



**Annexure-II**  
**GUIDELINES TO INDIAN SUPPLIERS**  
**FOR FILLING-UP**  
**SUPPLIER REGISTRATION FORM**

Document No.	AA:MM:SR:01
Revision No.	01
Page No.	I of II

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

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

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


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

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

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

7. 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.
8. 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.
9. Please ensure that all required enclosures are attached with the filled up Supplier Registration Form and all enclosures are numbered & list of enclosures is given as required.
10. As multiple copies of the application forms are required for processing at our end, please do not spiral bound the application forms or its enclosures and instead send them in two hole clip flat file.
11. Incomplete forms will be rejected.
12. Any information / clarification required by BHEL during evaluation must be given expeditiously.
13. 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.
14. Please fill up the check- list given on next page and send along with the Supplier Registration Forms to BHEL.
15. 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.

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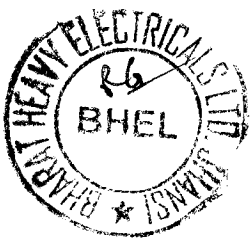
Sl.No.	Check-Point	Yes/No
1.	Information against all points under "Organizational Information" (Part-A) has been given.	No
2.	All enclosures and supporting documents have been enclosed.	No
3.	Summary list of enclosures has been furnished as per S.N.10 of Organisational Information form no. SRF (I) 01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

Date :

Signature & seal

(Authorised Signatory)

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



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SUPPLIER REGISTRATION FORM**

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INFORMATION WITH \* MARKS IS SCOREABLE.

**PART- A : ORGANISATIONAL SOUNDNESS**

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

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

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



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**ORGANISATIONAL INFORMATION**

**2.0 GENERAL INFORMATION :**

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

ADDRESS :

E - Mail :

TELEPHONE : Landline

Mobile

FAX :

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

**2.3 DETAILS OF AUTHORISED SIGNATORY FOR SEEKING CLARIFICATION :**

NAME :

DESIGNATION :

E - Mail :

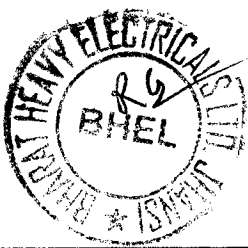
TELEPHONE : Landline

Mobile

FAX :

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR



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**ORGANISATIONAL INFORMATION**

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

- 3.1 GOVT. OF INDIA UNDERTAKING:   
OR  
STATE GOVT. UNDERTAKING :   
OR  
LIMITED COMPANY,  : MEMORANDUM AND  
ARTICLES OF ASSOCIATION  
OR  
PRIVATE COMPANY  : MEMORANDUM AND  
ARTICLES OF ASSOCIATION  
OR  
CO-OPERATIVE SOCIETY,  : SOCIETY RULES AND  
BYE LAWS  
OR  
PARTNERSHIP FIRM,  : PARTNERSHIP DEED  
OR  
PROPRIETORSHIP,  : PROFESSION TAX REGN.  
AND MUNICIPAL REGN.  
ANY OTHER (SPECIFY) :   
3.2 NATURE OF BUSINESS :   
(MANUFACTURING UNIT/  
ENGG CONSULTANT/ EPC CONTRACTOR)  
(AGENTS/ DISTRIBUTORS/STOCKISTS/DEALERS/  
TRADERS/ INDIAN SUBSIDIARY/ CHANNEL PARTNER – attach authorization  
certificate of principal)  
3.3 YEAR OF ESTABLISHMENT :   
\* 3.4 YEAR OF COMMENCEMENT OF BUSINESS :

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR



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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	:	<input style="width: 95%;" type="text"/>
4.2 CENTRAL SALES TAX REGN NUMBER	:	<input style="width: 95%;" type="text"/>
4.3 STATE SALES TAX / TIN NUMBER	:	<input style="width: 95%;" type="text"/>
4.4 EXCISE DUTY REGN NUMBER	:	<input style="width: 95%;" type="text"/>
4.5 EXCISE CONTROL CODE NUMBER	:	<input style="width: 95%;" type="text"/>
4.6 SERVICE TAX REGN NUMBER	:	<input style="width: 95%;" type="text"/>
4.7 CATEGORY AS PER MSMED ACT	:	MICRO/ SMALL/ MEDIUM <input style="width: 50px;" type="text" value="MEDIUM"/>
REGN NO.	:	<input style="width: 95%;" type="text"/>
VALID UPTO (Attach Certificate)	:	<input style="width: 95%;" type="text"/>

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

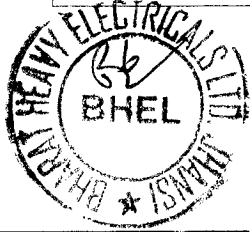
	GRADUATE	DIPLOMA	SKILLED	NON-SKILLED
ENGINEERING :	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>
MANUFACTURING :	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>
QUALITY :	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>
COMMERCIAL / SERVICE AFTER SALES :	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>
OTHERS :	<input style="width: 100%;" type="text"/>			
TOTAL :	<input style="width: 100%; text-align: center; border: 1px solid black;" type="text" value="0"/>			

\* 5.1 POWER BACKUP :  YES/  NO  
(GIVE DETAILS)

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

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR



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**ORGANISATIONAL INFORMATION**

**6.0 OTHER PARTICULARS :**

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

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

6.1.1. BHEL UNIT'S NAME :

6.1.2. SUPPLIER REGN. CODE NO. :

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

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

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

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

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

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

\* 6.7 R&D SET UP

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

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

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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

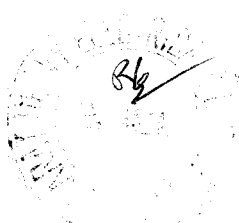
1. Name of the Company
2. Name of Bank
3. Name of Bank Branch
4. City/Place
5. Account Number
6. Account type
7. IFSC code of the Bank Branch
8. MICR Code of the Bank Branch
9. Details of other Bankers (for reference purpose only)

NOTE :

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

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**ORGANISATIONAL INFORMATION**

**7.0 MANUFACTURING FACILITIES:**

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

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

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

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

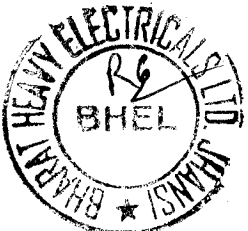
SL. NO	PROCESS OUTSOURCED	NAME OF THE COMPANY	DESCRIPTION OF MACHINE / EQUIPMENT	REMARKS

IN CASE OF SPACE LIMITATION ENCLOSE ANNEXURE / CATALOGUE WITH TAG

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

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR



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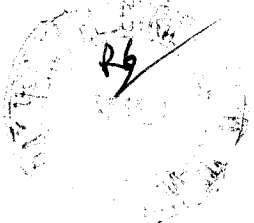
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ORGANISATIONAL INFORMATION					
FINANCIAL INFORMATION FOR THE PREVIOUS FOUR YEARS					
9.0	Parameter	Year 1	Year 2	Year 3	Year 4
(Years in ascending order, Money value in Rs. Lakhs )					
* 9.1	NET WORTH (Share Capital +Reserves)				
	Growth over previous year (%)	-----	0.00%	0.00%	0.00%
9.2	LONG TERM DEBT / LOAN				
* 9.3	DEBT EQUITY RATIO <u>Long term Debt (9.2)</u> <u>Net worth (9.1)</u>				
9.4	INVESTMENT IN: Land & Building				
	Plant & Machinery				
	Other Fixed Assets				
9.5*	NET CURRENT ASSETS				
	1 a) Cash on hand				
	b) Account receivable				
	c) Inventories				
	Total				
	CURRENT LIABILITY				
	2 a) Sundry creditors				
b) Interest accrued but not due					
c) Other liabilities					
Total					
* 3	* QUICK RATIO <u>CA - INVENT. {9.5(1)-9.5(1)c}</u> <u>Current liability {9.5 (2)}</u>				
* 9.6	SALES				
	Growth over previous year (%)	-----	0.00%	0.00%	0.00%
* 9.7	PROFIT BEFORE TAX				
	Growth over previous year (%)	-----	0.00%	0.00%	0.00%
* 9.8	Whether the supplier has been referred to BIFR / NCLT / any other Govt agency ( If YES , enclose details)			<input type="text" value="No"/>	YES / NO
* 9.9	Whether the supplier is a potential sick company.( If YES , enclose details)			<input type="text" value="No"/>	YES / NO
NOTE: 1. Copies of annual accounts (Balance Sheet) for the last four years (or from date of incorporation which ever is less) along with audit report are to be submitted. The above details shall be highlighted in the Balance Sheet.					
2. Status of Tax assessments done under various laws (Income Tax, VAT/Sales Tax, Excise & Service Tax, Custom) and details of disputes pending, if any, with these authorities to be submitted.					
SUPPLIER'S AUTHORISED SIGNATORY			BHEL CERTIFIED ASSESSOR		



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

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

Maximum Marks = 50

Negative Marks = -13

Minimum Qualifying marks = 30

SUPPLIER'S AUTHORISED SIGNATORY

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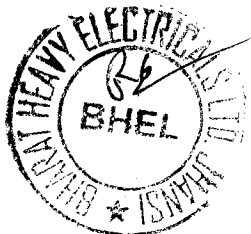
**FORM NO. SRF(I) 01**

**Part B (QUALITY SYSTEM):**

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

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR



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**Part B (QUALITY SYSTEM):**

**12. LIST OF ENCLOSURES**

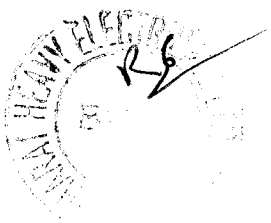
- (i) Copy of system of control incoming materials and organization chart
- (ii) Copy of at least one process control work instruction
- (iii) Record of process control parameter
- (iv) Copy of at least one Procedure Qualification specification
- (v) Record of Personnel qualification (PQR)
- (vi) List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

Maximum Marks = 25

Minimum Qualifying marks = 15

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## BHARAT HEAVY ELECTRICALS LIMITED SUPPLIER REGISTRATION FORM

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### FORM NO. SRF(I)01

#### Part C: TECHNICAL COMPETENCE

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

##### (i) COMMON TECHNICAL COMPETENCE

TECHNICAL COMPETENCE ( where design specification is given by BHEL )	MARKING RANGE	Marking range, if product specific technical competency not required	SUPPLIER RESPONSE (ALONG WITH SUPPORTING DOCUMENTS)#	MARKS BY BHEL
1. Supplier understands the product specification.	(0-3)	(0-8)		
2. Supplier understands the inspection requirements.	(0-2)	(0-5)		
3. Supplier has process capability to achieve the product specification/dimensional requirement.	(0-3)	(0-8)		
4. Supplier has experienced manpower to carry out the job.	(0-2)	(0-4)		
<b>TOTAL MARKS OUT OF POSSIBLE</b>	<b>10</b>	<b>25</b>		

**OR**

TECHNICAL COMPETENCE (where performance specification is given by BHEL)	MARKING RANGE	Marking range, if product specific technical competency not required	PROCEDURE		SYSTEM IN EFFECT		RECORDS	
			SUPPLIER RESPONSE (ALONG WITH SUPPORTING)	MARKS BY BHEL	SUPPLIER RESPONSE (ALONG WITH SUPPORTING)	MARKS BY BHEL	SUPPLIER RESPONSE (ALONG WITH SUPPORTING)	MARKS BY BHEL
1. Design capability	(0-3)	(0-8)						
2. Adequacy of quality assurance plan	(0-2)	(0-5)						
3. Process capability for components	(0-3)	(0-8)						
4. Adequate of testing	(0-2)	(0-4)						
<b>TOTAL MARKS OUT OF POSSIBLE Average of Total (Total/3) = -----</b>	<b>10</b>	<b>25</b>						

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

(Max Marks: 15)

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

Product:

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

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

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

Maximum Marks = 25

Minimum Qualifying marks = 15

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

SUPPLIER'S AUTHORISED SIGNATORY

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**BHARAT HEAVY ELECTRICALS LIMITED  
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**Part D : SCORE SHEET**

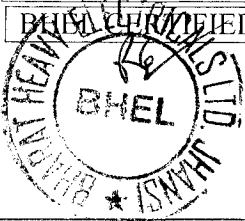
**1. ORGANISATIONAL SOUNDNESS (for Manufacturers):**

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

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

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

**REGISTERED ASSESSOR**



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**Part D: SCORE SHEET**

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

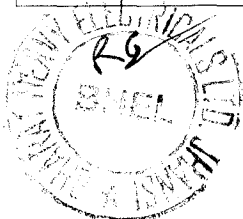
S.N.	PARAMETER	CRITERIA	Maximum Marks	Marks Awarded
1.	9.1 Growth of Net Worth over previous year (%) Average of three years to be worked out	More than 20 % : 5 10 – 20 % : 4 5 – 10 % : 3 > 0 & < 5 % : 2 0 or below : 0	5	
2.	9.3 DEBT EQUITY RATIO <u>Long term Debt (9.2)</u> Net worth (9.1)	1 : 1 : 5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

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

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

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

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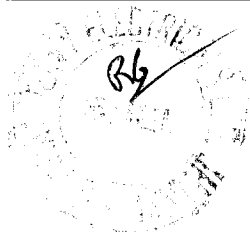
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**Part D : SCORE SHEET**

**3. QUALITY SYSTEM :**

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

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# BHARAT HEAVY ELECTRICALS LIMITED SUPPLIER REGISTRATION FORM

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## Part D : SCORE SHEET

### 4. TECHNICAL COMPETENCE

	Maximum Marks (1)	Marks obtained (2)
<b>A. Common Technical Competence</b>		

And/ or

### B. Product Specific Technical Competence

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

Sl. No (1)	Parameter (2)	Scoring criteria (3)	Maximum Marks (4)	Marks obtained (5)
	<b>Sub-Total</b>		<b>15</b>	

TOTAL (A+B):

25

( )

### SUMMARY:

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

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

### REGISTRATION CRITERIA:

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

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

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

1)

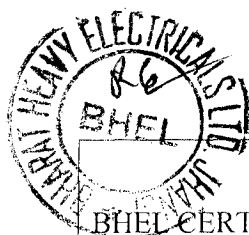
2)

3)

4)

5)

6)



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