



**Open Tender for Procurement of COLOR COATED SHEET ref: 4241109E dt 19.12.2014**

**DUE ON 12.01.2015,14.00 Hrs from Indigenous manufacturers only.**

**ITEMS DESCRIPTION AND TENDER QUANTITY**

SL. No	Item Description	Tender Quantity in SQ Mtr / NOs	Tender Unit	Required Delivery date
1)	COLOR COATED ROOFING SHEET WITH BASE METAL THICKNESS OF 0.5mm AS PER TECH SPECIFICATION REF: BHEL: BAP: AQCS:CC SHEET: REV00 DT 18.01.13. (A/c ManuGuru-R373 to R376)	4100	Sq. Mtr	24.10.2015
		4100	Sq. Mtr	24.10.2015
		4100	Sq. Mtr	24.12.2015
		4100	Sq. Mtr	24.12.2015
2)	COLOR COATED RIDGE (0.5X500X1250mm) WITH BASE METAL THICKNESS OF 0.5 MM AS PER TECH SPECIFICATION REF: BHEL: BAP: AQCS:CC SHEET: REV00 DT 18.01.13. (A/c ManuGuru-R373 to R376)	110	No	24.10.2015
		110	No	24.10.2015
		110	No	24.12.2015
		110	No	24.12.2015

**BIDDERS SHALL CAREFULLY READ THE FOLLOWING ANNEXURES/NOTES AND SHALL QUOTE THEIR BEST COMPETITIVE PRICE.**

- **PLEASE REFER ANNEXURE-A FOR STANDARD TERMS & CONDITIONS,**
  - **ANNEXURE-B FOR GENERAL TERMS AND CONDITIONS OF REVERSE AUCTION,**
  - **ANNEXURE-C FOR ESSENTIAL COMMERCIAL TERMS AND CONDITIONS [BIDDERS SHALL SUBMIT THE DULY FILLED ANNEXURE-C ALONG WITH TECHNICAL BID (COVER-I)].**
  - **ANNEXURE-D FOR TECHNO-COMMERCIAL DETAILS OF COLOR COATED SHEETS AND RIDGES [BIDDERS SHALL SUBMIT THE DULY FILLED ANNEXURE-D ALONG WITH TECHNICAL BID (COVER-I)].**
- TENDER SHALL BE SUBMITTED IN TWO PARTS AS REFERRED IN ANNEXURE-A.
- ANY REVISED OFFER(S) SENT BY VENDORS ON THEIR OWN, AFTER THE TENDER OPENING, WILL BE TREATED AS "UNSOLICITED OFFER". SUCH OFFERS WILL NOT BE CONSIDERED AND NECESSARY ACTION AS DEEMED FIT WILL BE TAKEN BY BHEL ON THOSE VENDORS. HENCE COMPETITIVE OFFER TO BE GIVEN IN THE ORIGINAL QUOTE ITSELF.

**IMPORTANT NOTE :**

TENDER SHOULD BE SENT IN DUPLICATE IN A SEALED COVER. INNER COVER SEALED WITH TENDERER'S DISTINCTIVE SEAL AND SUPERSCRIBED WITH CORRECT TENDER NO., ITEM OF SUPPLY, DUE DATE OF OPENING AND VALIDITY OF THE OFFER ADDRESSED BY DESIGNATION TO Sr. MANAGER / PURCHASE, BHARAT HEAVY ELECTRICALS LIMITED, BOILER AUXILIARIES PLANT, INDIRA GANDHI INDUSTRIAL COMPLEX, RANIPET, VELLORE DISTRICT-632406.

- 01) OFFERERS ARE REQUESTED TO CAREFULLY READ THE FOLLOWING CONDITIONS AND GIVE THEIR SPECIFIC CONFIRMATION OF ACCEPTANCE IN TOTO.
- 2A) TIME IS THE ESSENCE OF CONTRACT.
- 2B) IN THE EVENT OF DELAY ON THE CONTRACT DELIVERY, LIQUIDATED DAMAGES (LD) WILL BE LEVIED.
- 2C) LD WILL BE LEVIED AT THE RATE OF 0.5 % PER WEEK OR PART THEREOF ON THE CONTRACT VALUE.
- 2D) THE LD CEILING WILL BE 10 %.
- 2E) LD WILL BE A MANDATORY CONDITION IN THE PURCHASE ORDER. **IF ANY BIDDER ACCEPTS ONLY PART LD , THE UNACCEPTED PORTION OF LD WILL BE LOADED ON THE OFFERS OF SUCH BIDDERS.**
- 3) IF NO CONFIRMATION OR COMMENTS ARE INCLUDED IN THE INITIAL OFFER BY THE TENDERER, IN THE EVENT OF PLACEMENT OF ORDER, THE ORDER WILL BE RELEASED WITH THE STANDARD LD CONDITION GIVEN ABOVE.
- 4) THE CONDITION WILL BE INCLUDED IN THE ORDER WITHOUT ANY FURTHER REFERENCE TO THE OFFERER AND NO CHANGES WILL BE PERMISSIBLE, POST ORDER RELEASE.

**MSME STATUS**



AS PER THE PUBLIC PROCUREMENT POLICY NOTIFIED BY THE CENTRAL GOVERNMENT, MICRO AND SMALL ENTERPRISES QUOTING WITHIN THE PRICE BAND OF L1+15% SHALL BE ALLOWED TO SUPPLY A PORTION OF THE REQUIREMENT UP TO 20% OF THE TENDER VALUE SUBJECT TO CONDITION THAT SUCH ENTERPRISES BRING DOWN THEIR PRICE TO L1 PRICE WHERE L1 PRICE IS FROM OTHER THAN A MICRO AND SMALL ENTERPRISE. IF L1 OFFER IS FROM A MICRO / SMALL ENTERPRISE, THIS PROVISION WILL NOT BE APPLICABLE. IN CASE MORE THAN ONE MICRO AND SMALL ENTERPRISE IS THERE WITHIN THIS SPAN, THE SUPPLY SHALL BE SHARED PROPORTIONATE TO THE TENDER QUANTITY. (70:30 OR 50:30:20 OF THE ELIGIBLE QUANTITY)

NOTE: SPECIAL PROVISION FOR MICRO AND SMALL ENTERPRISES OWNED BY SC OR ST: -

SUB TARGET OF 20% (I.E. 4% OUT OF 20%) WOULD BE EARMARKED FOR PROCUREMENT FROM MICRO AND SMALL ENTERPRISES OWNED BY THE SCHEDULED CASTE OR SCHEDULED TRIBE ENTREPRENEURS PROVIDED THAT IN EVENT OF FAILURE OF SUCH MICRO AND SMALL ENTERPRISES TO PARTICIPATE IN THE TENDER PROCESS OR MEET THE TENDER REQUIREMENTS AND THE L1 PRICE, THE 4% SUB-TARGET FOR PROCUREMENT EAR-MARKED MSE OWNED BY SCHEDULED CASTE OR SCHEDULED TRIBE ENTREPRENEURS SHALL BE MET FROM OTHER MSE ENTERPRISES/S. THE MSE CONCESSION IS SUBJECT TO CONDITION THAT LATEST VALID CERTIFICATE FOR MSE AND OWNERSHIP IS SUBMITTED ALONG WITH THE OFFER. OFFER/S RECEIVED WITHOUT THESE DOCUMENTS WILL BE TREATED AS NON-MSE AND ORDER FINALIZATION WILL BE DONE BASED ON THIS PREMISE. DOCUMENTS SUBMITTED AFTER BID-OPENING WILL NOT BE CONSIDERED IN THE TENDER.

THIS PROVISION FOR MSE WILL APPLY SUBJECT TO THE CONDITION THAT THE PARTICIPATING MSE MEETS THE TENDER REQUIREMENTS.

TO AVAIL MSE CONCESSION, THOSE MSE BIDDERS SHALL SUBMIT LATEST VALID CERTIFICATE FOR MSE AND CERTIFICATE OF CHARTERED ACCOUNTANT IN THE ATTACHED FORMAT.

**VALUE ADDED TAX**

PLEASE INDICATE YOUR TIN (TAXPAYER IDENTIFICATION) NUMBER, COMMODITY CODE FOR EACH ITEM, DESPATCHING PLACE AND STATE, WHILE SUBMITTING YOUR OFFER.

**E - PAYMENT**

BHEL IS MAKING PAYMENTS THROUGH E-MODE. SUPPLIERS, WHO HAVE NOT AVAILED THEMSELVES OF THIS FACILITY, CAN E-MAIL TO PURCHASE EXECUTIVES TO OBTAIN NECESSARY FORMATS.

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**ANNEXURE – A to TENDER: 4241109E dt 19.12.2014**

**DUE ON 12.01.2015, 14.00Hrs**  
**STANDARD TERMS & CONDITIONS**  
**(FOR GUIDANCE TO THE SUPPLIERS)**

**A. Submission of Offer:**

Sealed tenders super-scribed with Tender Number, Due Date, Item Name & Supplier's Name and Validity of the Offer shall be addressed to Sr Manager / Purchase (ESP), Bharat Heavy Electricals Limited, Ranipet – 632 406, Tamilnadu, INDIA, so as to reach him **on or before the due date (12.01.2015) and time (14.00 Hrs)** specified in the tender. It shall contain two sealed covers in one envelope.

**Pre Qualification Requirement:**

**The bidder / vendor should have supplied the color coated roofing sheet for quantity (minimum) of 70 MT in the past one year to any customer to bid against this tender.**

**Sealed envelope super-scribed “Cover I - Qualifying Requirements and Techno-commercial bid”, with Tender Number, Item Name, Tender Due Date & Supplier's Name, shall contain the following:**

**I: Techno-Commercial and Un-priced Bid**

- a) **Complete technical Offer** with details, catalogues, as applicable.
- b) **Un-priced bid** (i.e. Bid without the Price),
- c) **Filled-in tender annexure - C & D** for Procurement of Color coated Sheets & ridges enclosed with the Tender Document,
- d) **All relevant enclosures** of above documents / formats, if any.
- e) **The bidder / vendor shall have supplied the color coated roofing sheet for quantity (minimum) of 70 MT in the past one year (i.e from 19.12.2013) to any customer. The Bidder shall submit the invoice copy (without price) of supplies made, inspection report & Test certificate of color coated sheet as proof to meet the pre qualification requirement.**
- f) **Clientele list** with their full address including detail of contact person with phone no., fax no. & e-mail ID (if any) to whom the same / similar item is supplied in the past one year. **The PO copy of at least 2 reputed firms shall be attached and the proof for date of supply should also be submitted.**
- g) **Duly filled & signed Supplier Registration Form (SRF) of BHEL Ranipet (attached herewith) shall be submitted along with bidder's offer compulsorily. The Techno-commercially accepted vendors after evaluation of offers will be evaluated based on submitted SRF of the bidder in order to include in vendor directory of BAP for supply of Color coated sheets. The SRF is not required for already registered vendors with BHEL Ranipet for supply of Color coated sheets.**
- h) **BHEL registered Vendors:** Vendors registered with any unit of BHEL, shall give details of their registration (vendor code, PO/Enquiry copy) along with the category registered for. Such Vendors may be exempted from submitting their annual reports & Clientele list.
- i) **BHEL Order Reference:** If same or similar material has been supplied to any other Unit of BHEL, the Purchase Order details (reference number and date) should be enclosed.
- J) **Indigenous manufacturers only can submit their offer.**
- k) **Deviation summary** shall be submitted along with Technical Bid in two parts – giving the summary of technical deviations separately and the commercial deviations separately, if any and

**Note:**



- (i) The materials offered shall conform to the specification Ref and scope attached in the tender.
- (ii) In case the offered materials are not conforming to the Enquiry material Specification or such that the offered materials do not match the enquiry, such offers would not be considered for evaluation and would be rejected. Where equivalent specifications and materials are offered considering such offers will be at the sole discretion of BHEL. Wherever alternative standards / specifications are offered by Bidder, the Bidder shall provide sufficient documentary evidence to ensure equivalence to the designated standards / specifications, failing which the offer would be considered as not technically acceptable and hence shall stand rejected.
- (iii) All taxes and duties payable as extra on the quoted price should be specifically stated in both technical bid and price bid offer. Offer shall be submitted along with CST & TIN No. / Excise Tariff No. etc, failing which the purchaser will not be liable for payment of such taxes and duties. Our TIN No. 33243560005, CST No. 239383/11.06.91, BHEL ECC No. AAACB4146PXM008.
- (iv) **The un-priced bid is to be used to indicate relevant commercial implications without indicating price.**
- (v) **Commercial terms are to be indicated clearly in the offer.**
- (vi) **No changes shall be entertained once the bid is opened unless otherwise specifically agreed to in writing by BHEL.**
- (vii) Money values (except applicable Taxes, Duties, freight and insurance) shall not be indicated anywhere in the un-priced bid.
- (viii) Time required for inspection (at Supplier's works), should be clearly given in terms of numbers of working days
- (ix) It is advised that all the pages and annexure to the Techno-Commercial bid should be serially numbered, including indicating the total number of pages.

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

**II. Sealed Cover super scribed "Cover II –Price Bid" shall contain the following:**

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

**Rates shall be quoted** on enquiry unit ie., **for Color coated sheets in SQ.Mtr.** and **for Ridges in No** only. **The ex works basic price of color coated sheets and ridges shall be quoted uniform for various Enq. Sl. no's (various projects).** The Prices shall be indicated in both figures and words. *[Vendor's offer (against each item of the enquiry) shall be mentioned with maximum weight applicable for color coated sheets & ridges after considering all the variation (as per BIS specification) like variation in thickness].*

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

**Note:**

- (i) The price break-up should be in line with technical specification / scope of the tender. **(Cost of material, packing charges, forwarding charges, freight and insurance charges shall be shown appropriately, as applicable).**
- (ii) **Price Shall be firm and no Price Variation Clause will be entertained and No advance payment will be made by BHEL.**



(iii) In case, there is a discrepancy in the commercial terms quoted between techno-commercial bid and price bid, the term as per the techno-commercial bid (Cover I) shall hold good and the commercial term quoted in the Price Bid (Cover II) shall not be considered.

(iv) In their own interest, all Tenderers are advised to double check their prices, applicable duties and taxes. If octroi is applicable, the same shall be on vendors account only. Since destination has been given in the tender, vendor has to ascertain the applicability of octroi.

**(v) The quotation should be valid at least for a period of 90 days from the tender opening date.**

(vi) Offers should be submitted in two sets, one original and one copy.

(vii) The offers should invariably contain Signature (in blue color) & Office Stamp of the Supplier. Any corrections / erasures in the offers should be initialled and stamped.

(viii) Bidders shall quote on FOR destination basis only as indicated in the tender.

### **B. Opening of Offers:**

a) **Tenders shall be submitted to us on or before the due date by 14.00Hrs and offers will be opened on the due date at 1430 Hours . Tenders received after 1400 Hours of due date would not be opened. The time indicated are Indian Standard Time (IST). Tenders received after 14:00 Hrs of due date would be designated as "Late Offer" and would be returned back to the Bidder unopened.**

b) **Supplier shall submit two covers (Cover-I: Techno-commercial bid & Cover-II: price bid) in one envelope only.** If one cover containing all the bids techno-commercial bid & price bid together, the **bid is liable for rejection.** The decision to accept such bids shall be the sole discretion of BHEL.

c) Such of those Tenderers who wish to participate in the Tender Opening may have to depute their representatives. The representatives would be allowed to participate in the Tender opening only on submission of a signed and stamped authorization letter issued by the Supplier. Representatives without the Authorization Letter would not be allowed to participate in the Tender Opening. Representatives who turn up after the Tender opening time / start of the Tender opening would not be allowed to participate. After tender opening the details would not be given to such suppliers who choose to be absent at the time of Tender opening.

d) Details such as the Technical Specification, Delivery Terms, and Delivery Period and the Price details in the event of the sealed price bid opening, alone would be read out by the Tender Opening Officer. No other data will be read out.

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

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

**g) Price Bid opening may be done through Reverse Auction method ( English method). All tenderers would have to specifically give their acceptance for this in their bid/s (Refer annexure-B for General Terms and Conditions of Reverse Auction).**

### **Note:**

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

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



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

**(iv) Vendor's offer (against each item of the enquiry) shall be mentioned with maximum weight applicable for color coated sheets & ridges after considering all the variation (as per BIS specification) like variation in thickness.**

(v) At its option BHEL may choose to resort to opening of Price-Bids in conventional sealed bid opening mode instead of conducting the Reverse Auction (RA). All suppliers shall give specific acceptance for this clause along with the Techno-Commercial offer. If BHEL decides to open the price bid in conventional sealed bid opening mode, **Bidders would not be allowed to revise their prices due to change in mode of price bid opening.**

(vi) The decision of the type of price bid opening would be notified to all successful bidders before the Price Bid opening.

(vii) BHEL reserves the right to increase or decrease the tendered quantity and would order on respective L1 (on set basis) vendor at the lowest acceptable price to BHEL.

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

### **C. Evaluation of Offers:**

a) The price bids of the technically acceptable offers alone, contained in Cover II shall be opened in case of conventional sealed price bid opening mode.

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

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

**d) Color coated sheets and ridges required for a particular project shall be procured from a single source / bidder and price bids will be evaluated on set basis ( Set means Color coated sheets & Ridges required for a particular project ). In case, the price bids are opened through Reverse Auction, BHEL reserves the right to conduct Reverse Auction for the total Tender quantity as a single item.**

**e) Offer will be evaluated on final landed cost to BHEL at the destination basis.**

f) In the event of any change in scope / quantity arising out of the discussions, offerers would be given a chance to submit their revised offer. The revised offer shall contain only the price addition / deletion for such change in the scope / quantities, on the original price quoted. The original price quoted shall not be changed by bidders on account of the technical discussions.

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

h) BHEL reserves the right to reject an offer due to unsatisfactory past performance during tender finalisation / execution of a contract at any of BHEL projects / units or if unsatisfactory performance report is received from the party/s referenced by the supplier at any time during tender finalisation.



- i) BHEL reserves the right to operate Purchase / Price preference to Government of India Undertakings, which shall be given as per the guide lines of Government of India given from time to time and / or relax the Terms and Conditions of the tender.
- j) BHEL reserves the right to conduct negotiations on the “Price” and “Other Commercial Terms and Conditions” with the lowest ranked offerer at any time after the bid opening but before the release of the Purchase Order and
- k) If so required by BHEL, Supplier may have to share their cost data / costing sheet with BHEL.

#### **D. Execution of the Order:**

- a) BHEL will have the option to pre-inspect the materials at Supplier's works by BHEL's own inspector or by third party agency appointed by BHEL or BHEL's end customer/s but this does not absolve the Supplier from giving the specifications as agreed upon.
- b) Deviations, if any pointed out by the visiting Inspection team of BHEL shall be rectified by the vendor and the items as per specification shall be dispatched on or before the contract delivery date.
- c) The final inspection for acceptance will, however, be carried out at the final destination.
- d) The contract delivery date is the date of ex-works dispatch of the item.
- e) Travel & other local stay cost for the Inspectors sent by BHEL will be to BHEL account, but other Inspection Charges, if any shall be to the account of the Seller only.
- f) Suppliers shall dispatch on free delivery (door-delivery) at destination basis only. Unloading the materials at BHEL Stores would be to the account of BHEL only.
- g) In the event of any short supply, it shall be the responsibility of the supplier to deliver such short supplied/ missing items on Free-of-Cost basis at destination.
- h) Materials shall be dispatched only after getting the dispatch clearance from BHEL (Dispatch clearance would either be faxed / e-mailed as a scanned document / couriered.) and
- i) Any incidence of tax like Income tax, Service Tax and any other similar tax / duties / levies imposed by the Government of India, or the State Government, where the BHEL Unit is located, deductible at Source, during the tenure of the Order shall be deducted by BHEL and necessary certification of the deduction (Tax deduction at Source) would be given.
- j) The Guarantee period shall start from the “Date of receipt and acceptance of the materials at destinations given in the enquiry”.
- k) In the event of an order, the supplier's Invoice shall contain the details of Rate per SQ.Mtr of covered area, Number of sheets, Lorry way bill number & date, total covered area against the Invoice quantity along with total weight of the sheets (excluding packing weight).**

#### **E. Documents to be sent directly to the Purchaser prior to shipment:**

- a) Manufacturer's Original Internal Inspection report / Test certificate in triplicate.
- b) Manufacturer's Original Guarantee certificate as per Purchase Order. The material shall be guaranteed for a period of 12 months from the date of acceptance of the materials at final destination or 18 months from the date of dispatch whichever is earlier. The acceptance would be evidenced by material receipt at final destination.
- c) Inspection / Test Certificate issued by BHEL / Inspection agency specified in the Purchase Order. In the event that Inspection prior to dispatch is not carried out by the Engineers of BHEL, the Inspection certificate of the third party so authorized by BHEL and



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

**F. Conditions for transportation:**

- a) All shipping documents shall show the Purchase Order Number & Date, project name.
- b) [Transshipment is to be avoided.](#)
- c) The transport document must contain all the conditions of carriage on the original document.
- d) Suppliers shall dispatch the materials, freight prepaid, on door-delivery basis (FOR Destination – Destination: Respective Sites) preferably through any one of the approved carriers of BHEL only.

**G. Liquidated Damages Clause:**

BHEL will levy penalty as Liquidated Damages (LD), for delay in delivery. The penalty shall be at the rate of ½% per week or part thereof subject to a maximum of 10%. Delivery for purpose of L.D, will be reckoned as the date of the ex-works dispatch of the materials by the Supplier. Applicable LD will be deducted from suppliers bills for the delayed portion. The LD would apply on the undelivered portion only. In case of reasons attributable to BHEL for the delay in delivery (for e.g. delay in arranging the pre-inspection) then the delivery time would be reset to the extent of the time delay attributable to BHEL, with waiver of the LD. Delivery being the essence of BHEL's contract requirements, In the event that a Supplier does not accept the LD condition above, the offer would be loaded to the extent of the shortfall with respect to upper limit specified above. Offers which do not accept for any LD would stand rejected.

*The offer/s of such of those bidders who do not accept for levy of any liquidated damages (LD) for delay in delivery is likely to be summarisely rejected. No correspondence would be entertained by BHEL in this regard, on this subject. BHEL specifically draws the need of this mandatory requirement to the notice of all Bidders. The Price Bid of such of those bidders failing to meet this requirement, would not be considered for the Price-Bid Opening.*

**H. Force Majeure:**

If at any time during the currency of this contract, the performance in whole or in part, by either party of any obligations under this contract shall be prevented or delayed by reason, of any war, hostilities, acts of the public enemy, civil commotion, sabotage, fires, explosions, epidemics, quarantine, restrictions or acts of GOD (hereinafter referred to as events), then provided notice of happening of any such events is given by either party to other within ten days from the date of occurrence thereof, neither party shall reason of such events be entitled to terminate this contract nor shall either party have any such non performance and delay is resumed as soon as practicable after such events has come to an end or ceased to exist. If the performance in whole or part of any obligation under this contract is prevented or delayed by reason or any such event claims for extension of time shall be granted for period considered reasonable by the purchaser subject to prompt notification by the seller to the purchaser of the particulars of the events and supply to the purchaser if required of any supporting evidence. Any waiver of time in respect of partial installment shall not be deemed to be a waiver of time in respect of remaining deliveries.

**I. Cancellation of Order:**

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

**J. Others:**



- a) In case of any contradiction in the terms and conditions given here and elsewhere in the other documents of the tender, it shall be the responsibility of the tenderer to get it clarified from BHEL. The officer authorized to provide such clarifications is the Sr Manager / Purchase-ESP, e-mail ID: [nsmohan@bhelrpt.co.in](mailto:nsmohan@bhelrpt.co.in)
- b) Alterations to the conditions of the Tender can be done only by the authorized officer, at any time before the date and time of tender opening. Such changes, if any, would be communicated in writing and / or hosted in the web-page.
- c) If any Supplier attempts to bribe, or pay commission, gift or any advantage or bring in undue influence either by himself or on his behalf any one including a stranger to the tender, in addition to instituting legal proceedings as per the extant laws prevailing, will disqualify the supplier from this tender and all future tenders of BHEL. Decision of the Purchaser would be final in this matter.
- d) The laws governing this transaction shall be the laws in India.
- e) In the event of an order, Supplier shall agree to settlement of disputes or differences, if any, by way of arbitration, in accordance with the "Rule of Arbitration" of the Indian Council of Arbitration.

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

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## **ANNEXURE – B**

### **GENERAL TERMS AND CONDITIONS OF REVERSE AUCTION**

Against this enquiry for the subject item/ system with detailed scope of supply as per enquiry specifications, BHEL may resort to “REVERSE AUCTION PROCEDURE” i.e., ON LINE BIDDING (THROUGH A SERVICE PROVIDER). The philosophy followed for reverse auction shall be English Reverse (No ties).

1. For the proposed reverse auction, technically and commercially acceptable bidders only shall be eligible to participate.
  2. Those bidders who have given their acceptance for Reverse Auction (quoted against this tender enquiry) will have to necessarily submit “online sealed bid” in the Reverse Auction. Non-submission of “online sealed bid” by the bidder for any of the eligible items for which techno-commercially qualified, will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines in vogue.
  3. BHEL will engage the services of a service provider who will provide all necessary training and assistance before commencement of on line bidding on internet.
  4. In case of reverse auction, BHEL will inform the bidders the details of Service Provider to enable them to contact & get trained.
  5. Business rules like event date, time, bid decrement, extension etc. also will be communicated through service provider for compliance.
  6. Bidders have to fax the Compliance form (annexure IV) before start of Reverse auction. Without this, the bidder will not be eligible to participate in the event.
  7. In line with the NIT terms, BHEL will provide the calculation sheet (e.g., EXCEL sheet) which will help to arrive at “Total Cost to BHEL” like Packing & forwarding charges, Taxes and Duties, Freight charges, Insurance, Service Tax for Services and loading factors (for noncompliance to BHEL standard Commercial terms & conditions) for each of the bidder to enable them to fill-in the price and keep it ready for keying in during the Auction.
  8. Reverse auction will be conducted on scheduled date & time.
  9. At the end of Reverse Auction event, the lowest bidder value will be known on auction portal.
  10. The lowest bidder has to fax/e-mail the duly signed and filled-in prescribed format for price breakup including that of line items, if required, (Annexure VII) as provided on case-to-case basis to Service provider within two working days of Auction without fail.
  11. If BHEL decides not to go for Reverse Auction process for this tender enquiry, the Price bids and price impacts, if any, already submitted and available with BHEL shall be opened as per BHEL’s standard practice.
- If RA fails i.e no hit in dynamic RA, BHEL reserves the right to open the Price bids and price impacts if any and to process for ordering as per BHEL’s standard practice.
12. Bidders shall be required to read the “Terms and Conditions” section of the auctions site of Service provider, using the Login IDs and passwords given to them by the service provider before reverse auction event. Bidders should acquaint themselves of the “Business Rules of Reverse Auction”, which will be communicated before the Reverse Auction.
  13. If the Bidder or any of his representatives are found to be involved in Price manipulation/ cartel formation of any kind, directly or indirectly by communicating with other bidders, action *as per extant BHEL guidelines*, shall be initiated by BHEL and the results of the RA scrapped/ aborted.
  14. The Bidder shall not divulge either his Bids or any other exclusive details of BHEL to any other party.
  15. **In case BHEL decides to go for reverse auction, the H1 bidder (whose quote is highest in online sealed bid) may not be allowed to participate in further RA process.**



**ANNEXURE – C to TENDER: 4241109E dt 19.12.2014**

**Essential Commercial Terms & Conditions (FORMAT TO BE FILLED BY THE SUPPLIER)**

| S. No | TERMS & CONDITIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Bidders confirmation/Details |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| 1)    | <b>Price (shall be firm till supply completion)</b><br>a) FOR / Destination incl. Freight & Insurance<br>b) FOR / Destination - freight & Insurance (breakup shall be given against Point No: 7& 8).                                                                                                                                                                                                                                                                          |                              |
| 2)    | <b>ED in %</b> (Excise Invoice to be given for Cenvat benefit)                                                                                                                                                                                                                                                                                                                                                                                                                |                              |
| 3)    | <b>ST in %</b> (CST against form 'C' / VAT)                                                                                                                                                                                                                                                                                                                                                                                                                                   |                              |
| 4)    | <b>Octroi charges</b> if any to be included in bidders' scope.<br>(Since enquiry destination has been given, vendor has to ascertain the applicability of octroi. If any bidder does not accept octroi in their account, their offer will be liable for rejection)                                                                                                                                                                                                            | Suppliers Account only       |
| 5)    | <b>Packing &amp; forwarding:</b> included                                                                                                                                                                                                                                                                                                                                                                                                                                     |                              |
| 6)    | <b>Delivery Term:</b> FOR DESTINATION<br><b>Delivery Place:</b> Manuguru- Telungana.<br><br>FREIGHT AND INSURANCE SHALL BE INDICATED SEPARATELY in Annexure-D.                                                                                                                                                                                                                                                                                                                |                              |
| 7)    | Specific compliance to our Technical specification ref: BHEL: BAP: AQCS:CC SHEET: REV00 DT 18.01.13 (Please confirm after completely reading the specification)<br><br>Bidders shall submit the signed copy of Technical specification ref: BHEL: BAP: AQCS:CC SHEET: REV00 DT 18.01.13 & detailed drawing of the offered profile along with their offer.                                                                                                                     |                              |
| 8)    | <b>Delivery period of product from the date of PO/LOI:</b> (delivery period shall be quoted clearly for supply of total tender quantity)                                                                                                                                                                                                                                                                                                                                      |                              |
| 9)    | <b>L.D. Clause:</b> Standard L.D Clause will be @ 0.5% per week or part there of subject to a Maximum of 10% for the undelivered PO portion.<br><br><b>IF ANY BIDDER ACCEPTS ONLY PART LD , THE UNACCEPTED PORTION OF LD WILL BE LOADED ON THE OFFERS OF SUCH BIDDERS.</b><br><br><i>The offer/s of such of those bidders who do not accept for levy of any liquidated damages (LD) for delay in delivery is likely to be summarisely rejected.</i>                           |                              |
| 10)   | Terms of Payment:<br>(A) In case of NON-MSE vendors,100% payment within 90 days of receipt and acceptance of materials at our stores / Receipt of materials at BHEL site (In case of DTS items).<br>(B) In case of registered MSE vendors, 100% payment within 45 days of receipt and acceptance of materials at our stores / Receipt of materials at BHEL site (In case of DTS items).<br>(C) No other payment term will be accepted.<br>No advance payment will be given. . |                              |



| S. No | TERMS & CONDITIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                     | Bidders confirmation/Details |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| 11)   | <p><b>Offer Validity:</b> The Validity shall be 90 days from the date of Technical Bid opening. Any offer with validity of less than 90 days, is liable for rejection.</p> <p>In case, price bids are opened through Reverse Auction, the offered price in Reverse Auction shall be valid for 45 days from the date of Reverse Auction.</p>                                                                                                                                                                                                                                                       |                                                                                                                                                                                     |                              |
| 12)   | INSPECTION BEFORE DESPATCH                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Will be done at Vendor's Works before Dispatch by BHEL / BHEL's customer / BHEL's authorized Inspection agency                                                                      |                              |
| 13)   | TEST CERTIFICATE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Required                                                                                                                                                                            |                              |
| 14)   | <p><b>BHEL Standard Guarantee Clause:</b> Your confirmation to our standard Guarantee clause that the materials are to be guaranteed for satisfactory performance for a period of twelve months from the date of commissioning / putting into use (or) eighteen months from the dispatch which ever is earlier and if any defect is noticed during the above period, the same shall be rectified/replaced free of cost on Ranipet / Destination basis within a reasonable time. To this effect a Guarantee certificate should be sent along with the dispatch documents in the event an order</p> |                                                                                                                                                                                     |                              |
| 15)   | <p><b>Risk Purchase Clause:</b> The purchaser at his option will be entitled to terminate the contract and to purchase elsewhere at the risk and cost of the seller either the whole of the goods or any part which the seller has failed to deliver or dispatch within the time stipulated as aforesaid or if the same were not available, the best and the nearest available substitute thereof. The seller shall be liable for all losses and extra expenditure which the purchaser may sustain by reason of such risk purchases in addition to penalty at the rates of LD clause agreed.</p>  |                                                                                                                                                                                     |                              |
| 16)   | Issue of Material Dispatch clearance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Test certificates, Test reports along with BHEL/BHEL AUTHORISED AGENCY inspection reports shall be submitted by the bidders after inspection of material, in the event of ordering. |                              |
| 17)   | <p><b>No quantity tolerance is acceptable to BHEL.</b> However Manufacturing tolerance is allowed as per IS 513. If manufacturing tolerance is necessary, consider it to arrive the maximum weight of sheet and ridge.</p>                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                     |                              |
| 18)   | <p>The required no of sheets applicable for each project, based on vendors offer, will be confirmed by BHEL-RANIPET, after technical evaluation of offer and drawing of supplier.</p>                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                     |                              |
| 19)   | <p><b><u>For each project, the mentioned required no of sheets in the attached filled up Annexure III along with offer are adequate for the covered area indicated in the enquiry.</u></b></p>                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                     |                              |
| 20)   | <p><b>Reverse Auction (R/A) / Bidding through Internet: Supplier confirmation required.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                     | CONFIRMED                    |

THE ABOVE FORMAT SHALL BE COMPLETELY FILLED AND DEVIATION IF ANY SHALL BE CLEARLY SPELT OUT. NO COLUMN SHOULD BE LEFT BLANK WITHOUT FILLING UP WHICH MAY LEAD TO REJECTION OF OFFER. **IF THERE IS ANY CONTRADICTION BETWEEN THE OFFER AND THIS CONFIRMATION ANNEXURE, THE ADVANTAGEOUS POINT TO BHEL WILL BE CONSIDERED.**

VENDOR'S SIGN & SEAL



**BHARAT HEAVY ELECTRICALS LIMITED  
BOILER AUXILIARIES PLANT  
RANIPET – 632 406**

**Dated 16/05/2013**

**Dear Sirs,**

**Sub:- MSME STATUS – Chartered Accountant's CERTIFICATE – req.**

**In order to confer the purchase preference and payment preference, you are requested to resubmit the your present MSME status certified by Chartered Accountant immediately failing which you will not enjoy such preferences.**

**To guide the process a sample certificate is enclosed for your ready reference.**

**Matter most urgent. Please respond within a week time.**

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

**TO WHOM SO EVER IT MAY CONCERN**

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

Further certified that the investment of company in Plant & Machinery as on 31<sup>st</sup> March 2012 is Rs.....Lacs i.e. below Rs.25 Lacs / 5 Crores as permissible for Micro / Small unit respectively under MSMED ACT 2006. Hence the company is under category of Micro/Small(strike off whichever is not applicable) unit for the financial year 2012-13


It is further certified that cumulative investment in Plant & Machinery during FY 2012-13 ( 01/04/2012 - till date ) is below the permissible limit of Rs.25 lacs / 5 Crores for Micro / Small unit respectively and Company is under the category of .....unit as on date i.e. .... /03/2013

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

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

for .....  
Chartered Accountants

Name:  
Membership Number:  
Full address  
Place:  
Date:

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

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

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


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

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

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

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

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

|                                                                                   |                                                                                         |              |             |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|--------------|-------------|
|  | <b>Annexure-II</b><br><b>Check List for Indian Supplier</b><br><b>Registration Form</b> | Document No. | AA:MM:SR:01 |
|                                                                                   |                                                                                         | Revision No. | 01          |
|                                                                                   |                                                                                         | Page No.     | II of II    |

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

Date :

Signature & seal

(Authorised Signatory)

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

**BHARAT HEAVY ELECTRICALS LIMITED  
SUPPLIER REGISTRATION FORM**

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

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

**BHARAT HEAVY ELECTRICALS LIMITED  
SUPPLIER REGISTRATION FORM**

**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  
SUPPLIER REGISTRATION FORM**

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

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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)**

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**ORGANISATIONAL INFORMATION**

**4.0 REGISTRATION PARTICULARS**

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

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

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

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

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

**BHARAT HEAVY ELECTRICALS LIMITED  
SUPPLIER REGISTRATION FORM**

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**ORGANISATIONAL INFORMATION**

**6.0 OTHER PARTICULARS :**

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

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

6.1.1. BHEL UNIT'S NAME :

6.1.2. SUPPLIER REGN. CODE NO. :

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

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

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

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

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

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

\* 6.7 R&D SET UP

6.8 DIRECTORS / PARTNERS, IF RELATED TO ANY  
BHEL EMPLOYEE.

NAME :

STAFE NO. :

DESIGNATION :

Unit & DEPARTMENT :

RELATIONSHIP :

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

**BHARAT HEAVY ELECTRICALS LIMITED  
SUPPLIER REGISTRATION FORM**

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**ORGANISATIONAL INFORMATION**

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

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

6.10 COMPANY'S WEEKLY HOLIDAYS :

WORKS                      OFFICE

6.11 EXPERIENCE LIST:

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

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

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

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

NOTE :

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

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

**BHARAT HEAVY ELECTRICALS LIMITED  
SUPPLIER REGISTRATION FORM**

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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  
SUPPLIER REGISTRATION FORM**

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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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| ORGANISATIONAL INFORMATION                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                           |                                                       |                         |        |          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|-------------------------------------------------------|-------------------------|--------|----------|
| FINANCIAL INFORMATION FOR THE PREVIOUS FOUR YEARS                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                           |                                                       |                         |        |          |
| 9.0                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Parameter                                                                                                 | Year 1                                                | Year 2                  | Year 3 | Year 4   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                           | (Years in ascending order, Money value in Rs. Lakhs ) |                         |        |          |
| * 9.1                                                                                                                                                                                                                                                                                                                                                                                                                                                     | NET WORTH (Share Capital +Reserves)                                                                       |                                                       |                         |        |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Growth over previous year (%)                                                                             | -----                                                 |                         |        |          |
| 9.2                                                                                                                                                                                                                                                                                                                                                                                                                                                       | LONG TERM DEBT / LOAN                                                                                     |                                                       |                         |        |          |
| * 9.3                                                                                                                                                                                                                                                                                                                                                                                                                                                     | DEBT EQUITY RATIO<br><u>Long term Debt (9.2)</u><br><u>Net worth (9.1)</u>                                |                                                       |                         |        |          |
| 9.4                                                                                                                                                                                                                                                                                                                                                                                                                                                       | INVESTMENT IN:<br>Land & Building                                                                         |                                                       |                         |        |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Plant & Machinery                                                                                         |                                                       |                         |        |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Other Fixed Assets                                                                                        |                                                       |                         |        |          |
| 9.5*                                                                                                                                                                                                                                                                                                                                                                                                                                                      | NET CURRENT ASSETS                                                                                        |                                                       |                         |        |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 1 a) Cash on hand                                                                                         |                                                       |                         |        |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                           | b) Account receivable                                                                                     |                                                       |                         |        |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                           | c) Inventories                                                                                            |                                                       |                         |        |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Total                                                                                                     |                                                       |                         |        |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                           | CURRENT LIABILITY                                                                                         |                                                       |                         |        |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 2 a) Sundry creditors                                                                                     |                                                       |                         |        |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                           | b) Interest accrued but not due                                                                           |                                                       |                         |        |          |
| c) Other liabilities                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                           |                                                       |                         |        |          |
| Total                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                           |                                                       |                         |        |          |
| 3                                                                                                                                                                                                                                                                                                                                                                                                                                                         | * QUICK RATIO<br><u>CA - INVENT. {9.5(1)-9.5(1)c}</u><br>Current liability {9.5 (2)}                      |                                                       |                         |        |          |
| * 9.6                                                                                                                                                                                                                                                                                                                                                                                                                                                     | SALES                                                                                                     |                                                       |                         |        |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Growth over previous year (%)                                                                             | -----                                                 |                         |        |          |
| * 9.7                                                                                                                                                                                                                                                                                                                                                                                                                                                     | PROFIT BEFORE TAX                                                                                         |                                                       |                         |        |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Growth over previous year (%)                                                                             | -----                                                 |                         |        |          |
| * 9.8                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Whether the supplier has been referred to BIFR / NCLT / any other Govt agency ( If YES , enclose details) |                                                       |                         |        | YES / NO |
| * 9.9                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Whether the supplier is a potential sick company.( If YES , enclose details)                              |                                                       |                         |        | YES / NO |
| <p>NOTE: 1. Copies of annual accounts (Balance Sheet) for the last four years (or from date of incorporation which ever is less) along with audit report are to be submitted. The above details shall be highlighted in the Balance Sheet.</p> <p>2. Status of Tax assessments done under various laws (Income Tax, VAT/Sales Tax, Excise &amp; Service Tax, Custom) and details of disputes pending, if any, with these authorities to be submitted.</p> |                                                                                                           |                                                       |                         |        |          |
| SUPPLIER'S AUTHORISED SIGNATORY                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                           |                                                       | BHEL CERTIFIED ASSESSOR |        |          |

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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

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**Part B (QUALITY SYSTEM):**

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

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

**OR**

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

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

**(Max Marks: 15)**

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

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

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

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

Maximum Marks = 25

Minimum Qualifying marks = 15

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

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## Part D : SCORE SHEET

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

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

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

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

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## Part D: SCORE SHEET

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

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

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

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

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

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### Part D : SCORE SHEET

#### 3. QUALITY SYSTEM :

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

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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<br>(1) | Parameter<br>(2) | Scoring criteria<br>(3) | Maximum Marks<br>(4) | Marks obtained<br>(5) |
|---------------|------------------|-------------------------|----------------------|-----------------------|
|               |                  |                         |                      |                       |
|               |                  |                         |                      |                       |
|               |                  |                         |                      |                       |
|               | <b>TOTAL</b>     |                         | <b>25</b>            |                       |

#### SUMMARY:

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

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

#### REGISTRATION CRITERIA:

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

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

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

1)

2)

3)

4)

5)

6)

BHEL CERTIFIED ASSESSOR