and supplying required capacity of the item Nationally/Internationally and are having network facilities for providing product support in India are entitled to quote against this tender. Sole selling Indian agent of a manufacturer is also entitled to quote on behalf of their principal against the tender, in case manufacturer as a matter of policy does not quote directly. However in such cases, sole selling Indian agent shall have to enclose specific authorization duly ink signed of their principal (manufacturer) to quote against this tender, indicating the tender reference no. failing which their offer may be liable for rejection without any further reference.

Foreign manufacturers should quote directly. In case the foreign manufacturer does not quote directly as a matter of policy, the Indian Agent on behalf of the Foreign Principal could bid in the Tender, but not both (Either of them can only participate. In case offers from both are received only the offer of the Principal will be considered).

In case any Indian Agent is participating in a tender on behalf of one manufacturer, he is not allowed to quote on behalf of another manufacturer in this tender or in subsequent/parallel tender for the same item.

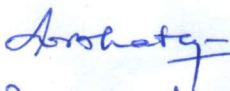
(B) PROVENNESS CRITERIA: PROCUREMENT AGAINST THIS TENDER SHALL BE DONE ONLY FOR PROVEN ITEM. ITEM OFFERED BY A BIDDER SHALL BE CONSIDERED PROVEN PROVIDED:

The bidder must have executed at least 02 purchase orders having minimum Rs. 5 Lacs. for similar items.

The same purchase orders may be for Government/Public Sector Undertaking (indigenous or Global) or any private industry (indigenous or Global) and performed satisfactorily for a period not less than two years from the date of commissioning.

Bidders should furnish the performance report of the end users for the quoted similar items. The bidder shall also give a self- certification duly Ink signed, along with the offer (in Part-I i.e. Pre Qualification Requirements) confirming that the quoted similar items has performed satisfactorily for a minimum period of 02 years from the date of commissioning and the desired parameters of the performance (Guaranteed availability) of the similar items stipulated in the supply order received and executed have been met and no warranty / guarantee claim is pending against the supply orders received and copy enclosed by them along with their offer to establish their provenness for the quoted similar items.

However, BHEL reserve the right to verify the above or get the performance directly from the concerned buyers/customers/end users of the item (against past supplies as mentioned above) of the bidder.


(Dr. S. Bhatnagar)
DGM (PCRT)




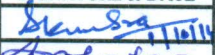
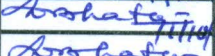

In case Sole Selling Indian Agent is submitting the offer on behalf of their principal i.e. Original Item Manufacturer, self -certification duly Ink signed by the principal (i.e. Original Item Manufacturer) regarding performance as mentioned above should be given in the Part-I (Pre Qualification Requirements) of the offer. In case bidders are not in a position to submit the past supply order copies due to confidentiality laws of particular country, a copy of such laws should be enclosed along with the offer for claiming exemption from submitting the supply order/contract copies and in such cases the bidder should enclose a Customers List for the quoted similar items duly signed by the Original Item Manufacturer, clearly indicating the **Customer Name & Address, Purchase Order No. & date, Item Sl. No. (if any), date of supply, installation & commissioning**. The bidders should essentially submit authenticated copies (Ink signed and stamped by the Original Item Manufacturer) of supply orders (received by them)/ Customers List with details as mentioned above.


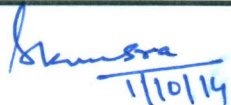

(C) Vendor has quoted all the items.


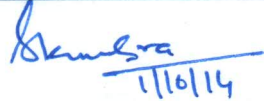

FAILURE TO SUBMIT THE ABOVE DOCUMENTS MAY RENDER A TENDER UNACCEPTABLE.


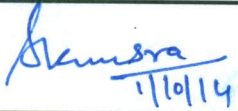

Arohatey-
CDr. S. Bhatnagar)
DSM (ACRI)


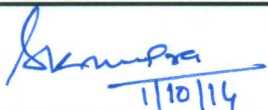
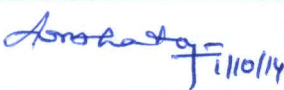




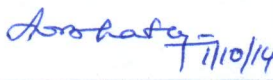
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		PRODUCT PURCHASE SPECIFICATION			पृष्ठ	6	का	1		
SUPERSEDES INVENTORY NO.	DPL LABORATORY FURNITURE ANNEXURE-II						Page	1	of	6
सामग्री सूची संख्या को अधिकृतित कराया है	LABORATORY FURNITURE (As per List Given Below)									
1.0 LIST :										
COPYRIGHT AND CONFIDENTIAL The information on this documents is the property of Bharat Heavy Electrical Limited. It must not be used directly or indirectly in any way detrimental to the interest of the company	S.No	Description	Quantity	Range of Dimensions (in mm)						
				Length	Width	Height				
	I.	Fume Chamber	1 No.	1500-1600	750-950	2400-2500				
	II.	Working Table	4 Nos.	1200-1300	750-800	750-800				
	III.	Wall Mounted Chemical Storage Units	10 Nos.	750-800	300-350	600-650				
	IV.	9-Cabinet Island Assembly, with Elevated Shelves & End Sink, Peninsula Type	1 No.	3600-3700	1500-1600	900-950				
	V.	Elevated Shelves	4 Nos.	900-1000	300-350	750-800				
	VI.	Modular Under Bench Storage Units	2 Nos.	700-850	500-600	800-900				
	VII.	Wall Storage Cupboard	4 Nos.	900-1000	300-350	600-700				
	VIII.	Anti-Vibration Working Desk	4 Nos.	900-1000	600-650	700-800				
	IX.	Working Desk	4 Nos.	1200-1300	750-800	750-800				
	X.	4-Cabinet Island Assemblies with Elevated Shelves & Center Sink, Peninsula Type	1 No.	2100-2200	1500-1600	900-1000				
XI.	Steel Racks	4 Nos.	900-1000	450-500	1800-1900					
हस्ताक्षर एवं दिनांक SIGN &			नाम NAME	दिनांक एवं हस्ताक्षर SIGNATURE & DATE						
सामग्री सूची संख्या INVENTORY NO.			निर्माणकर्ता WORKED BY	S.K.Mishra						
			जांचकर्ता CHECKED BY	Dr. S. Bhatnagar						
	सहमत विभाग AGREED DEPTT.	नाम NAME	दिनांक एवं हस्ताक्षर DATE & SIGNATURE	पर्यवेक्षणकर्ता SUPERVISED BY	Dr. S. Bhatnagar					
			स्वीकृति APPROVED : Dr. N.G. Shrivastava							
REV.NO.	01		निर्माण PREPARED : S.K. Mishra	जारी ISSUED : Dr. S. Bhatnagar	दिनांक DATE : 01.10.2014					
Dt.	01.10.2014									

दिनांक एवं हस्ताक्षर SIGN & DATE		उत्पाद क्रय विनिर्देश			PR00445														
		PRODUCT PURCHASE SPECIFICATION			पृष्ठ Page	6 2	का of	2 6											
SUPERSEDES INVENTORY NO.	2.0 TECHNICAL SPECIFICATIONS : The Storage Cabinets should be panel based with modular concepts. All panels should be removable to repair any service line behind the units or to shift the cabinets in future. The Cabinets should consists of the following Components : MATERIAL OF CONSTRUCTION :																		
सामग्री सूची संख्या को अधिकारिता करता है	<table border="1"> <tr> <td>A) CARCASS</td> <td>16 mm thick melamine resin coated laminated flat press board or steel or GI, sealed by PVC edge tapes.</td> </tr> <tr> <td>B) SHUTTERS AND DRAWER FRONTS</td> <td>The shutters & drawer fronts should have chemical resistant PVC THERMO FOIL face E1/E2 grade core material. The urethane acrylic coating on top of thermo foil should be resistant to deformation & scratches on PVC.</td> </tr> <tr> <td>C) WORK TOP</td> <td>The worktop should be of black granite of thickness (17 mm ± 2 mm) with polished edges.</td> </tr> <tr> <td>D) REAGENT RACK</td> <td>Reagent Rack should be of modular concept with 2-tier storage facility</td> </tr> <tr> <td>E) PORCELAIN SINK</td> <td>Acid – alkali resistant Porcelain sink (laboratory grade) of size (18" x 12" x 8") with flexible hose and coupling</td> </tr> <tr> <td>F) 3 WAY FAUCET</td> <td>Sinks to be provided with 3 way (2 straight + Swan neck) water taps made of brass powder coated / stainless steel.</td> </tr> </table>							A) CARCASS	16 mm thick melamine resin coated laminated flat press board or steel or GI, sealed by PVC edge tapes.	B) SHUTTERS AND DRAWER FRONTS	The shutters & drawer fronts should have chemical resistant PVC THERMO FOIL face E1/E2 grade core material. The urethane acrylic coating on top of thermo foil should be resistant to deformation & scratches on PVC.	C) WORK TOP	The worktop should be of black granite of thickness (17 mm ± 2 mm) with polished edges.	D) REAGENT RACK	Reagent Rack should be of modular concept with 2-tier storage facility	E) PORCELAIN SINK	Acid – alkali resistant Porcelain sink (laboratory grade) of size (18" x 12" x 8") with flexible hose and coupling	F) 3 WAY FAUCET	Sinks to be provided with 3 way (2 straight + Swan neck) water taps made of brass powder coated / stainless steel.
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COPYRIGHT AND CONFIDENTIAL The information on this documents is the property of Bharat Heavy Electrical Limited. It must not be used directly or indirectly in any way detrimental to the interest of the company	Hardware Fittings <table border="1"> <tr> <td>a) Hinges</td> <td>Good quality make full overlay self closing concealed clip on type. The hinges should be CED (cathode electrode deposition) coated black colour for enhanced chemical and corrosion resistance.</td> </tr> <tr> <td>b) Locks</td> <td>Reputed brand with 180° locking facility cam type for drawers only.</td> </tr> <tr> <td>c) Handles</td> <td>Mild steel powder coated (colour co-ordinated with cabinets)</td> </tr> <tr> <td>d) Drawer Slides (Double extension telescopic type)</td> <td>The slides should be heavy duty double extension telescopic type with zinc plated (Reputed Brand) type with clip on clamps on either side (cabinet & drawer) for better load bearing capacity and durability.</td> </tr> </table>							a) Hinges	Good quality make full overlay self closing concealed clip on type. The hinges should be CED (cathode electrode deposition) coated black colour for enhanced chemical and corrosion resistance.	b) Locks	Reputed brand with 180° locking facility cam type for drawers only.	c) Handles	Mild steel powder coated (colour co-ordinated with cabinets)	d) Drawer Slides (Double extension telescopic type)	The slides should be heavy duty double extension telescopic type with zinc plated (Reputed Brand) type with clip on clamps on either side (cabinet & drawer) for better load bearing capacity and durability.				
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सामग्री सूची संख्या INVENTORY NO.	REV.NO.	01 Dated 01.10.2014	निर्माणकर्ता WORKED BY	S.K. Mishra	 11/10/14														
			जांचकर्ता CHECKED BY	Dr. S. Bhatnagar	 11/10/14														
सामग्री सूची संख्या को अधिकारिता करता है	दिनांक एवं हस्ताक्षर SIGN & DATE	इस प्रलेख में दी गई सूचना भारत के विद्युत विभाग की संपत्ति है इसका प्रयोग एवं अनावरण अन्य से किसी भी तरह प्रयोग, जो कि कंपनी के हित में होनेकारक हो न किया जाए ।																	

निम्नक एवं हस्ताक्षर SIGN & DATE		उत्पाद क्रय विनिर्देश		PR00445																																			
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सामग्री सूची संख्या को अधिकृतित करता है	SUPERSEDES INVENTORY NO.	2.1 Fume Chamber Fume hood Type : Auto Bypass Constant Volume Type																																					
COPYRIGHT AND CONFIDENTIAL The information on this documents is the property of Bharat Heavy Electrical Limited. It must not be used directly or indirectly in any way detrimental to the interest of the company.		<table border="1"> <tr> <td>Over all Dimension</td> <td>1500-1600 L x 750-950 W x 2400-2500 H mm</td> </tr> <tr> <td>Hood Dimension</td> <td>Compatible with above</td> </tr> <tr> <td>Base Cabinet Dimension</td> <td>Compatible with above</td> </tr> <tr> <td>Bed Size</td> <td>Compatible with above</td> </tr> <tr> <td>Material of Construction</td> <td>16 mm thick melamine resin coated material with epoxy filled post form finish or Steel sheet or GI. PVC thermo foil face with E1/E2 grade core material. The urethane acrylic coating on top of thermo foil should be resistant to deformation & scratches.</td> </tr> <tr> <td>Door</td> <td>Vertical sliding, concealed type door, balanced with counter weights, sash weights, and wire rope etc.</td> </tr> <tr> <td>Baffle</td> <td>A stable, non – adjustable baffle with a single slot on the back baffle to aid in distributing the flow of air into and through the hood. The baffle shall be spaced out from the back liner and shall be removable for cleaning.</td> </tr> <tr> <td>Baffled By</td> <td>3 mm thick FRP sheet</td> </tr> <tr> <td>Casing</td> <td>6 mm thick FRP Bisphenol 'A' fumerate Resin.</td> </tr> <tr> <td>Coupling</td> <td>Direct</td> </tr> <tr> <td>Sash</td> <td>The sash shall be of glass with vertical rising steel frame. The bottom of the sash frame shall have a full length metal handle. The sash shall be counterbalanced with weights to prevent titling and binding during operation. The glass panel shall be of 5 mm toughened glass.</td> </tr> <tr> <td>Colour</td> <td>IVORY/BLUE</td> </tr> <tr> <td>Flooring</td> <td>18 ± 1 mm thick black granite top with skirting to be provided.</td> </tr> <tr> <td>Lighting</td> <td>1No. 4 feet Tube light of 220 Volts to be provided.</td> </tr> <tr> <td>Electrical Arrangements</td> <td>The hood super structure to be fully wired. It should also have 4 Nos. Electrical sockets and switches (230V, 5/15A, 50Hz).</td> </tr> <tr> <td>Cable Entering Port</td> <td>For easy access of cables from fume hood to electrical sockets.</td> </tr> <tr> <td>Sink & Water Tap</td> <td>1 No. FRP Sink (12" x 10") with single way Water tap.</td> </tr> </table>				Over all Dimension	1500-1600 L x 750-950 W x 2400-2500 H mm	Hood Dimension	Compatible with above	Base Cabinet Dimension	Compatible with above	Bed Size	Compatible with above	Material of Construction	16 mm thick melamine resin coated material with epoxy filled post form finish or Steel sheet or GI. PVC thermo foil face with E1/E2 grade core material. The urethane acrylic coating on top of thermo foil should be resistant to deformation & scratches.	Door	Vertical sliding, concealed type door, balanced with counter weights, sash weights, and wire rope etc.	Baffle	A stable, non – adjustable baffle with a single slot on the back baffle to aid in distributing the flow of air into and through the hood. The baffle shall be spaced out from the back liner and shall be removable for cleaning.	Baffled By	3 mm thick FRP sheet	Casing	6 mm thick FRP Bisphenol 'A' fumerate Resin.	Coupling	Direct	Sash	The sash shall be of glass with vertical rising steel frame. The bottom of the sash frame shall have a full length metal handle. The sash shall be counterbalanced with weights to prevent titling and binding during operation. The glass panel shall be of 5 mm toughened glass.	Colour	IVORY/BLUE	Flooring	18 ± 1 mm thick black granite top with skirting to be provided.	Lighting	1No. 4 feet Tube light of 220 Volts to be provided.	Electrical Arrangements	The hood super structure to be fully wired. It should also have 4 Nos. Electrical sockets and switches (230V, 5/15A, 50Hz).	Cable Entering Port	For easy access of cables from fume hood to electrical sockets.	Sink & Water Tap	1 No. FRP Sink (12" x 10") with single way Water tap.
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स्वतंत्राधिकार एवं गोपनीय इस प्रलेख में दी गई सूचना भारत हेवी इलेक्ट्रिकल्स की संपत्ति है इसका प्रस्ताव एवं अप्रस्ताव रूप से किसी भी तरह प्रयोग, जो कि कंपनी के हित में हानिकारक हो न किया जाए ।	हस्ताक्षर एवं SIGN & DATE	REV.NO.	01 Dated 01.10.2014	निर्माणकर्ता WORKED BY	S.K. Mishra	 11/10/14																																	
सामग्री सूची संख्या INVENTORY NO.				जांचकर्ता CHECKED BY	Dr. S. Bhatnagar	 11/10/14																																	

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		PRODUCT PURCHASE SPECIFICATION			पृष्ठ	6	का
समग्री सूची संख्या को अधिकृत करता है	SUPERSEDES INVENTORY NO.	Chemical Storage Base Cabinet – 01 No.					
COPYRIGHT AND CONFIDENTIAL The information on this documents is the property of Bharat Heavy Electrical Limited. It must not be used directly or indirectly in any way detrimental to the interest of the company	Bottom Arrangements	16 mm thick melamine resin coated material with epoxy filled post form finish or Steel sheet or GI. PVC thermo foil face with E1/E2 grade core material. The urethane acrylic coating on top of thermo foil should be resistant to deformation & scratches.					
	Chemical Storage Base Cabinet	<ul style="list-style-type: none"> Internal special chemical resistant material lining to the cabinet walls. Complete powder coated attractive color combination rigid structure to support Fume hood. One removable horizontal partition to store chemicals. Double skin hinged doors with hinges having coating for chemical resistance and hassle free operation in the corrosive lab atmosphere. 					
स्वाधिकार एवं गोपनीय इस प्रलेख में दी गई सूचना भारत भारती इलेक्ट्रिकल्स की संपत्ति है इसका प्रयोग एवं आशय रूप से किसी भी तरह प्रयोग, जो कि कंपनी के हित में अधिकारक को न किया जाए।	Centrifugal Motor & Blower – 01 No.						
Construction	The Centrifugal blower is made of such material which is essential for effective exhaust of harmful gases and vapors.						
Capacity	3 phase 1 HP 2800 RPM motor to provide a suction capacity of 800-1000 cfm (at different sash positions).						
Standard	The impeller will be of good quality construction. As per IS 325.						
Ducting							
Ducting	FRP rigid ducting of 200 mm diameter to be provided from the blower to the duct collar. The total ducting should include flanges, bends, brackets, exhaust stacks & necessary clamps.						
दिनांक एवं हस्ताक्षर SIGN & DATE	REV.NO.	01 Dated 01.10.2014	निर्माणकर्ता WORKED BY	S.K. Mishra			
समग्री सूची संख्या INVENTORY NO.			जांचकर्ता CHECKED BY	Dr. S. Bhatnagar			

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		PRODUCT PURCHASE SPECIFICATION			पृष्ठ Page	6 5	का of
SUPERSEDES INVENTORY NO.	<p>2.2 Working Table</p> <p>Under Bench Modular : It should consist of alternative modular Colour : Ivory / Blue</p> <p>2.3 Wall Mounted Chemical Storage Units</p> <p>It should have front glass door. One no. of horizontal adjustable partitions to be provided with a locking arrangement. The unit shall be fixed on the wall through the Eye-let holes.</p> <p>2.4 9-Cabinet Island Assembly with Elevated Shelves & End Sink, Peninsula Type</p> <p>Amenities : a) 3 Nos. of Reagent Rack with 6 Nos. of 15/5 amps 3 pin electrical sockets cum switch b) 1 No. of Porcelain Sink (18"x12") with 3 way water tap. Colour : Ivory / Blue</p> <p>2.5 Elevated Shelves</p> <p>Colour : 2 Nos. of 15/5 amps 3 pin electrical sockets cum switch. Ivory / Blue</p> <p>2.6 Modular Under Bench Storage Units</p> <p>Colour : Ivory / Blue</p> <p>2.7 Wall Storage Cupboard</p> <p>It should have front glass door. One no. of horizontal adjustable partitions to be provided with a locking arrangement. The unit shall be fixed on the wall through the Eye-let holes.</p> <p>2.8 Anti Vibration Working Desk</p> <p>The inner tables should be an assemble of rubber pads duly fixed on each contact surfaces of the stone to dampen the minute vibrations. The outer work table to be positioned independently on the inner mount. All metal surfaces should be of G.I. SHEET degreased, derusted and phosphatised prior to painting.</p>						
समग्री सूची संख्या को अधिकृतित करता है	<p>COPYRIGHT AND CONFIDENTIAL The information on this documents is the property of Bharat Heavy Electricals Limited. It must not be used directly or indirectly in any way detrimental to the interest of the company</p>						
दिनांक SIGN & DATE	REV.NO.	01 Dated 01.10.2014	निर्माणकर्ता WORKED BY	S.K. Mishra			
समग्री सूची संख्या INVENTORY NO.			जांचकर्ता CHECKED BY	Dr. S. Bhatnagar			

दिनांक एवं हस्ताक्षर SIGN & DATE		उत्पाद क्रय विनिर्देश		PR00445			
		PRODUCT PURCHASE SPECIFICATION		पृष्ठ Page	6 6	का of	6 6
SUPERSEDES INVENTORY NO.	सामग्री सूची संख्या को अधिष्ठापित करता है	<p>2.9 Working Desk</p> <p>Under Bench Modular Colour : It should consist of alternative modular Ivory / Blue</p> <p>2.10 4-Cabinet Island Assemblies with Elevated Shelves & Center Sink, Peninsula Type</p> <p>Amenities : a) 2 Nos. of Reagent Rack with 4 Nos. of 15/5 amps 3 pin electrical sockets cum switch b) 1 No. of Porcelain Sink (18"x12") with 3 way water tap.</p> <p>Colour : Ivory / Blue</p> <p>2.11 Steel Racks</p> <p>Material Of Construction : 20 Gauge Electro Galvanized sheet with epoxy polyester powder coating or Steel sheet or GI.</p> <p>The offer should be accompanied with detailed printed catalogue.</p> <p>3.0 General Terms & Conditions</p> <p>3.1 Installation and Commissioning :The supplier shall install and fix all the items within the laboratories to ensure compliance with complete specifications quoted by them to the satisfaction of BHEL/end user.</p> <p>3.2 Guarantee: The items shall be guaranteed for satisfactory performance for a period of 12 months from the date of installation.</p> <p>3.3 Packing & Dispatch : The equipment / accessories / items shall be packed in a suitable water proof/vibration proof packing boxes capable of bearing air / rail and road transit hazards. Packing box shall be properly identified and marked with BHEL's (India) Purchase Order Number.</p>					
<p>COPYRIGHT AND CONFIDENTIAL The information on this documents is the property of Bharat Heavy Electrical Limited. It must not be used directly or indirectly in any way detrimental to the interest of the company</p>		हस्ताक्षर एवं दिनांक SIGN & DATE	REV.NO.	01 Dated 01.10.2014	निर्माणकर्ता WORKED BY	S.K. Mishra	 11/10/14
<p>स्वातंत्र्य और गोपनीय इस प्रलेख में दी गई सूचना भारत भारती इलेक्ट्रिकल्स की संपत्ति है इसका प्रसार एवं अप्रकाश रूप से किसी भी तरह प्रयोग, जो कि कंपनी के हित में हानिकारक हो न किया जाए।</p>		सामग्री सूची संख्या INVENTORY NO.			जांचकर्ता CHECKED BY	Dr. S. Bhatnagar	 11/10/14

ANNEXURE – III

COMPLIANCE SHEET FOR TECHNICAL/COMMERCIAL TERMS & CONDITIONS FOR THREE PART TENDER (For Indian Supplier)

PLEASE FILL THIS ANNEXURE & ATTACH WITH YOUR TECHNO-COMMERCIAL BID (Part –II).

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

S. No.	CLAUSE	Confirmation
1.	Confirm specifically that item shall be supplied as per tender specification.	
2.	Validity: Confirm that validity of the offer shall be 120 days from the due date.	
3.	Confirm that Prices have been quoted on <u>Ex-Works Freight Pre-paid</u> basis up to destination (i.e. 250 MW Durgapur TPS, West Bengal, India). <i>Packing, Forwarding & Freight charges have to be shown separately in the offer.</i>	
4.	Confirm that prices will remain firm and fixed till completion of the order.	
5.	Offer submitted must be ink signed along with seal.	
6.	Confirm that date of submission has been mentioned on the envelope if it is submitted personally through Tender box.	
7.	Payment Terms: 100% payment with full taxes & duties shall be made against dispatch documents through bank/direct against submission of PBG @ 10% of the basic item value covering upto the Guarantee period.	
8.	Confirm that Bank charges shall be either side i.e. your bank charges shall be to your account and our bank charges shall be to our account. If the dispatch documents will be submitted directly to SBI Ranipur (Haridwar), all bank charges shall be borne by you.	
9.	Delivery period: Material is required by the date mentioned in enquiry. However, please quote your minimum delivery period in no. of weeks from the date of purchase order.	
10.	Liquidated Damages (Penalty): @ 0.5 % per week or part thereof subject to a maximum of 10% of the value of unexecuted portion of the order. Date of GR shall be treated as date of delivery for penalty purpose.	
11.	Transit Insurance shall be arranged by BHEL. Please quote your rates keeping in view.	
12.	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. Vendor 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.	
13.	BHEL reserves the right to go for a Reverse Auction (RA) instead of opening the submitted Sealed Bid which will be decided after technical evaluation. Please confirm your acceptance to this.	
14.	Guarantee: The item shall be guaranteed for satisfactory performance as per Clause No 3.2 of Product Purchase Specification PR00445 (Rev No. 01) .	
15.	Confirm that a set of documents (i.e. Packing list, Guarantee certificate) shall be submitted to BHEL in 10 days advance for review and release of MDCC by BHEL before dispatch of the consignment.	
16.	If there is any deviation with respect to the tender documents then the same should be brought out specifically in separate annexure marked Deviations (Technical/Commercial).	
17.	Ink signed order acceptance shall be furnished within 10 days of order placement.	
18.	Installation and Commissioning of the item is required as per Clause No 3.1 of Product Purchase Specification PR00445 (Rev No. 01) at 250 MW Durgapur TPS, West Bengal, India site. Further all accessories required for the same shall be in supplier's scope. <i>Please quote the Lumpsum charges for this purpose, if any, separately in your offer.</i>	

19.	<p>Risk Purchase Clause: In case of delays in supplies / defective supplies or non-fulfillment of any other 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 the risk and cost of the supplier.</p> <p>Vendor does not agree to above risk purchase clause, their offer is liable to be rejected. In case any vendor accepts risk purchase clause initially and subsequently declines to honour the term in the eventuality of RISK PURCHASE, they may be banned for business with BHEL</p>	
20.	<p>Force Majeure Clause:</p> <p>Either party shall be entitled to suspend performance of his obligations 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, earthquake etc.</p> <p>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</p>	

**COMPLIANCE SHEET FOR TECHNICAL/COMMERCIAL TERMS & CONDITIONS FOR
THREE PART TENDER (FOREIGN VENDORS)**

PLEASE FILL THIS ANNEXURE & ATTACH WITH YOUR TECHNO-COMMERCIAL BID (Part –II).

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

S. No.	CLAUSE	Confirmation
1.	Confirm specifically that item shall be supplied as per tender specification.	
2.	Validity: Confirm that validity of the offer shall be 120 days from the due date.	
3.	Confirm that prices have been quoted on F.C.A. as well as C&F Mumbai basis. Packing, Forwarding and Airfreight charges have to be shown separately in the offer.	
4.	Confirm that prices will remain firm and fixed till completion of the order.	
5.	Offer submitted must be ink signed along with seal.	
6.	Confirm that date of submission has been mentioned on the envelope if it is submitted personally through Tender box.	
7.	Payment terms: 100% payment shall be made through L/C (Letter of Credit) against shipping documents against the submission of the PBG @ 10% of the basic item value covering upto the Guarantee period.	
8.	Bank Charges: Confirm that Bank charges (L/C charges) shall be either side i.e. Outside India to your (Supplier) account and Inside India to our (BHEL) account.	
9.	L/C shall be opened 60 days prior to the schedule date of shipment. L/C extension charges shall be borne by vendor if the delay is on account of vendor.	
10.	Delivery period: Material is required by the date mentioned in enquiry. However, please quote your minimum delivery period in no. of weeks from the date of purchase order.	
11.	Liquidated Damages (Penalty): @ 0.5 % per week or part thereof subject to a maximum of 10% of the value of unexecuted portion of the order. Date of AWB (Air Way Bill) shall be treated as date of delivery for penalty purpose.	
12.	Transit Insurance shall be arranged by BHEL. Please quote your rates keeping in view.	
13.	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. Vendor 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.	
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15.	Guarantee: The item shall be guaranteed for satisfactory performance as per Clause No 3.2 of Product Purchase Specification PR00445 (Rev No. 01) .	
16.	Confirm that a set of documents (i.e. Packing list, Guarantee certificate) shall be submitted to BHEL in 10 days advance for review and release of MDCC by BHEL before dispatch of the consignment.	
17.	If there is any deviation with respect to the tender documents then the same should be brought out specifically in separate annexure marked Deviations (Technical/Commercial).	
18.	Ink signed order acceptance shall be furnished within 10 days of order placement.	
19.	Installation and Commissioning of the item is required as per Clause No 3.1 of Product Purchase Specification PR00445 (Rev No. 01) at 250 MW Durgapur TPS, West Bengal, India site. Further all accessories required for the same shall be in supplier's scope. Please quote the Lumpsum charges for this purpose, if any, separately in your offer	
20.	Risk Purchase Clause: In case of delays in supplies / defective supplies or non-fulfillment of any other terms and conditions given in the Purchase Order the	

	<p>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 the risk and cost of the supplier.</p> <p>Vendor does not agree to above risk purchase clause, their offer is liable to be rejected. In case any vendor accepts risk purchase clause initially and subsequently declines to honour the term in the eventuality of RISK PURCHASE, they may be banned for business with BHEL</p>	
21.	<p>Force Majeure Clause:</p> <p>Either party shall be entitled to suspend performance of his obligations 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, earthquake etc.</p> <p>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</p>	

NOTE:

1. It is clarified that no correspondence, technical or commercial, other than the above bids is permissible. In case any uncalled for correspondence, technical or commercial, is received, the same will be ignored and entire bid also may be ignored. It is also clarified that no commercial discount will be acceptable.
2. All the bidders whose offers have been accepted by BHEL will be given notice for opening of their original price bid and supplementary impact.

Date :

Signature :

Name :

Designation :

Department :

Mobile No. :

M/s

Certificate by Chartered Accountant on letter head

This is to Certify that M/s
(hereinafter referred to as 'company') having its registered office atis
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 dateas 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 RsLacs 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

	<div style="border: 1px solid red; padding: 2px; display: inline-block;">ANNEXURE 4</div>	Document No.	AA:MM:SR:01
	GUIDELINES TO FOREIGN SUPPLIERS FOR FILLING UP SUPPLIER REGISTRATION FORM	Revision No.	01
		Page No.	I of II

1. Prospective Suppliers may also visit our web site 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.
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 4	Document No.	AA:MM:SR:01
	CHECK-LIST FOR FOREIGN SUPPLIERS REGISTRATION FORM	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.	

Date :

Signature & seal

(Authorised Signatory)

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

BHARAT HEAVY ELECTRICALS LIMITED , INDIA

ANNEXURE 4

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 :

	ANNEXURE - 5	Document No.	AA:MM:SR:01
	GUIDELINES TO INDIAN SUPPLIERS FOR FILLING-UP SUPPLIER REGISTRATION FORM	Revision No.	01
		Page No.	I of II

- Prospective Suppliers may also visit our web site 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.
- 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.

	ANNEXURE - 5	Document No.	AA:MM:SR:01
	Check List for Indian Supplier Registration Form	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

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

**BHARAT HEAVY ELECTRICALS LIMITED
SUPPLIER REGISTRATION FORM**

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

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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 / SERVICE AFTER SALES :				
OTHERS :				
TOTAL :				
* 5.1 POWER BACKUP : (GIVE DETAILS)	YES/ NO			

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

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

**BHARAT HEAVY ELECTRICALS LIMITED
SUPPLIER REGISTRATION FORM**

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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 :
STAFF NO. :
DESIGNATION :
Unit & DEPARTMENT :
RELATIONSHIP :

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

**BHARAT HEAVY ELECTRICALS LIMITED
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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**

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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
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**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
		<i>(Years in ascending order, Money value in Rs. Lakhs)</i>			
* 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					
	* QUICK RATIO <u>CA - INVENT. {9.5(1)-9.5(1)c}</u> 3 <u>Current liability {9.5 (2)}</u>				
* 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
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. 2. Status of Tax assessments done under various laws (Income Tax, VAT/Sales Tax, Excise & Service Tax, Custom) and details of disputes pending, if any, with these authorities to be submitted.					
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

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:-
- X PERMANENT ACCOUNT NO : YES / NO
 - X CENTRAL SALES TAX REGN NUMBER : YES / NO
 - X STATE SALES TAX / TIN NUMBER : YES / NO
 - X EXCISE DUTY REGN NUMBER : YES / NO
 - X EXCISE CONTROL CODE NUMBER : YES / NO
 - X SERVICE TAX REGN NUMBER : YES / NO
 - X REGN NUMBER OF CATEGORY AS PER MSMED ACT : YES / NO
- (iii) ORGANISATION CHART : YES / NO
- (iv) If registered with any other BHEL Unit,
- X LETTER OF REGISTRATION WITH BHEL UNIT : YES / NO
 - X 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
- X ISO: 9001 : YES / NO
 - X TOC of Quality System Manual : YES / NO
 - X ISO : 14000 : YES / NO
 - X 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**

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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

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Part C : TECHNICAL COMPETENCE

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

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

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

OR

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

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

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

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

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	
TOTAL			25	

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

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

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

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Part D : SCORE SHEET

3. QUALITY SYSTEM:

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

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Part D : SCORE SHEET

4. TECHNICAL COMPETENCE

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

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

SUMMARY:

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

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

REGISTRATION CRITERIA:

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

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

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

1)

2)

3)

4)

5)

6)

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EXHIBIT 1