



**Bharat Heavy Electricals Limited**  
**Heavy Equipment Repair Plant (HERP)**

Tarna, Shivpur, Varanasi - 221003

Enquiry Ref No.: **HERP/OT/E-588-16-0003-69-1 Dated 01.06.2016**

## **TENDER DOCUMENT**

**PART I: TECHNO-COMMERCIAL BID &**

**PART II: PRICE BID.**

**PART III: - SUPPLIER REGISTRATION FORM (SRF) & PRE QUALIFICATION  
REQUIRMENT (PQR).**

**SUPPLY OF MOTORIZED (AUTOMATIC) DIGITAL OIL  
BREAK DOWN VOLTAGE (BDV) TEST SET 0-100KV at HERP,  
VARANASI**



**MATERIAL MANAGEMENT DEPARTMENT  
BHARAT HEAVY ELECTRICALS LIMITED  
HEAVY EQUIPMENT REPAIR PLANT  
TARNA, SHIVPUR  
VARANASI – 221 003 (U.P)**



# **Bharat Heavy Electricals Limited**

## **Heavy Equipment Repair Plant (HERP)**

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Annexure-I

**NOTICE INVITING TENDER**

Tender No.: **HERP/OT/E-588-16-0003-69-1 Dated 01.06.2016**

Due Date: **24.06.2016**

Sub: **BHEL-HERP/OPEN-TENDER**

Dear Sir,

The Heavy Equipment Repair Plant (HERP) located in Varanasi, India is one of the manufacturing plants of Bharat Heavy Electricals Ltd. The core business of HEEP includes supply of Bowl Mill Spares and Turbine Spares and so on. Sealed tenders with the Tender No. and opening date clearly super scribed on the cover are invited from the manufacturers (registered as well as unregistered) only for the supply of the items mentioned at Annexure-VI.

The tender documents, Supplier Registration Form (SRF) & Drawings/Specification of item can be down loaded from our web site [www.bhel.com](http://www.bhel.com) or [www.bhelherp.com](http://www.bhelherp.com) or **BHEL shall not issue tender in hard copy. It shall only be downloaded from the above mentioned websites.**

**Only those vendors who fulfil the Minimum Qualifying Requirements & Quality Requirements (as per Annexure- A & B) will be considered for further technical evaluation.**

This notification shall be published at BHEL & BHEL Varanasi website only. **The last date for downloading of tender documents will be upto 24.06.2016 (12 P.M.)** .Tenders will be received up to 01.45 P.M. on **24.06.2016** and will be opened on the same day at 2.00 P.M. in the Tender Room, BHEL HERP Varanasi. **Please note that tender received after due date & time (01.45 PM on 24.06.2016) will not be opened.** BHEL will not be responsible for any type of postal / courier delay. Tender will be opened on the due date and time in the presence of authorized representative of the bidders who may like to be present. The authorized representative should bring authority letter from their parent company (Manufacturer) for attending the bid opening.

Amendments / Corrigendum, if any, will be hosted on our web site only. Other terms and conditions will be as per tender documents.



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**1. Address for Tender submission:**

**DGM (MM),  
BHEL HERP, Tarna, Shivpur,  
Varanasi – 221003,  
Uttar Pradesh, India.**

**2. For any information/clarification, please contact at**

Ph No: - 0542-3076020/3076022,

Fax: - 0542-2282239/41,

Email: -abhishek@bhel.in, [nch@bhel.in](mailto:nch@bhel.in)

Offer is to be submitted in three parts in three separate properly sealed envelopes super scribed as “PART-I-Techno-Commercial Bid”, “PART-II-Price Bid” and “Part-III-Supplier Registration Documents”. All aforesaid three envelopes to be put in fourth sealed envelope super scribing on each envelop -: “**Tender for MOTORIZED (AUTOMATIC) DIGITAL OIL BREAK DOWN VOLTAGE (BDV) TEST SET 0-100KV at HERP, VARANASI**” having Tender No: - **HERP/OT/E-588-16-0003-69-1 Dated 01.06.2016** and Due Date: - **24.06.2016**

**Part-III - Registration Documents and Part-I-Techno Commercial bid:-**

Part I & III of the sealed tenders will be opened by BHEL on the date of opening of this tender in the presence of tenderers who are present at the date and time.

**Part-II - Price bid:-**

The price bid should contain prices only. Price bid will be opened only for those parties who have qualified in techno commercial bid.

**Note: -**

- 1. BHEL takes no responsibility for any delay / loss of documents or correspondence sent by courier or post. Late tenders shall be rejected out rightly.**
- 2. Vendors who are already registered at BHEL HERP Varanasi need not to submit the Supplier Registration Form. They need to mention their Supplier Code only.**



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**Annexure-II**

**SPECIAL INSTRUCTIONS TO BIDDERS FOR OPEN TENDER DEFINITION**

- a. **Registered Vendors** - Are those who are registered with BHEL, HERP Varanasi.
- b. **Un-registered Vendors** - Are those who are not registered with BHEL, HERP Varanasi

Only those vendors will be considered who meets the minimum qualification requirement and quality requirements as per the pre-qualification criteria and technical conditions.

**c. ESSENTIAL INSTRUCTIONS:**

1. All un-registered vendors shall be approved by BHEL, if found suitable, on the basis of data furnished by them in Supplier Registration Form (SRF) for Foreign Vendors or Indigenous vendors. Vendor (s) shall not be considered for ordering if not approved by BHEL.
2. BHEL team may visit the vendor (s) works for verification of capability and capacity claimed in tender documents/offer (s).
3. The tenders shall be submitted in three parts as described above on or before the due date:
  - i. Part I - Techno -Commercial Bid,
  - ii. Part II - price Bid &
  - iii. Part III - Vendor Registration Form (SRF)

Vendor Registration Form (SRF) shall be submitted by unregistered vendors only.

**4. The Quotation should be from the Principal / Original Equipment Manufacturer only, failing which the quotation is likely to be ignored. In Case the quotation is submitted through agent, the quotation must accompany original authorization letter.**

5. Any corrections / amendments shall be properly & fully authenticated with signature. No overwriting is acceptable.

6. Part-I containing techno-Commercial bid and part-III containing Vendor Registration Form will be opened on the date and time specified in the tender notice in the presence of those tenders who wish to attend.

7. Part-II (Price Bids) along with supplementary price bids if any will be opened at the subsequently decided date of only those bidders whose techno-commercial bid has been found acceptable/suitable.



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8. Suitability of delivery shall be the important criteria for evaluation of techno commercial bid and the bids falling within the delivery period and meeting the last delivery requirement shall be considered. Delivery period quoted by the parties beyond the required delivery period may not be considered.

9. Currency exchange rate (TT selling rate of SBI) will be applicable on the date of opening of Part-I (Techno-commercial Bid) for evaluation purpose.

10. Evaluation of Bid: - The bid shall be evaluated

i. Cost to BHEL basis. (Basic Cost + Insurance + Transportation + Taxes & Duties + other charges as claimed by bidder)

ii. The loading /other cost, if any determined at later stage, shall be communicated to the vendor.

**11. LD clause & Risk Purchase clause shall be confirmed by bidders without fail to process their offer.**

12. Tenders when finalized shall be in the name of the bidder only and change of name during tender evaluation (without certificate from registrar of company) and after submission of the tender is liable to make the offer ineligible for participation.

13. All test certificates / Guarantee certificates to be submitted in TRIPLICATE along with dispatch documents.

16. BHEL reserves the right to open the price bid (part-II) along with the opening of techno-commercial offer at its option and in that case vendor will be informed accordingly.

17. BHEL may also go for revers auction.

18. Total weight -- /Gross / Net in Kg. & also package size essentially should be indicated if not exact then approximate.

19. BHEL will evaluate the technical bids against essential criteria/requirements. BHEL may seek clarifications, if required, from the qualified bidders only. **The offers of those bidders, who are unable to respond in specified time frame, are likely to be ignored.**

20. The open tender is being raised for supplying , installation & commissioning of motorized (automatic) digital oil break down voltage (BDV) testing kit including standard accessories and test certificate at BHEL HERP VARANASI as per ANNEXURE-A & B.

21. 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 General Manager or any officer who is the administrative head of Bharat Heavy Electricals Ltd., at Varanasi. The venue of arbitration shall invariably be Varanasi. 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.



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**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.

### **22. 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 Varanasi courts.

### **23. 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.

### **24. FINALITY OF MANAGEMENT DECISION**

At all places in the preceding clauses, BHEL Management’s decision shall be final.

**IN CASE YOU ARE NOT MAKING AN OFFER AGAINST THIS ENQUIRY, THEN PLEASE ARRANGE TO SEND A LETTER OF REGRET IF YOU HAVE DOWNLOADED THE TENDER DOCUMENTS FROM BHEL WEBSITE.**



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**Annexure-III**

**IMPORTANT GUIDELINES FOR FOREIGN VENDORS**

- a) BHEL shall deal directly with foreign vendors, wherever required, for procurement of equipment/machine/goods. However, if the foreign principal desires to avail of the services of an Indian agent, then the foreign principal should ensure compliance to regulatory guidelines – which require mandatory submission of an Agency Agreement.
- b) It shall be incumbent on the Indian agent and the foreign principal to adhere to the relevant guidelines of Government of India, issued from time to time.
- c) The Agency Agreement should specify the precise relationship between the foreign OEM / foreign principal and their Indian agent and their mutual interest in the business. All services to be rendered by agent/associate, whether of general nature or in relation to the particular contract, must be clearly stated by the foreign supplier / Indian agent. Any payment, which the agent or associate receives in India or abroad from the OEM, whether as commission or as a general retainer fee should be brought on record in the Agreement and be made explicit in order to ensure compliance to laws of the country.
- d) Any agency commission to be paid by BHEL to the Indian agent shall be in Indian currency only.
- e) Tax deduction at source is applicable to the agency commission paid to the Indian agent as per the prevailing rules.
- f) In the absence of any agency agreement, BHEL shall not deal with any Indian agent (authorized representatives / associate / consultant, or by whatever name called) and shall directly with the foreign principal only for all correspondence and business purposes.
- g) The “Guidelines for Indian Agents of Foreign Suppliers” enclosed at Annexure – “A” shall apply in all such cases.
- h) The supply and execution of the Purchase Order (including indigenous supplies/service) shall be in the scope of the OEM/foreign principal. The OEM/foreign principal should submit their offer inclusive of all indigenous supplies/services and evaluation will be based on ‘total cost to BHEL’. In case OEM/foreign principal recommends placement of order(s) towards indigenous portion of supplies/services on Indian supplier(s)/agent on their behalf, the credentials/capacity/capability of the Indian supplier(s)/agent to make the supplies/services shall be checked by BHEL as per the extant guidelines of Supplier Evaluation, Approval & Review Procedure (SEARP), before opening of price bids. In this regard, details may be checked as per Annexure – “B” (enclosed). It will be the responsibility of the OEM/foreign principal to get acquainted with the evaluation requirements of Indian supplier/agent as per SERAP available on [www.bhel.com](http://www.bhel.com).
- i) The responsibility for successful execution of the contract (including indigenous supplies/services) lies with the OEM/foreign principal. All bank guarantees to this effect shall be in the scope of the OEM/foreign principal.



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**Annexure-IV**

**ITEM DETAILS AND DELIVERY SCHEDULE**

<b>Sl. No</b>	<b>MATERIAL CODE</b>	<b>ITEM DESCRIPTION</b>	<b>QTY</b>	<b>DELIVERY REQUIRED</b>
<b>1</b>	RVS709770250	MOTORIZED (AUTOMATIC) DIGITAL OIL BREAK DOWN VOLTAGE (BDV) TEST SET 0-100KV AS PER TECHNICAL SPECIFICATION ANNEXURE-A.	01 SET	<b>60 Days from PO date</b>



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**Annexure-V**

**SUPPLIER REGISTRATION FORM**

Supplier Registration Form for indigenous and foreign vendors is enclosed as per Annexure-VI enclosed along with tender.

**(PDF Format attached)**



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**Annexure-VI**

**PRE-QUALIFICATION REQUIREMENT, SCOPE OF WORK AND TECHNICAL SPECIFICATIONS FOR MOTORIZED (AUTOMATIC) DIGITAL OIL BREAK DOWN VOLTAGE (BDV) TEST SET 0-100KV AT HERP, VARANASI**

Sr.No.		Party's Confirmation
01	TECHNICAL SPECIFICATIONS & PREQUALIFYING CRITERIA CONDITIONS SHALL BE AS PER ANNEXURE-A & B.	
02	THE VENDOR SHOULD QUOTE THE INSTALLATION & COMMISSIONING CHARGES SEPARATELY ( INCLUDING ACCOMMODATION & LODGING CHARGES, TRAVEL & LOCAL TRAVEL CHARGES.).	
03	MATERIAL TO BE SUPPLIED AT BHEL HERP STORES.	
04	TEST CERTIFICATE: TO BE SUPPLIED.	
05	WARRANTY CLAUSE: WARRANTY REQUIRED AGAINST ANY MANUFACTURING DEFECTS, WORKMANSHIP & PERFORMANCE FOR THE PERIOD OF 24 MONTHS FROM THE DATE OF INSTALLATION & COMMISSIONING .	
06	INSTRUCTION BOOKLET : NOT REQUIRED	
07	THIRD PARTY INSPECTION : NOT REQUIRED	
08	PACKING INSTRUCTION: ITEM TO BE SUPPLIED IN PROPERLY PACKED CONDITION TO AVOID ANY TRANSIT AND HANDLING DAMAGE.	

***Scope of Work:*** SUPPLYING, INSTALLATION & COMMISSIONING OF MOTORIZED (AUTOMATIC) DIGITAL OIL BREAK DOWN VOLTAGE (BDV) TESTING KIT INCLUDING STANDARD ACCESSORIES AND TEST CERTIFICATE AT BHEL HERP VARANASI AS PER ANNEXURE-A & B.



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**Annexure-VII**

### COMMERCIAL TERMS & CONDITIONS OF THE TENDER

**PLEASE FILL THIS ANNEXURE & ATTACH WITH YOUR TECHNO-COMMERCIAL BID.**

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

S I N O	BHEL STANDARD TERMS & CONDITIONS	CONFIRMATIO N OF SUPPLIER YES / NO
1	<p>OFFER MUST BE SUBMITTED IN THREE PART BID SYSTEM FOR THE ITEM AS PER ENQUIRY IN SEPARATE SEALED COVERS:</p> <p>(I) FOR TECHNO – COMMERCIAL BID (II) FOR PRICE BID (III) FOR SUPPLIER REGISTRATION FORM (SRF) CLEARLY SUPER SCRIBING THE ENQUIRY NO. AND DUE DATE ON THE ENVELOPES.</p> <p>(A) UN-PRICED OFFER WITH TECHNICAL BID IS REQUIRED TO BE FURNISHED BY THE VENDOR. TECHNICAL OFFER SHOULD CLEARLY REFLECT AT LEAST OUR MATERIAL CODE, ITEM DESCRIPTION &amp; QUANTITY.</p> <p>(B) THE DIFFERENCE BETWEEN “UN-PRICED OFFER” AND “PRICED OFFER” SHOULD BE ONLY THE PRICES WHEREVER APPLICABLE. THE RATES AND AMOUNT SHOULD BE CLEARLY WRITTEN IN FIGURES AND WORDS BOTH WITHOUT ANY CUTTING / OVERWRITING.</p> <p>(C) THE SRF (TO BE DOWNLOADED FROM WWW.BHEL.COM OR WWW.BHELHERP.COM) DULY FILLED UP WILL BE ASSESSED FOR MANUFACTURING CAPABILITY, QUALITY SYSTEMS BEING FOLLOWED, ORGANIZATIONAL SOUNDNESS AND FINANCIAL WORTHINESS. IF SRF HAS ALREADY BEEN SUBMITTED RECENTLY, PLEASE IGNORE IT MENTIONING THAT SRF HAS ALREADY BEEN SUBMITTED ON DATED -----.</p> <p><b>NOTE: WHERE SRF IS AVAILABLE FOR ALL PMD VENDORS, 02 PART BIDDING ((I) FOR TECHNO – COMMERCIAL BID (II) FOR PRICE BID) SHALL BE DONE.</b></p>	
2	PART-I CONTAINING THE TECHNO-COMMERCIAL BID AND PART-III CONTAINING THE SUPPLIER REGISTRATION FORM WILL BE OPENED ON THE DATE AND TIME SPECIFIED IN THE ENQUIRY, IN THE PRESENCE OF THOSE TENDERERS WHO WISH TO ATTEND. PART-II I.E., PRICE BID WILL BE OPENED ONLY OF THOSE BIDDERS WHO ARE FOUND TECHNO-COMMERCIALY SUITABLE AFTER SCRUTINY OF THEIR PART-I AND PART-III OFFERS.	
3	NO REVISED OFFERS WILL BE ACCEPTED UNLESS ASKED BY BHEL AFTER OPENING OF PART-1 BID IN ANY CASE.	
4	THE TENDER RECEIVED AFTER 13:45 HRS ON THE DUE DATE WILL NOT BE CONSIDERED.	
5	YOUR TECHNO COMMERCIAL BID SHOULD MENTION THAT PRICE BID HAS BEEN SENT IN A SEPARATE ENVELOPE GIVING ITS REFERENCE.	
6	ANY CORRECTIONS / AMENDMENTS SHALL BE PROPERLY AND FULLY AUTHENTICATED WITH SIGNATURE.	
7	THE QUOTED RATES SHALL BE KEPT FIRM TILL EXECUTION OF THE ORDER.	
8	VALIDITY OF OFFER SHOULD BE MINIMUM 90 DAYS FROM THE DATE OF TECHNO - COMMERCIAL BID OPENING OR 60 DAYS FROM THE REVERSE AUCTION DATE.	
9	UNLESS SPECIFIED IN THE TENDER, VENDOR MUST NOTE THAT BHEL WILL ARRIVE THE L1 STATUS FOR EACH ITEM ON LANDED COST BASIS.	
10	PLEASE MAKE SURE THAT THERE IS NO DISCREPANCY IN BETWEEN ACCEPTED TERMS & CONDITIONS MENTIONED IN THE CHECK LIST AND QUOTATION SUBMITTED BY VENDOR AND IF FOUND SO THEN THE TERMS & CONDITIONS WHICH ARE BENEFICIAL TO BHEL WOULD ONLY BE CONSIDERED.	
11	ITEM & QUANTITY MENTIONED IN THE OFFERS ARE EXACTLY SAME AS PER ENQUIRY. IF ANY DEVIATION IS THERE PARTY MUST MENTION HERewith OTHERWISE BHEL SHALL ASSUME THAT ITEM & QUANTITY ARE INLINE WITH THE ENQUIRY.	
12	BHEL RESERVES THE RIGHT TO REJECT THE OFFER, WHICH IS HAVING DEVIATIONS TO THE TERMS AND CONDITIONS GIVEN IN THE TENDER ENQUIRY.	
13	EXCISE DUTY IF APPLICABLE WILL BE PAID EXTRA AGAINST DOCUMENTARY PROOF. THE RATE OF EXCISE DUTY SHOULD BE CLEARLY MENTIONED IN THE OFFER OTHERWISE THE SAME SHALL BE ASSUMED AS “ZERO”.	@..... ...



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14	TAXES AND DUTIES SHOULD BE MENTIONED CLEARLY IN PERCENTAGE / ABSOLUTE VALUE WHEREVER APPLICABLE OTHERWISE THE SAME SHALL BE ASSUMED AS "ZERO".	@..... ....
15	<b>ENTRY TAX:</b> FOR UP BASED VENDORS, ENTRY TAX IF APPLICABLE SHOULD BE INDICATED SEPARATELY. VENDOR SHOULD NECESSARILY MENTION THE RATE OF ENTRY TAX IN PERCENTAGE / ABSOLUTE VALUE WHEREVER APPLICABLE OTHERWISE THE SAME SHALL BE LOADED AS APPLICABLE AT THE TIME OF DISPATCH. FOR THE VENDORS OUTSIDE UP, THE ENTRY TAX PREVAILING AT THE TIME OF DISPATCH SHALL BE LOADED.	@..... ....
16	<b>TERMS OF DELIVERY:</b> THE TERMS OF DELIVERY SHOULD BE QUOTED ON F.O.R. DESTINATION (BHEL HERP STORES VARANASI) BASIS ONLY (i.e. FREIGHT & INSURANCE ON VENDOR'S ACCOUNT ONLY). <b>IF ANY BIDDER STILL QUOTES OTHER DELIVERY TERM IN PLACE OF BHEL HERP STORES, THEIR OFFER MAY NOT BE CONSIDERED FOR FURTHER PROCESSING. IT MUST BE SPECIFICALLY NOTED.</b>	
17	IF ANY SUPPLIERS SHALL ARRANGE SUPPLY FROM FOREIGN PRINCIPLES/WORKS, TERMS OF DELIVERY SHOULD BE QUOTED ON CIF JNPT MUMBAI (INDIA) SEA PORT OR CFR MUMBAI AIRPORT BASIS ONLY (i.e. FREIGHT & INSURANCE ON VENDOR'S ACCOUNT UPTO MUMBAI (INDIA) SEA PORT). HOWEVER FREIGHT CHARGES AS PER BHEL TRANSPORT CONTRACT FROM JNPT MUMBAI SEAPORT/MUMBAI AIRPORT TO BHEL VARANASI FOR EACH ITEM WILL BE LOADED AT THE TIME OF TOTAL LANDED COST CALCULATION.	
18	INSURANCE CHARGES SHALL BE TO VENDOR'S ACCOUNT ONLY IF PRICE QUOTED ON BHEL HERP STORES BASIS. IN CASE PRICE QUOTED IS ON CIF JNPT MUMBAI BASIS/ CFR MUMBAI AIRPORT BASIS, INSURANCE UP TO CIF JNPT MUMBAI/ MUMBAI AIRPORT SHALL BE IN VENDOR ACCOUNT.	
19	<b>PAYMENT TERMS:</b> <b>1. FOR MSEs VENDORS (ALSO REFER POINT NO. 21):</b> 90% OF EQUIPMENT COST PLUS 100% TAXES & DUTIES WILL BE PAID DIRECTLY WITHIN 45 DAYS OF RECEIPT AND ACCEPTANCE OF EQUIPMENT AT BHEL. BALANCE 10% OF MATERIAL COST AND E&C CHARGES, IF APPLICABLE WILL BE PAID TO THE PARTY AFTER INSTALLATION AND COMMISSIONING OF THE EQUIPMENT AT BHEL VARANASI AND SUBMISSION OF PBG. IF ANY SUPPLIER FALLS UNDER NON MSE CATEGORY, THEIR PAYMENT TERM WILL BE CONSIDERED AS NON MSE SUPPLIER PAYMENT WITHOUT ANY INTIMATION. <b>2. FOR OTHER SUPPLIERS:</b> 90% OF EQUIPMENT COST PLUS 100% TAXES & DUTIES WILL BE PAID DIRECTLY WITHIN 60 DAYS OF RECEIPT AND ACCEPTANCE OF EQUIPMENT AT BHEL. BALANCE 10% OF MATERIAL COST AND E&C CHARGES, IF APPLICABLE WILL BE PAID TO THE PARTY AFTER INSTALLATION AND COMMISSIONING OF THE EQUIPMENT AT BHEL VARANASI AND SUBMISSION OF PBG.	
20	<b>LOADING OF PAYMENT TERM:</b> IN CASE OF DEVAITION, LOADING OF INTEREST RATE @SBI BASE RATE + 6% (AS ON PART-1 OPENING DATE) SHALL BE LOADED WHILE ARRIVING AT LANDED COST TO BHEL. NO OVERDUE INTEREST IS PAYABLE BY BHEL IN ANY OF THE CASES.	
21	<b>P.B.G. TERMS:</b> THE SUCCESSFUL TENDERERS ARE REQUIRED TO SUBMIT A PERFORMANCE BANK GUARANTEE ON THE PRESCRIBED BHEL FORMAT EQUAL TO THE VALUE OF 10% OF THE TOTAL ORDER VALUE VALID FOR AGREED WARRANTY / GUARANTEE PERIOD.	
22	<b>IMPORTANT INSTRUCTION FOR MSEs SUPPLIERS:</b> "MSE SUPPLIERS CAN AVAIL THE INTENDED BENEFITS ONLY IF THEY SUBMIT ALONG WITH 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 CA CERTIFICATE (FORMAT ENCLOSED AS PER ANNEXURE-1 WHERE DEEMED VALIDITY OF EM-II CERTIFICATE OF FIVE YEARS HAS EXPIRED) APPLICABLE FOR THE RELEVANT F/Y (LATEST AUDITED).DATE TO BE RECKONED FOR DETERMINING THE DEEMED VALIDITY WILL BE THE DATE OF BID OPENING (PART -1 IN CASE OF TWO PART BID). NON SUBMISSION OF SUCH DOCUMENTS WILL LEAD TO CONSIDERATION OF THEIR BID AT PAR WITH OTHER BIDDERS. NO BENEFIT SHALL BE APPLICABLE FOR THIS ENQUIRY IF ANY DEFICIENCY IN THE ABOVE REQUIRED DOCUMENTS ARE NOT SUBMITTED BEFORE PRICE BID OPENING. IF THE TENDER IS TO BE SUBMITTED THROUGH e-procurement PORTAL, THEN THE ABOVE REQUIRED DOCUMENTS ARE TO BE UPLOADED ON THE PORTAL. DOCUMENTS SHOULD BE NOTARIZED OR ATTESTED BY A GAZETTED OFFICE.	
23	<b>PENALTY:</b> SINCE DELIVERY IS ESSENCE OF CONTRACT, VENDOR MUST QUOTE THE EARLIEST POSSIBLE FIRM DELIVERY AS REQUIRED IN TENDER. FAILURE TO SUPPLY WITHIN PURCHASE ORDER DELIVERY SCHEDULE WILL MAKE THE SUPPLIER LIABLE TO AN UNCONDITIONAL PENALTY OF 0.5 % PER WEEK SUBJECT TO THE MAXIMUM OF 10% OF THE UNDELIVERED PURCHASE ORDER VALUE. NOTE: IF THE DELAY IS LESS THAN OR EQUAL TO 03 DAYS FROM THE SCHEDULED PO DELIVERY, NO LD WILL BE CHARGED. FURTHER IF THE DELAY IS MORE THAN 03 DAYS FROM THE SCHEDULED PO DELIVERY , LD FOR 01	



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	WEEK PERIOD (i.e. 0.5% ) SHALL BE CHARGED.	
24	<b>LOADING OF PENALTY:</b> DEVIATION TO ABOVE STANDARD PENALTY CLAUSE, MAXIMUM LOADING OF 10% (IN CASE OF NON ACCEPTANCE OF LD CLAUSE) OR PART THEREOF (IN CASE OF PART ACCEPTANCE OF LD) SHALL BE LOADED WHILE ARRIVING LANDED COST TO BHEL. FURTHER IF DEVIATION IS FOUND IN THE ACCEPTED DELIVERY TERM AS WELL AS ACCEPTED PENALTY TERM, SUITABLE LOADING BASED ON TRANSPORTATION TIME TO BE TAKEN SHALL BE LOADED WHILE ARRIVING LANDED COST TO BHEL HERP STORES (WHICH MAY BE MINIMUM 1% OF THE BASIC COST FOR INDIAN SUPPLIERS).	
25	<b>DELIVERY PERIOD:</b> DELIVERY PERIOD FOR THE ITEMS WILL BE <b>60 DAYS</b> FROM THE DATE OF PURCHASE ORDER.	
26	IF ANY VENDOR DOES NOT SUPPLY THE ITEM WITHIN THE PURCHASE ORDER DELIVERY PERIOD, BHEL MAY/MAY NOT ACCEPT THE SUPPLY AT ITS SOLE DISCRETION.	
27	<b>REVERSE AUCTION:</b> BHEL RESERVE THE RIGHT TO GO FOR REVERSE AUCTION (RA) INSTEAD OF OPENING THE SEALED ENVELOPE PRICE BID, SUBMITTED BY THE BIDDER. THIS WILL BE DECIDED AFTER TECHNO COMMERCIAL EVALUATION. ALL BIDDERS TO GIVE THEIR ACCEPTANCE FOR PARTICIPATION IN RA. NON-ACCEPTANCE TO PARTICIPATE IN RA 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 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 TEMPERING OF THE TENDER PROCESS AND INVITE ACTION BY BHEL AS PER EXISTANT GUIDELINES IN VOGUE." TERMS & CONDITIONS FOR REVERSE AUCTION HAS BEEN MENTIONED IN THE ATTACHED ANNEXURE-1.	
28	IF ANY OF THE VENDORS DO NOT ACCEPT THE ABOVE POINT MENTIONED AT SL. NO. 27, THEIR OFFER MAY BE LIABLE FOR REJECTION WITHOUT INTIMATION.	
29	<b>RISK PURCHASE:</b> IN CASE OF DELAYS IN SUPPLIES/DEFECTIVE SUPPLIES OR NON-FULFILMENT OF ANY OTHER TERMS & CONDITIONS OF THE ORDER, BHEL MAY CANCEL THE ORDER IN FULL OR PART THEREOF/ MAY ALSO MAKE THE PURCHASE OF SUCH MATERIALS FROM ELSEWHERE/ALTERNATIVE SOURCES AT THE RISK & COST OF SUPPLIER. PARTY PAYMENT PENDING WITH BHEL, HERP, VARANASI OR ANY OTHER UNIT OF BHEL WOULD BE HOLD (TILL FINALIZATION OF RISK PURCHASE ORDER) OR ADJUSTED / RELEASED AFTER FINALIZATION OF PROCUREMENT ACTION UNDER RISK PURCHASE.	
30	BHEL MAY SHORT CLOSE/CANCEL AN ORDER AT ANY TIME DURING THE CURRENCY OF THE CONTRACT/PO IRRESPECTIVE OF THE PO DELIVERY DATE, IF (I) THE WORK PROGRESS OF THE VENDOR IS POOR, OR (II) THE DELIVERY REQUIREMENT OF THE ITEM IS VERY CRITICAL & NOT BEING MET BY THE VENDOR ON WHICH ORDER HAS BEEN PLACED,OR (III) THERE IS NO RESPONSE FOR IMPROVEMENT IN DELIVERY AS PER BHEL REQUIREMENT,	
31	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 FIRMS, SHALL BE REJECTED. THE LIST OF BANNED FIRMS IS AVAILABLE ON BHEL WEB SITE <a href="http://www.bhel.com">www.bhel.com</a>	
32	<b>RIGHT OF ACCEPTANCE:</b> – BHEL RESERVES THE RIGHT TO REJECT ANY OR ALL QUOTATIONS WITHOUT ASSIGNING ANY REASONS THEREOF. BHEL ALSO RESERVES THE RIGHT TO INCREASE OR DECREASE THE TENDERED QUANTITIES. VENDORS SHOULD BE PREPARED TO ACCEPT ORDER FOR REDUCED QUANTITIES WITHOUT ANY EXTRA CHARGES. VENDOR SHOULD ALSO BE PREPARED FOR GIVING DISCOUNT IN CASE OF INCREASE IN QUANTITY.	
33	<b>NON-DISCLOSURE AGREEMENT:</b> ALL DRAWINGS AND STANDARDS ARE PROPRIETARY OF BHEL. IT MUST NOT BE USED IN ANY WAY DETRIMENTAL TO THE INTEREST OF THE COMPANY. ALL SUPPLIERS SHALL FURNISH NDAS (NON-DISCLOSURE AGREEMENT) AGAINST USE OF DOCUMENTS FURNISHED BY BHEL TOWARDS UN-AUTHORIZED USE EXCEPT FOR THE PURPOSE IT HAS BEEN FURNISHED.	
34	<b>GUIDELINES FOR SUSPENSION OF BUSINESS DEALINGS WITH SUPPLIERS/ CONTRACTORS:</b> THIS GUIDELINES ARE AVAILABLE ON BHEL WEBSITE AT "www.bhel.com" on "SUPPLIER REGISTRATION PAGE". RESPECTIVE BIDDERS / SUPPLIERS MAY REFER THIS BEFORE QUOTING AS PER THEIR REQUIREMENT.	
35	<b>JURISDICTION:</b> 1. IN ALL CASES OF DISPUTES THE MATTER SHALL BE REFERRED FOR ARBITRATOR TO BE APPOINTED BY BHEL HERP OFFICER WHO IS THE ADMINISTRATIVE HEAD OF BHEL HERP VARANASI. THE AWARD OF ARBITRATOR SHALL BE FINAL AND BINDING ON BOTH THE PARTIES. THE ARBITRATOR SHALL HAVE	



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	<p>THE POWER TO EXTEND FROM TIME TO TIME FOR MAKING HIS AWARD WITH CONTRACT OF THE PARTIES.</p> <p>2. ALL DISPUTES OF DIFFERENCES ARISING UNDER OUT OF OR IN CONNECTIONS WITH THE CONTRACT SHALL BE SUBJECT TO THE EXCLUSIVE JURISDICTION OF THE COURT WITHIN THE LOCAL UNIT OF WHOSE JURISDICTION THE PLACE FROM WHICH THE ACCEPTANCE OF THE TENDER IS ISSUED IS SITUATED.</p>	
36	<p>1. FOLLOWING DOCUMENTS SHOULD BE ENCLOSED AND FORWARDED TO SR/MANAGER(FINANCE), BHEL, HERP, TARNA, SHIVPUR, VARANASI-221003 FOR PAYEMNT PURPOSE:</p> <ul style="list-style-type: none"><li>(a) INVOICE MARKED AS ORIGINAL FOR BUYER PRE-RECEIPTED BY REVENUE STAMP. (ONE COPY)</li><li>(b) INVOICE MARKED AS EXTRA COPY (TWO COPIES) INK SIGNED.</li><li>(c) COPY OF GR/RR. (THREE COPIES)</li><li>(d) COPY OF DELIVERY CHALLAN (ONE COPY)</li><li>(e) TEST CERTIFICATE AND GUARANTEE/WARRANTEE CERTIFICATE AND PDI REPORT, IF APPLICABLE. (ONE COPY).</li></ul> <p>2. FURTHER TO ABOVE, 02 COMPLETE SETS OF DOCUMENTS (COPIES OF ABOVE MENTIONED DOCUEMENTS AT SL. NO. 01 SHALL BE SENT FOR PURCAHSE AND QUALITY DEPARTMENTS. ORIGINAL COPIES OF TC, GC, PDI REPORTS &amp; OTHER QULALITY PAPERS SHALL BE ATTTCAHED IN THE SET OF DOCUMENTS FOR QUALITY DEPARTMENTS.</p> <p><b>NOTE: ALL THREE SETS AS MENTIONED AT SL. NO. 01 &amp; 02 ABOVE SHALL BE SENT TO DGM (MM) BHEL HERP VARANASI ONLY.</b></p>	

**NOTE: PLEASE FILL IN THIS FORMAT AND SEND COMPULSORILY ALONG WITH QUOTATION WITH VENDOR'S SEAL, SIGNATURE AND DATE.**

**(SIGNATURE BIDDER / SUPPLIER ALONG WITH SEAL AND DATE)**



# Bharat Heavy Electricals Limited

## Heavy Equipment Repair Plant (HERP)

Tarna, Shivpur, Varanasi - 221003

Enquiry Ref No.: **HERP/OT/E-588-16-0003-69-1 Dated 01.06.2016**

**Annexure-VIII-A**

### PRICE FORMAT FOR INDIGENOUS VENDORS

SI No	ITEM DESCRIPTION	NAME OF ITEM AS PER ENQUIRY	
	<b>QTY (IN NO. )</b>		
<b>1</b>	BASIC COST (PER NO. IN INR)	X	
<b>2</b>	P&F (IF Y %)	P= X* Y%	
<b>3</b>	ED( 12.363% OF 1+2)	ED= (X + P) * 12.36%	
<b>4</b>	CST (2% OF 1+2+3)	CST= (X + P +ED) * 2%	AGAINST FORM 'C'
<b>5</b>	UPVAT (IF APPLICABLE @14% OF 1+2+3) UP BASED VENDORS ONLY	UPVAT= (X + P + ED)* 14%	APPLICABLE FOR UP BASED VENDORS ONLY
<b>6</b>	MODVAT ( EQUAL TO 3)	ED	
<b>7</b>	UPVAT CREDIT (@88% OF 5)	UPVAT*88%	
<b>8</b>	ENTRY TAX (1%	(X + P + ED + CST/UPVAT)*1%	
<b>9</b>	FREIGHT (PER NO.) NIL IF QUOTED BHEL STORES	AS PER EXISTING BHEL TRANSPORT CONTRACT	
<b>10</b>	LOADING OF PAYMENT TERM	SBI BASE RATE + 6% OF (1+2+3+4/5)	
<b>11</b>	LOADING OF LD	AS DEVIATED OR MAX 10% OF 01	
<b>12</b>	<b>TOTAL LANDED COST ( 1+2+3+4-6+8)</b>	<b>X + P + CST + FREIGHT</b>	<b>FOR OUTSIDE UP VENDORS</b>
	<b>TOTAL LANDED COST ( 1+2+3+5-6-7+8)</b>	<b>X + P + UPVAT - UPVAT CREDIT + FREIGHT</b>	<b>FOR UP BASED VENDORS</b>



# Bharat Heavy Electricals Limited

## Heavy Equipment Repair Plant (HERP)

Tarna, Shivpur, Varanasi - 221003

Enquiry Ref No.: **HERP/OT/E-588-16-0003-69-1 Dated 01.06.2016**

**Annexure-VIII-B**

### PRICE FORMAT FOR FOREIGN VENDORS

SL. NO.	DESCRIPTION	NAME OF ITEM AS PER ENQUIRY	
	<b>QUANTITY</b>		
1	BASIC COST PER NO. IN CURRENCY APPLICABLE (say 100 as assumption)	EUR 100.00	Rs. 8,000.00
	EXCHANGE RATE ( AS PER SBI TT selling rates on the date of tender opening of Techno-Commercial Bid, assume that it is INR 80.00 for unit applicable currency)	80	
2	PACKING CHARGE (x% of 01)	0%	Rs. 0.00
3	TOTAL COST (1+2)		Rs. 8,000.00
4	MISCELLENEOUS CHARGES (1% OF 3)	1%	Rs. 80.00
5	<b>TOTAL ASSESSABLE VALUE (3+4)</b>		<b>Rs. 8,080.00</b>
6	BCD (7.5% OF 5) (rates may be changed)	7.50%	Rs. 606.00
7	CVD (12% OF 5+6) (rates may be changed)	12%	Rs. 1,042.32
8	EDU.CESS ON CVD (2% OF 6+7)	2%	Rs. 32.97
9	CUS.EDU.CESS (1% OF 6+7)	1%	Rs. 16.48
10	ADDL. IMPORT DUTY (4% OF 5+6+7+8+9)	4%	Rs. 391.11
11	<b>CD TOTAL (6+7+8+9+10)</b>		<b>Rs. 2,088.88</b>
12	Credit		
13	CVD		Rs. 1,042.32
14	ADDL. IMPORT DUTY		Rs. 391.11
16	CD CREDIT (13+14)		Rs. 1,433.43
17	ACTUAL COST NET OF CD( 5+11-15)		Rs. 8,735.45
18	Loading of Payment Terms ((Total Assessable Value+ Custom Duty)*60/365*(sbi base rate + 6%)/100))	0%	Rs. 0.000
19	Loading for LD (0 weeks)	0.00%	Rs. 0.00
20	Inspection Charges (X% of 01)	0.00%	Rs. 0.00
21	FREIGHT FROM MUMBAI TO VARANASI (as applicable, zero has been taken as assumption)		Rs. 0.00
22	<b>NET LANDED COST TO BHEL HERP (IN INR)</b>		<b>Rs. 8,735.45</b>



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Enquiry Ref No.: **HERP/OT/E-588-16-0003-69-1 Dated 01.06.2016**

**Annexure-IX**

**DETAILS OF COMPOSITION OF PART-I (TECHNO-COMMERCIAL BID), PART-II (PRICE BID) & PART-III (VENDOR REGISTRATION FORM)**

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

- a. Annexure- IV, VI & VII filled up with & accepted
- b. Deviation with reference to compliance certificate, if any, should be clearly indicated on a Separate sheet.
- c. Validity of offer should be indicated (As per annexure VII)

**PART –II (Price Bid):**

- a. Price bid with prices to be submitted as part-II of the tender.
- b. Prices should remain firm till the execution of the order.
- c. In case of foreign vendors, prices to be quoted on CIF Mumbai (India) basis only. Please note that **Ex-Works** price may **not** acceptable & offer shall not be considered (For Indigenous supplier only). In case of Indigenous vendor, prices must be quoted on FOR- Destination- Store-HERP BHEL basis.
- d. 1. Freight & Insurance for Indian bidder shall be borne by supplier only.  
2. For Foreign Bidder, Freight & Insurance upto Mumbai port shall be borne by party and from Mumbai sea port to BHEL HERP shall be arranged by BHEL for which suitable loading as per BHEL HERP Transport Contract shall be made for calculation of landed cost.
- e. **Prices are to be written clearly both in Figures & Words. In case of any difference between the two, the figure written in words shall be considered for evaluation. No over writing in this is acceptable.**
- f. BHEL does not open confirmed LC even if vendor agrees to bear the confirmation charges.



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### **Part-III - Vendor Registration Form (SRF):** **(SRF-Foreign Suppliers or SRF-Indian Suppliers)**

a. The SRF (as applicable) duly filled up will be assessed for manufacturing capability quality systems being followed, organizational soundness and financial worthiness. The same shall be submitted with Part-I (Techno-Commercial Bid) by un-registered vendor. (If not registered with BHEL HERP Varanasi)

### **MARKING OF ENVELOPES:**

- ❖ Each envelop is to be super scribed as “TENDER FOR (ITEM NAME) AGAINST  
TENDER NO. ----- DUE ON -----
- ❖ Techno-Commercial - Part-I to be kept in one envelop – Envelop- A & to be marked as Techno-Commercial Offer (will consist Annexure II to IV & VI to VII duly sealed and signed).
- ❖ Vendor Registration Form - Part –III to be kept in another envelop – Envelop – B & to be Marked as Vendor Registration Form (Annexure – V, Duly sealed and signed).
- ❖ Price Bid – Part-II to be kept in another envelop – Envelop- C & to be marked as Price Bid (Annexure-VIII-A/VIII-B as applicable, duly filled, sealed and signed).
- ❖ Envelop-A, Envelop- B & Envelop- C are to be kept in one envelop super scribed as above.

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

**TECHNICAL SPECIFICATION FOR 0-100 KV OIL BDV TESTING KIT.**

**MAKE & MODEL QUOTED:**

S.N	FUNCTION WITH RANGE & SPECIFICATIONS	VENDORS RESPONSE
1	Motorized (Automatic) oil test equipment should be suitable to measure Breakdown voltage of Transformer & Circuit breaker Oil up to 100KV under test room conditions in accordance with IS:1866-2000 and IEC 156 for all oil testing.	
2	The kit should be suitable for operation in switch yard, substations (indoor & outdoor), power plants & similar installations for Power and distribution transformers working above 33 KV.	
3	Output display & Resolution- The output to be continuously variable from 0-100 KV with resolution of 0.1 KV through digital display.	
4	Trip current- 20 mA Max	
5	Voltage Ramp rate approx. 2 KV/sec	
6	Features for battery testing, buzzer beep and bright LED indicators for audio & video annunciation.	
7	Safety- The equipment should have in built safety mechanism for fast acting tripping mechanism.	
8	Accessories- kit with oil vessel having brass electrodes, go no go gauge, connecting AC mains cable, User manual, test certificate & covering bag for protection from dust.	
9	Installation & Commissioning- The vendor should depute its service Engineer for onsite testing & training to BHEL personnel at HERP Varanasi.	


*Rji*

**PRE QUALIFYING CRITERIA (PQR) & WARRANTY CLAUSE**

1. Technical & Price Bids must be submitted separately along with other documents as per Tender Enquiry.
2. Price Bid of only those vendors shall be opened who are found techno-commercially suitable & met the Pre qualifying criteria & warranty clause mentioned under:

S.N	PQR & Warranty Clause	Requirement	Vendors Comment
1	The Vendor should be Original Equipment Manufacturer or authorized dealer for this region or DGS&D approved vendor for the same/similar item but same Make.	Specify and attach dealership authorization certificate.	
2	The vendor should have supplied BDV Testing kit of same or higher rating to any Central or State Government Organization/ enterprises/ establishment in past 04 years (approx.).	Provide copy of Purchase Order and copy of Performance Certificate.	
3	All Equipments quoted shall be covered under complete warranty for a minimum period of 02 years from the date of acceptance at HERP.	To Confirm	

*Ref:*

	<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
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Sl.No.	Check-Point	Yes/No
1.	Information against all points under “Organizational Information” (Part-A) has been given.	
2.	All enclosures and supporting documents have been enclosed.	
3.	Summary list of enclosures has been furnished as per S.N.10 of Organisational Information form no. SRF (I) 01 & S.N 12 of Quality system form no. SRF (I) 01.	
4.	Are you an ISO 9001 accredited supplier?	
5.	If yes, have you enclosed "Table of Contents" of your Quality Manual and copy of ISO 9001 accreditation certificate?	
6.	Have you filled up Quality System format given in Part B?	
7.	Technical requirements, specifications, drawings, standards have been received from BHEL before filling up Technical Competence, Part C.	
8.	All the parts of the form & enclosures have been signed by Authorised Signatory.	
9.	Have you attached EFT details? (In original, Certified by the bank)	
10.	If you are seeking registration for a MSME company (as per MSME Act of Government of India), have you attached requisite certificate as per Act?	

Date :

Signature & seal

(Authorised Signatory)

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

**BHARAT HEAVY ELECTRICALS LIMITED  
SUPPLIER REGISTRATION FORM**

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

**ANNEXURE-II**

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

**PART- A : ORGANISATIONAL SOUNDNESS**

ALL COLUMNS SHOULD BE PROPERLY FILLED IN THE SPACE PROVIDED FOR, WHEREVER IT IS NOT APPLICABLE, PLEASE WRITE "NOT APPLICABLE". INCOMPLETE OR INCORRECT FORMS MAY NOT BE CONSIDERED. **PLEASE ATTACH SEPARATE SHEET, IF SPACE AVAILABLE IS INADEQUATE.**

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

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

**BHARAT HEAVY ELECTRICALS LIMITED  
SUPPLIER REGISTRATION FORM**

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**ORGANISATIONAL INFORMATION**

**2.0 GENERAL INFORMATION :**

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

ADDRESS :

E - Mail :

TELEPHONE : Landline

Mobile

FAX :

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

2.3 DETAILS OF AUTHORISED SIGNATORY FOR SEEKING CLARIFICATION :

NAME :

DESIGNATION :

E - Mail :

TELEPHONE : Landline

Mobile

FAX :

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

**BHARAT HEAVY ELECTRICALS LIMITED  
SUPPLIER REGISTRATION FORM**

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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**

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

**ANNEXURE-II**

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**ORGANISATIONAL INFORMATION**

**4.0 REGISTRATION PARTICULARS**

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

- 4.1 PERMANENT ACCOUNT NO :  
4.2 CENTRAL SALES TAX REGN NUMBER :  
4.3 STATE SALES TAX / TIN NUMBER :  
4.4 EXCISE DUTY REGN NUMBER :  
4.5 EXCISE CONTROL CODE NUMBER :  
4.6 SERVICE TAX REGN NUMBER :  
4.7 CATEGORY AS PER MSMED ACT : MICRO/ SMALL/ MEDIUM  
REGN NO. :  
VALID UPTO :  
(Attach Certificate)

**5.0 TOTAL ORGANISATIONAL STRENGTH : (ATTACH ORGANISATION CHART)**

- |  | GRADUATE | DIPLOMA | SKILLED | NON-SKILLED |
|--|----------|---------|---------|-------------|
| ENGINEERING :                                      |          |         |         |             |
| MANUFACTURING :                                    |          |         |         |             |
| QUALITY :  |          |         |         |             |
| COMMERCIAL /<br>SERVICE AFTER SALES :              |          |         |         |             |
| OTHERS :   |          |         |         |             |
| TOTAL :  |          |         |         |             |
| * 5.1 POWER BACKUP :<br>(GIVE DETAILS)             | YES/ NO  |         |         |             |
| * 5.2 DOES THE COMPANY SELL ITS PRODUCT DIRECTLY : | YES/ NO  |         |         |             |

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

**BHARAT HEAVY ELECTRICALS LIMITED  
SUPPLIER REGISTRATION FORM**

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

**ANNEXURE-II**

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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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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.

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**ORGANISATIONAL INFORMATION**

**7.0 MANUFACTURING FACILITIES:**

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

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

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

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

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

IN CASE OF SPACE LIMITATION ENCLOSE ANNEXURE / CATALOGUE WITH TAG

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

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<b>ORGANISATIONAL INFORMATION</b>
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**8.0 INSPECTION & TESTING FACILITIES:**

**\* 8.1 LIST OF INSPECTION & TESTING FACILITIES / EQUIPMENT**

SL. NO	DESCRIPTION OF FACILITY/ EQUIPMENT & CAPACITY	NOS.	MAKE & YEAR OF MANUFACTURING	LAST DATE OF CALIBERATION

IN CASE OF SPACE LIMITATION ENCLOSE ANNEXURE / CATALOGUE WITH TAG
---

**\* 8.2 IF IN-HOUSE TESTING FACILITIES NOT AVAILABLE, INDICATE SOURCE OF TESTING ALONGWITH THEIR FACILITIES & EXPERIENCE**

SL. NO	TEST	SOURCE OF TESTING	DESCRIPTION OF FACILITY/ EQUIPMENT & CAPACITY	APPROVAL OF EQUIPMENT/ PROCESS/PERSONNEL QUALIFICATION

IN CASE OF SPACE LIMITATION ENCLOSE ANNEXURE / CATALOGUE WITH TAG
---

**Note:**

**In case of outsourcing of major testing such as NDT, Electrical & Mechanical Testing, no marks will be awarded. However, material composition testing by chemical method from recognized laboratory shall not attract negative marking**

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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 Long term Debt (9.2) Net worth (9.1)				
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 CA - INVENT. {9.5(1)-9.5(1)c} Current liability {9.5 (2)}				
* 9.6	SALES				
	Growth over previous year (%)	-----			
* 9.7	PROFIT BEFORE TAX				
	Growth over previous year (%)	-----			
* 9.8	Whether the supplier has been referred to BIFR / NCLT / any other Govt agency ( If YES , enclose details)				YES / NO
* 9.9	Whether the supplier is a potential sick company.( If YES , enclose details)				YES / NO
<p>NOTE: 1. Copies of annual accounts (Balance Sheet) for the last four years (or from date of incorporation which ever is less) along with audit report are to be submitted. The above details shall be highlighted in the Balance Sheet.</p> <p>2. Status of Tax assessments done under various laws (Income Tax, VAT/Sales Tax, Excise &amp; Service Tax, Custom) and details of disputes pending, if any, with these authorities to be submitted.</p>					
SUPPLIER'S AUTHORISED SIGNATORY			BHEL CERTIFIED ASSESSOR		

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## ORGANISATIONAL INFORMATION

**10. LIST OF ENCLOSURES** (Tags to be put on enclosures) :

- (i) MEMORANDUM AND ARTICLES OF ASSOCIATION / SOCIETY RULES AND BYE LAWS / PARTNERSHIP DEED/ PROFESSION TAX REGN & MUNICIPAL REGN. : YES / NO
- (ii) Copy of certificate of following:-
- PERMANENT ACCOUNT NO : YES / NO
  - CENTRAL SALES TAX REGN NUMBER : YES / NO
  - STATE SALES TAX / TIN NUMBER : YES / NO
  - EXCISE DUTY REGN NUMBER : YES / NO
  - EXCISE CONTROL CODE NUMBER : YES / NO
  - SERVICE TAX REGN NUMBER : YES / NO
  - REGN NUMBER OF CATEGORY AS PER MSMED ACT : YES / NO
- (iii) ORGANISATION CHART : YES / NO
- (iv) If registered with any other BHEL Unit,
- LETTER OF REGISTRATION WITH BHEL UNIT : YES / NO
  - PROOF OF SUCCESSFUL EXECUTION OF ONE OR MORE PURCHASE ORDERS : YES / NO
- (v) Letter of approval from ASME / NTPC / NPC / EIL / DGS&D / RAILWAYS / IBR / LLOYDS ETC : YES / NO
- (vi) Accreditation certificate for
- ISO: 9001 : YES / NO
  - TOC of Quality System Manual : YES / NO
  - ISO : 14000 : YES / NO
  - OHSAS , ISO 18000 : YES / NO
- (vii) Letter regarding technical collaboration : YES / NO
- (viii) Experience List / Performance certificate : YES / NO
- (ix) Balance Sheet for the last four years along with audit Report : YES / NO
- (x) Principal's authorization in case of dealers/ agents : YES / NO
- (xi) EFT Bank's certificate : YES / NO

I /WE GIVE THE UNDERTAKING THAT BHEL DRAWINGS & SPECIFICATIONs SHALL NOT BE USED IN ANY WAY DETRIMENTAL TO THE INTEREST OF BHEL AND/ OR FOR SUPPLY OF ANY MATERIAL, PRODUCT OR SERVICES DIRECTLY OR INDIRECTLY TO ANY OTHER CUSTOMER.

Maximum Marks = 50

Negative Marks = -13

Minimum Qualifying marks = 30

SUPPLIER'S AUTHORISED SIGNATORY

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**Part B (QUALITY SYSTEM):**

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

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**Part B (QUALITY SYSTEM):**

**12. LIST OF ENCLOSURES**

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

Maximum Marks = 25

Minimum Qualifying marks = 15

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## FORM NO. SRF(I)01

### Part C: TECHNICAL COMPETENCE

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

#### (i) COMMON TECHNICAL COMPETENCE

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

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## Part D : SCORE SHEET

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

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

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

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

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## Part D: SCORE SHEET

### 2. FINANCIAL INFORMATION (for Manufacturers):

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

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

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

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

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### Part D : SCORE SHEET

#### 3. QUALITY SYSTEM :

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

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## Part D : SCORE SHEET

### 4. TECHNICAL COMPETENCE

	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)

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