



**Tender Enquiry No. B/4222/2013/1992V/2 for the requirement of Handling Arrangement.**

The technical specifications/Drawings uploaded along with this Open Tender are as mentioned below. In case of non-receipt or non-clarity of any of these documents, you may contact undersigned. No Financial Implication on account of non-availability of documents would be entertained after opening of Techno-Commercial Offers.

**LIST OF ENCLOSURES**

<b><u>Commercial Documents</u></b>		
	<b><u>Document No.</u></b>	<b><u>Number of pages</u></b>
1.	OPEN TENDER	03
2.	INSTRUCTION TO BIDDERS	03
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4.	SPECIAL INSTRUCTIONS/ Annexure B	01
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9.	NTPC Sub-Contractor Questionnaire	11
10.	MSME CERTIFICATE BY CA (ANNEXURE-1)	01
11.	PBG Format & List of Consortium Banks	03
12.	<b>TOTAL PAGES</b>	56

<b><u>Technical Documents</u></b>		
	<b><u>Document No.</u></b>	<b><u>Number of pages</u></b>
1.	BHEL SPECIFICATION No. HE 57057 Rev: 01	08
2.	BHEL DRG. NO. 01600070023	01
3.	QUALITY STANDARD QUALITY PLAN FORMAT	01
4.	<b>TOTAL PAGES</b>	10

**FOR ANY FURTHER DETAILS, YOU MAY FEEL FREE TO CONTACT THE FOLLOWING PERSONS:**

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Ref: BOI/OT/14-15

Date: 11/06/2014

**OPEN TENDER**

1. Sealed tenders with the Tender No. and opening date clearly super scribed on the cover are invited for the supply of the following items.

Sl. No.	Tender No.	Item Description	Total Requirement	Last date to get from BHEL	Opening date
1.	B/4222/2013/1992V/2	Handling Arrangement for Front Water Box of Condenser	08 Nos.	11/07/2014	12/07/2014

2. Tenders will be received up to 1345 Hrs. (IST) on opening date and opened on the same day at 1400 Hrs. (IST) in the Tender Room.
3. Interested vendors must submit their offer along with the following Tender Fee & Earnest Money Deposit (EMD). The EMD and Tender Fee should be submitted in the form of demand draft / Pay Order/ cash (as permissible under income tax act). **In case of foreign bidders, E- payment is also acceptable. The RTGS details may be obtained from BHEL.**

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

EMD: Rs.1,50,000/- (Rs.One Lakh and fifty thousand Rupees or equivalent foreign currency)

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

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

For any further details please log on to [www.bhel.com](http://www.bhel.com) or [www.tenders.gov.in](http://www.tenders.gov.in) or [www.bhelhwr.co.in](http://www.bhelhwr.co.in)

(Anil Jain)  
A.G.M. (PPX-BOI)



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**BHEL Enquiry No. : B/4222/2013/1992V/2**

**Date of issue : 11/06/2014**

**Due Date/ opening date: 12/07/2014**

**M/s.....**

Sub: Tender Enquiry No. B/4222/2013/1992V/2

Dear Sir,

BHEL is pleased to invite your offer in TWO PARTS strictly as per enclosed terms and conditions and instruction to bidders, in sealed covers for the under mentioned equipment / systems.

Sl. No.	Material Code	Total Requirement/ Project	Item Description	Delivery Required	EMD (Earnest Money Deposit)
1.	<b>Material Code : W97757057019</b>	08 Nos.  Project Wise breakup of total quantity is as mentioned below:  Mauda ; 02 Nos. Rihand: 02 Nos. Vindhyachal Stage-IV: 02 Nos. Vindhyachal Stage-V: 01 No. Vallur: 01 No.	Handling Arrangement for Front Water Box of Condenser (Including Two Nos. Chain Pulley & Dee Shakles of 15 MT capacity each. Total Span = 9.2 M)  SPEC: HE57057 Rev 01  Drawing: 01600070023	<b>At the earliest</b>	Rs.1,50,000/- (Rs.One Lakh and fifty thousand Rupees or equivalent foreign currency)

Please submit your lowest quotation / offer for the above requirement subject to our terms and conditions. Your offer should reach us on or before the due date by 1.45 PM.

**NOTE: The vendor should submit their best price at this stage itself and they will not be allowed to revise the price. Any revision / discount given by vendor subsequently will be ignored.**

Any clarification on technical specifications can be obtained from BHEL before tender opening. Suppliers are welcome to have pre-bid meeting with BHEL engineers for better understanding our requirements

Part-1 bid shall be opened of those vendors **ONLY AFTER ENSURING AVAILIBLITY OF EMD AND TENDER FEE (PLEASE SUBMIT SEPARATE DRAFTS FOR EMD AND TENDER FEE {drawn in favor of BHEL Hardwar} IN ANOTHER ENVELOPE SUPERSCRIBED WITH BOLD LETTERS "EMD & TENDER FEE")** at 2 PM on the due date in the presence of authorized representatives of the bidders who may like to be present. The authorized representative should bring authority letter from their principals for attending the bid opening.

All Central/State – PSUs/ Government Departments & Micro and Small Enterprises (Registered under SSI, NSIC, Khadi Board, DIC etc) are exempted from submission of EMD.

*MSE Suppliers can avail the intended benefits only if they submit along with offer, attested copies of either EM II certificate having deemed validity (Two years form the date of issue of acknowledgement in EM-II) of valid NSIC certificate of EM II certificate along with CA certificate (Format enclosed as per Annexure- I) applicable for the year, certificate quantum of investment in plant and machinery within the permissible limit as per the act for relevant*



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*status (Micro or small) where the deemed validity of EM II is over. Date to be reckoned for determining the deemed validity will be the last date of technical bid submission. Non submission of such documents will lead to consideration of their bids at par with other bidders and MSE status of such suppliers shall be shifted to Non MSE supplier till the supplier submits these documents.*

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

For & ON BEHALF OF BHEL, HARDWAR

**AGM (PPX/BOI)**



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### **INSTRUCTION TO BIDDERS**

#### **Clause 1.0 :**

The tenders shall be submitted in two parts (Part I consisting of Techno -Commercial Bid, Supplier Registration Form & Pre-Qualification Requirement and Part II Price Bid) as described below on or before the due date.

- **The Quotation should be from the Principal / Original Manufacturer, failing which the quotation is likely to be ignored.**
- Any corrections / amendments shall be properly & fully authenticated with signature.
- Vendors operating from BHEL quarters, unauthorized colonies on BHEL Land and Dharamshalas/ Hotels shall not

BHEL will deal directly with the manufacturer and no correspondence with the agents will be entertained. The agents will not be permitted to visit / interact with BHEL on behalf of their principals. Subsequently also, no correspondence of any type will be made with any agents (all individuals / companies – representative / adviser / retainer ship basis or claimed to be part time employees for many OEMs / claiming to be channel or business partner for BHEL work / stockist not registered specifically etc. are agents). Communications with only those agents who have submitted agency agreement with their respective principal may be done.

The bidders (originals manufacturers) will have to submit ink-signed offer / bid in original directly to BHEL. In case the bid is submitted by fax / email, the bidders shall simultaneously ensure submission of ink-signed original bid to BHEL also in the manner prescribed in this tender. However, in case of e-tender ink signed offer is not required.

The suppliers or their authorized person may be allowed to attend the tender opening, duly authorized by their principals, through a specific letter for a particular enquiry for specific price bid opening on that particular day. General authorization letter is not acceptable.

#### **Clause 1.1 :**

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

- a) Pre-Qualification Requirement (as defined in Annexure-A)
- b) Complete Technical offer with relevant drawings/ documents /QP etc. (as **Per Special Instructions mentioned in Annexure-B**).
- c) Catalogue of the Equipment (If applicable)
- d) Duly Filled in "Terms & Conditions of the Two Part Tender" (as per Annexure-C).
- e) Deviation with reference to specification to be laid down on separate sheet.

Cost of deviation is to be submitted along with the price bid essentially, in case vendor withdraws the deviation clauses the same will be considered for final evaluation.

- f) Replica of Price Bid/ Price sheet (without Prices).
- g) The rating of the company quoting for this tender from a third party (independent agency) preferably by DUN & BRADSTREET should be submitted (D&B NUMBER). **Compliance of this clause is mandatory in case of foreign supplier, Indigenous suppliers to submit the copy of balance sheets for last three years in absence of D&B / third agency report.**
- h) Quality Plan on NTPC format (Annexure-IV) alongwith reference documents and acceptance norms. BHEL/NTPC approved QAP has to be followed without any financial implication.
- i) NTPC Sub-Contractor Questionnaire in format enclosed.
- j) **Supplier Registration Form:** The Supplier Registration Form (SRF) duly filled will be assessed for manufacturing capability, quality systems being followed, organizational soundness and financial worthiness. The SRF is enclosed for your reference. This form may also be downloaded from [www.bhelhwr.co.in](http://www.bhelhwr.co.in) or [www.bhel.com](http://www.bhel.com)

**Note:**



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- Suppliers who are already registered at BHEL, Haridwar in the PMD for this item are exempted for submitting the Supplier registration form.

**Clause 1.2:** PART-II (PRICE BID)

The price Bid (with price) which has been submitted with Part 1, for the complete scope as specified.

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

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

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

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

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

f) The Part-II (Price Bid) along with supplementary price bid (if called for by BHEL) will be opened at a later date of only those bidders whose Part-1 bid (Techno-Commercial Offer) is found suitable by BHEL/ End-Customer. **BHEL reserves the right to evaluate vendors process capability / quality systems etc by visiting vendor works (if required)**

**Clause 1.3 :**

The following shall be super-scribed on the envelopes:

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

Superscription on envelop:

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

2. PART-I (b) :

The following shall be submitted in this part:

- Complete Technical offer with relevant drawings/ documents /QP (As defined in Annexure B)
- Catalogue (if required)
- Deviation sheet (if there is any deviation with respect to our specification)
- Replica of price bid/ Price sheet (without mentioning the actual prices)
- Terms and conditions of two part tender (foreign or indigenous, whichever applicable)
- NTPC Sub-Contractor Questionnaire.
- Supplier Registration form with relevant supporting document including " D & B" report / balance sheet etc. manufacturing details, quality procedures, testing and certification followed etc.



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- **Note:** Vendors who are already registered at BHEL, Haridwar in the PMD for this item are exempted for submitting the Supplier Registration Form.

Superscription on envelop:

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

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

Superscription on envelop:

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

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

Superscription on envelop:

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

**Clause 1.4:**

The Part-I (from 1 (a) to 1 (c)) & Part-II bids shall be individually sealed and super scribed as indicated above and shall be enclosed further in the envelop duly sealed and super scribed as:

"TENDER FOR (ITEM NAME) AGAINST TENDER NO. ----- DUE ON -----CONTAINING PART-I & PART-II. Vendor's full name and address should be clearly mentioned on the envelope

**Clause 1.5:**

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

**Clause No. 1.6: As per directives of CENTRAL VIGILANCE COMMISSION, GOVERNMENT OF INDIA, one agent can not represent two or more suppliers or quote on their behalf in a particular tender. If so found at any stage, BHEL Hardwar is likely to cancel Enquiries / POs to such suppliers. Further, such Indian Agent is likely to be de-listed (Black listed for business from BHEL)**

Thanking You,  
Yours faithfully,

For & on behalf of BHEL, Hardwar.

**(Anil Jain)**  
**A.G.M. (PPX-BOI)**



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**Annexure-A**

**PRE-QUALIFICATION REQUIREMENT**

1. Vendors should have designed, manufactured, erected/supervised erection and commissioning/ supervised commissioning of EOT Cranes/ HOT Cranes/ any other handling arrangement of capacity 25T or more with minimum crane span of 8.5 meters, which is in successful operation for a minimum period of one (1) year prior to the date of enquiry/tender.

Vendor to furnish copies of at least two work orders, commissioning details & other relevant documents in support of above criteria.

2. Duly filled in "Supplier Registration Form (SRF)" shall be submitted along with the offer. The process capability/ quality system of the vendor would be evaluated on the basis of SRF and visit of vendor works (if required). Vendors already registered at BHEL Hardwar in the PMD (Product Manufacturing Directory) for this item are exempted from submission of SRF.
3. Procurement would be made from customer (i.e. NTPC) approved vendors only. Vendors should submit the duly filled in NTPC sub-contractor questionnaire in enclosed format.

**Note: BHEL would open the price bid of only those vendors, who fulfill our pre-qualification requirements and are successfully registered at BHEL Hardwar in the Product material Directory (PMD) of this item and are duly approved by the end user (i.e. NTPC) (within validity of the offer).**



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Annexure-B

**SPECIAL INSTRUCTIONS**

**A) GENERAL REQUIREMENTS**

1. The requirement covered in the enquiry is as per project-wise details mentioned below:  
Mauda (Maharashtra) ; 02 Nos.  
Rihand (UP): 02 Nos.  
Vindhyachal Stage-IV (MP): 02 Nos.  
Vindhyachal Stage-V (MP): 01 No.  
Vallur (TN): 01 No.
2. **Lump sum Charges for Supervision during erection are to be quoted separately in your offer. The lump sum charges should be inclusive of all and irrespective of no. of man days, visits, fooding, boarding etc.**
3. Procurement would be made from Customer (i.e. NTPC) approved Vendors only.
4. The evaluation would be done on the basis of total landed cost for the complete requirement covered in the enquiry (i.e. combined for all projects taken together).
5. Applicable Specification/ Documents are enclosed for your reference. In case of non-receipt of these documents, you may feel free to contact the undersigned. A list of the enclosed Specification/documents is also enclosed for reference.
6. Duly Filled in "Terms and Conditions of the Two Part Tender" are to be necessarily filled and submitted along with the offer.

**B) QUALITY REQUIREMENTS**

1. Kindly submit quality plan in enclosed format. In the event of ordering, agreed quality plan would be submitted to the end customer (NTPC) for approval and NTPC approved QAP has to be followed without any financial implications.
2. **For Vendors within India:** Pre-Inspection would be done by BHEL and/or BHEL nominated inspection agency and NTPC. The scope of inspection will be as per BHEL/NTPC approved Quality Plan. At least 15 days' notice should be provided for arranging Pre-Inspection.
3. **For Vendors outside India:** The prices are to be quoted inclusive of Third Party Inspection Charges (By LRS/BVQI/TUV and/or BHEL). The scope of inspection will be as per BHEL/NTPC approved Quality Plan. In case if nothing has been mentioned in your offer about the Third Party Inspection charges, the same would be considered to be inclusive in your quoted prices.

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

**TERMS AND CONDITIONS FOR TWO PART TENDER  
(INDIGENOUS VENDORS)  
(Handling Arrangement for Front Water Box)**

Offer must be sent in two separate sealed envelopes containing Techno-commercial offer in one envelope marked **“TECHNO-COMMERCIAL BID”** and prices in second envelope marked **“PRICED-BID”**. Both the envelope must be contained in the main envelope. Enquiry No., Name of Vendor and due date to be marked on all the envelopes. Please fill this Annexure & duly signed and stamped copy of this is to be submitted by you along with your offer.

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

Sl. No	Terms	Description	Your confirmation
1.	<b>Evaluation criteria</b>	<p>The evaluation would be done on the basis of total landed cost for the complete requirement covered in the enquiry (i.e. combined for all the projects taken together)</p> <p>The present Excise Duty is exempted for all projects covered in the enquiry. Please note that comparison would be done as per the applicable ED structure on the date of opening of price bid. Any change in the duty structure would be informed prior to the opening of the price bids.</p> <p><b>For Vindhyachal Stage-V (01 No.), following may be noted:</b> Excise Duty would be exempted against Excise exemption documents to be provided by NTPC.</p> <p>CENVAT credit cannot be claimed, as Rule 6 (6) vii, of CCR, 2004 will no longer be applicable.</p> <p style="text-align: center;">“Alternatively”</p> <p>Claiming CENVAT credit by vendors for dispatches to Vindhyachal Stage-V will attract 6% Excise duty as per Rule 6 (3) I of CCR, 2004.</p>	
2.	<b>Documents</b>	<p>Kindly confirm that the following documents have been submitted alongwith your offer:</p> <ol style="list-style-type: none"> <li>1. Requisite EMD &amp; Tender Fee.</li> <li>2. Complete Technical offer with relevant drawings/ documents /QP etc. (as Per Special Instructions mentioned in Annexure-B).</li> <li>3. Documents in support of Pre-Qualification Requirement (as defined in Annexure-A)</li> <li>4. Quality Plan.</li> <li>5. Supplier Registration Form (for vendor’s not registered at BHEL, Haridwar for this item)</li> <li>6. NTPC sub-contractor questionnaire.</li> <li>7. Any other document as specified in “Instructions to Bidders”.</li> </ol> <p><b>BHEL would open the price bid of only those vendors, who fulfill our pre-qualification requirements and are successfully registered at BHEL Hardwar in the Product material Directory (PMD) of this item and are duly approved by the end user (i.e.</b></p>	

		<b>NTPC) (within validity of the offer).</b>	
3.	<b>Validity</b>	<p>Confirm that validity of the offer shall be 180 days from the due date of opening of Techno-Comml. Offers.</p> <p>BHEL reserves the right to reject any or all quotations, quoting validity less than 180 days.</p>	
4.	<b>Basis of quotation</b>	<p>Confirm that prices have been quoted on Ex-Works with freight Pre-paid up to destination basis. The goods can be dispatched through any Bank approved transporters having their branch at Haridwar/destination. The names and addresses of transporters approved by IBA as well as BHEL are posted at our website <a href="http://www.bhelhwr.co.in">www.bhelhwr.co.in</a> .</p> <p>Pls. note that, if you dispatch the material by any BHEL un-approved transporter then you will be required to furnish the MRC (Material Receipt Certificate) from Project Site for processing of your invoice. No demurrage charges would be borne by BHEL.</p>	
		<p>Transit insurance would be arranged by BHEL. Please send your offer keeping this in view.</p>	
		<p>Applicable Sales Tax &amp; Excise Duty should be indicated separately and clearly in the quotation, else it will be concluded that the offer is inclusive of these Taxes &amp; Duties. Please note that, for the projects where works of vendor and Projects are situated in same state, VAT shall be applicable. This will also be considered for evaluation.</p>	
		<p>The price comparison will be on the basis of total cost involved for delivery up to Site. Offers shall be loaded (if required) for applicable duties/taxes and other charges involved for delivery up to Site as per BHEL practice/ statutory rates.</p>	
5.	<b>Engineering Document/ Document approval</b>	<p>Drawings/Data sheets/documents as called for in the specifications (if any) shall be submitted for approval to BHEL for BHEL/customer approval within 30 days of purchase order. Any delay in delivery on account of late submission of drawings shall be to vendors account. BHEL will arrange the approval of the drawings/data sheets/ documents within 30 days of their receipt provided those are complete in all respect.</p>	
6.	<b>Liquidated Damages / Penalty</b>	<p>Penalty for Late Delivery would be applicable @ 0.5% of the total order value per week of delay or part thereof subject to a maximum of 10% of the <b>total order value</b>.</p>	
		<p>Pls. note that BHEL reserves the right to load your offer to the extent to which penalty is not agreed.</p>	
		<p>Please note that for the purpose of calculation of Penalty for Late Delivery (LD), one week time from the date of issue of MDCC would be considered for making arrangement for dispatch. Date of GR would be treated as the date of delivery for LD/Penalty purposes.</p>	
7.	<b>Payment Terms</b>	<p>Pl. Confirm the following Payment Terms:</p> <p><b>Material Portion:</b> 100% against dispatch documents thru bank along with BG for 10% of the order value valid till entire Guarantee/Warranty Period. BG is to be submitted before the negotiation of documents. The BG</p>	

		<p>acceptance/receipt certificate will form part of negotiable documents. The BG will be in BHEL format and from one of the BHEL Consortium Banks.</p> <p><b>Supervision during Erection:</b> 100% against confirmation of successful Erection Support from project site along with Time Sheet (signed by BHEL Project Site) and invoice thru Bank.</p>	
		Please note that in case of any deviation in the payment terms BHEL shall evaluate your offer after loading on account of deviation in payment terms as per BHEL practice / policy.	
		In case of payment through bank, all bank charges shall be on either side i.e. your bank's charges shall be to your account and our bank's charges shall be to our account. In case documents are presented directly to our nominated Banks, bank charges shall be to your account. Please confirm.	
8.	<b>Quality Requirements</b>	<p>Kindly submit quality plan in enclosed format. In the event of ordering, agreed quality plan would be submitted to the end customer (NTPC) for approval and NTPC approved QAP has to be followed without any financial implications.</p> <p>Please note that Pre-inspection will be done by BHEL/ BHEL nominated inspection agency and NTPC as per enclosed Quality Plan.</p>	
9.	<b>MDCC clause</b>	The Test Certificates/Inspection reports will be submitted to BHEL for review and acceptance before dispatch of Material. The Material Dispatch Clearance (MDCC) will be provided within 07 days of receipt of documents, provided those are complete in all respects.	
10.	<b>Guarantee</b>	<p>Pl. Confirm that guarantee / Warrantee would be provided for a period of 12 months from the date of commissioning or 18 months from dispatch, <b>whichever is later.</b></p> <p>Please note that vendors quoting guarantee less than 12 months from dispatch shall not be considered.</p> <p>In case of deviation in Guarantee Period, offer shall be evaluated with loading @4% per-annum (on pro-rata basis) of quoted material value, for the deviated guarantee period.</p>	
11.	<b>Reverse Auction</b>	<p>BHEL reserves the right to go for Reverse Auction (RA) instead of opening the sealed envelope price bid, submitted by the bidder. This will be decided after techno-commercial evaluation. <b>Kindly give your acceptance for participation in RA.</b></p> <p>Non-acceptance to participate in RA may result in non-consideration of their bids, in case BHEL decides to go for RA.</p> <p>In case BHEL decides to go for Reverse Auction, only those bidders who have given their acceptance to participate in RA will be allowed to participate in the Reverse Auction. Those bidders who have given their acceptance to participate in Reverse Auction will have to necessarily submit "Online sealed bid" in the Reverse Auction. Non-submission of "online sealed bid" by the bidder will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines in</p>	

		vogue.	
12.	<b>Arbitration :</b>	In all cases of dispute the matter shall be referred for Arbitration to any arbitrator to be appointed by the Executive Director or any officer who is the administrative head of Bharat Heavy Electricals Limited at Hardwar. The award of the Arbitrator shall be final and binding on both parties. The Arbitrator shall have the power to extend, from time to time, the time for making his award with the consent of the parties.	
13.	<b>Risk Purchase:</b>	In case of delays in supplies/defective supplies or non-fulfillment of any terms and conditions given in the purchase order, the purchaser may cancel the purchase order in full or part thereof, and may also make the purchase of such material from elsewhere/alternative source at risk and cost of the supplier.	
14.	<b>General terms</b>	Confirm that all O&M Manuals in 10 No. of hard copies and 3 CD ROMs shall be supplied along with equipment at site for each project.	
		Right of Acceptance – BHEL reserves the right to reject any or all the quotations without assigning any reasons thereof. <b>BHEL also reserves the right to Increase or decrease the tendered quantities.</b> Vendors should be prepared to accept order for reduced Quantity without any extra charges. Vendor should also be prepared for giving discount in case of Increase in Quantity.	
		Confirm that there is no deviation with respect to BHEL Specifications. However, deviations, if any, are to be listed as a separate attachment. The additional price, if any, for withdrawal of these deviations must be provided. The offers that do not meet the substantial requirements of our enquiry are liable to be ignored. The bidders shall be deemed to comply with all the requirements of bidding documents except for listed deviations without any extra cost irrespective of any mention to the contrary anywhere else in the bid.	
		Please note no revision in the prices or submission of supplementary price bid will be allowed during the validity of the offer. However if there is any change by BHEL w.r.t. original specifications/ requirement/ scope/terms and conditions, the bidders may be asked by BHEL to submit only the price impact bid for such changes only	
		Confirm that Approx. Weight and Volume of the packages has been mentioned in the Techno-Commercial Offer (Part – 1).	
		Origin of Quotation: The quotation should be from the principal/original supplier even if it is submitted through their authorized agents, failing which the quotations are liable to be ignored.  Please note that BHEL will deal directly with manufacturer and no correspondence with the agent will be entertained. The ink signed offer / bid in original has to be submitted by the registered manufacturer / OEMs directly to BHEL. Subsequently also, no correspondence of any type shall be entered into with the agents. <b>Bids submitted by agents may not be considered for evaluation and shall be returned to them only, without assigning any reason. Please note the same.</b> <b>Also the name of principal supplier should be indicated on envelop in addition to Enquiry no and due date.</b>	
		Ink signed order acceptance shall be furnished within 15 days of order placement.	

		All envelopes to be marked with whether “Priced Bid” (Part – 2) or “Un-Priced Bid Cum Techno-Commercial Bid” (Part – 1). <b>The replica of Priced Bid (without prices) would be necessarily submitted along with Part-1 of the offer.</b>	
		Pl. Confirm that the prices will remain firm during the entire validity and execution of the Project.	
		Please note that in unlikely event of delay in dispatches (for reasons attributed to either side) your invoices would be processed after suitable deduction as per PO clause. Any issue/ dispute regarding deduction of penalty for LD can be settled later on. This would help in earlier processing of invoice.	

(Signature of the Vendor with Seal)

TERMS & CONDITIONS

**TERMS AND CONDITIONS FOR TWO PART TENDER  
(FOREIGN VENDORS)  
(Handling Arrangement for Front Water Box)**

Offer must be sent in two separate sealed envelopes containing Techno-commercial offer in one envelope marked “**TECHNO-COMMERCIAL BID**” and prices in second envelope marked “**PRICED-BID**”. Both the envelope must be contained in the main envelope. Enquiry No., Name of Vendor and due date to be marked on all the envelopes. Please fill this Annexure & duly signed and stamped copy of this is to be submitted by you along with your offer.

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

Sl. No	Terms	Description	Your confirmation
1.	<b>Evaluation criteria</b>	The evaluation would be done on the basis of total landed cost for the complete requirement covered in the enquiry (i.e. combined for all the projects taken together)	
		At present following Custom Duty Structure is applicable for Projects covered in the enquiry: Mauda, Rihand, Vindhyachal Stage-IV & Vallur: On Merit Vindhyachal Stage-V: On PI	
		The comparison of offers would be done as per the applicable CD structure on the date of opening of Price Bid. Any change in the duty structure would be informed prior to the opening of the price bids.	
		Please note that the exchange rate for evaluation of foreign offers (i.e. offered in foreign currency) would be taken as <b>TT Selling rate of SBI</b> as on scheduled date of tender opening (Part-1 bid, i.e. techno-commercial offer).	
2.	<b>Validity</b>	Confirm that validity of the offer shall be 180 days from the due date of opening of Techno-Comml. Offers.  BHEL reserves the right to reject any or all quotations, quoting validity less than 120 days.	
3.	<b>Documents</b>	Kindly confirm that the following documents have been submitted alongwith your offer:  <ol style="list-style-type: none"> <li>1. Requisite EMD &amp; Tender Fee.</li> <li>2. Complete Technical offer with relevant drawings/ documents /QP etc. (as Per Special Instructions mentioned in Annexure-B).</li> <li>3. Documents in support of Pre-Qualification Requirement (as defined in Annexure-A)</li> <li>4. Quality Plan.</li> <li>5. Supplier Registration Form (for vendor’s not registered at BHEL, Haridwar for this item)</li> <li>6. NTPC sub-contractor questionnaire.</li> <li>7. Any other document as specified in “Instructions to Bidders”.</li> </ol> <p style="text-align: center;"><b>BHEL would open the price bid of only those vendors, who fulfill our pre-qualification requirements and are successfully</b></p>	

		<b>registered at BHEL Hardwar in the Product material Directory (PMD) of this item and are duly approved by the end user (i.e. NTPC) (within validity of the offer).</b>	
4.	<b>Basis of quotation</b>	<p>Confirm that Prices have been quoted on both FOB &amp; CFR Mumbai basis.</p> <p>The offer of the bidder not quoting CFR (Mumbai) Charges will be loaded by the maximum freight, packing &amp; forwarding charges quoted by any other bidder from the same or nearby port, against the enquiry/freight rate available with BHEL.</p> <p>Transit insurance would be arranged by BHEL. Please send your offer keeping this in view.</p> <p>The price comparison will be on the basis of total cost involved for delivery up to final project site. Import Offers shall be loaded for applicable custom duties for the project, freight element and other charges involved for delivery up to Project Site as per BHEL practice/statutory rates.</p> <p>For the purpose of calculation of inland freight, please inform following for each project through a separate annexure of offer:</p> <ol style="list-style-type: none"> <li>1. Net weight of each type of Box</li> <li>2. Gross Weight of each type of Box</li> <li>3. Dimension (L X W X H) for each type of Box.</li> <li>4. No of Boxes of each type.</li> </ol> <p>Kindly inform the port of loading (FOB).</p>	
5.	<b>Engineering Document/ Document approval</b>	Drawings/Data sheets/documents as called for in the specifications (if any) shall be submitted for approval to BHEL for BHEL/customer approval within 30 days of purchase order. Any delay in delivery on account of late submission of drawings shall be to vendors account. BHEL will arrange the approval of the drawings/data sheets/ documents within 30 days of their receipt provided those are complete in all respect.	
6.	<b>Liquidated Damages / Penalty</b>	<p>Penalty for Late Delivery would be applicable @ 0.5% of the total order value per week of delay or part thereof subject to a maximum of 10% of the <b>total order value</b>.</p> <p>Pls. note that BHEL reserves the right to load your offer to the extent to which penalty is not agreed.</p> <p>Please note that for the purpose of calculation of Penalty for Late Delivery (LD), one week time from the date of issue of MDCC would be considered for making arrangement for dispatch. Forwarder Certificate Receipt (to be issued after physical receipt of material by BHEL's nominated Freight Forwarder) would be submitted by the vendor to BHEL for each delivery and this FCR date would be treated as the date of delivery for penalty purposes.</p>	
7.	<b>Payment Terms</b>	<p>Pl. Confirm the following Payment Terms:</p> <p><b>Material Portion:</b> 100% payment thru CAD (Cash Against Document) with BG for 10% of the order value valid till entire Guarantee/Warranty Period. BG is to be</p>	

		<p>submitted before the negotiation of documents. The BG acceptance/receipt certificate will form part of negotiable documents. The BG will be in BHEL format and from one of the BHEL Consortium Banks.</p> <p><b>Supervision during Erection:</b> 100% against confirmation of successful Erection Support from project site along with Time Sheet (signed by BHEL Project Site) and invoice thru Bank.</p>	
		Please note that in case of any deviation in the payment terms BHEL shall evaluate your offer after loading on account of deviation in payment terms as per BHEL practice / policy.	
		It should be noted that in case BHEL accepts payment thru LC, the offer of the vendors asking payment through L/C will be evaluated after loading of bank charges for opening LC by BHEL.	
		In case of payment through bank, all bank charges shall be on either side i.e. your bank's charges shall be to your account and our bank's charges shall be to our account. In case documents are presented directly to our nominated Banks, bank charges shall be to your account. Please confirm.	
8.	<b>Quality Requirements</b>	<p>Kindly submit quality plan in enclosed format. In the event of ordering, agreed quality plan would be submitted to the end customer (NTPC) for approval and NTPC approved QAP has to be followed without any financial implications.</p> <p>The prices are to be quoted inclusive of Third Party Inspection Charges (By LRS/BVQI/TUV and/or BHEL). The scope of inspection will be as per BHEL/NTPC approved Quality Plan. In case if nothing has been mentioned in your offer about the Third Party Inspection charges, the same would be considered to be inclusive in your quoted prices.</p>	
9.	<b>MDCC clause</b>	The Test Certificates/Inspection reports will be submitted to BHEL for review and acceptance before dispatch of Material. The Material Dispatch Clearance (MDCC) will be provided within 07 days of receipt of documents, provided those are complete in all respects.	
10.	<b>Guarantee</b>	<p>Pl. Confirm that guarantee / Warrantee would be provided for a period of 12 months from the date of commissioning or 18 months from dispatch, <b>whichever is later.</b></p> <p>Please note that vendors quoting guarantee less than 12 months from dispatch shall not be considered.</p> <p>In case of deviation is Guarantee Period, offer shall be evaluated with loading @4% per-annum (on pro-rata basis) of quoted material value, for the deviated guarantee period.</p>	
11.	<b>Reverse Auction</b>	<p>BHEL reserves the right to go for Reverse Auction (RA) instead of opening the sealed envelope price bid, submitted by the bidder. This will be decided after techno-commercial evaluation. <b>Kindly give your acceptance for participation in RA.</b></p> <p>Non-acceptance to participate in RA may result in non-consideration of their bids, in case BHEL decides to go for RA.</p>	

		In case BHEL decides to go for Reverse Auction, only those bidders who have given their acceptance to participate in RA will be allowed to participate in the Reverse Auction. Those bidders who have given their acceptance to participate in Reverse Auction will have to necessarily submit "Online sealed bid" in the Reverse Auction. Non-submission of "online sealed bid" by the bidder will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines in vogue.	
12.	<b>Arbitration :</b>	In the event of any dispute or difference arising between the parties regarding order execution of same or their respective rights and liabilities thereunder , the same shall except otherwise expressly provided therein, be referred to the arbitration of two arbitrators, one to be appointed by each party; or in the case of the said arbitrators not agreeing then an umpire to be appointed by the two arbitrators in writing before entering on that reference and provisions of the arbitration and conciliation Act 1996 or any statutory notification, or re-enactment therefore and rules framed thereunder from time to time shall apply to such arbitrations. If two arbitrators do not agree on the appointment of umpire, it (the nomination of the umpire shall be done by the International Chamber of Commerce, Paris (France). The decision of arbitrators, or in case of their not agreeing, that of the said umpire shall be binding both on seller and purchaser. The venue of the arbitration shall invariably be New Delhi (India). Please note that deviation in arbitration clause shall not acceptable.	
13.	<b>Risk Purchase:</b>	In case of delays in supplies/defective supplies or non-fulfillment of any terms and conditions given in the purchase order, the purchaser may cancel the purchase order in full or part thereof, and may also make the purchase of such material from elsewhere/alternative source at risk and cost of the supplier.	
14.	<b>General terms</b>	Confirm that all O&M Manuals in 10 No. of hard copies and 3 CD ROMs shall be supplied along with equipment at site for each project.	
		Right of Acceptance – BHEL reserves the right to reject any or all the quotations without assigning any reasons thereof. <b>BHEL also reserves the right to increase or decrease the tendered quantities.</b> Vendors should be prepared to accept order for reduced Quantity without any extra charges. Vendor should also be prepared for giving discount in case of Increase in Quantity.	
		Confirm that there is no deviation with respect to BHEL Specifications. However, deviations, if any, are to be listed as a separate attachment. The additional price, if any, for withdrawal of these deviations must be provided. The offers that do not meet the substantial requirements of our enquiry are liable to be ignored. The bidders shall be deemed to comply with all the requirements of bidding documents except for listed deviations without any extra cost irrespective of any mention to the contrary anywhere else in the bid.	
		Please note no revision in the prices or submission of supplementary price bid will be allowed during the validity of the offer. However if there is any change by BHEL w.r.t. original specifications/ requirement/ scope/terms and conditions, the bidders may be asked by BHEL to submit only the price impact bid for such changes only	
		Confirm that Approx. Weight and Volume of the packages has been mentioned in the Techno-Commercial Offer (Part – 1).	

		<p>Origin of Quotation: The quotation should be from the principal/original supplier even if it is submitted through their authorized agents, failing which the quotations are liable to be ignored.</p> <p>Please note that BHEL will deal directly with manufacturer and no correspondence with the agent will be entertained. The ink signed offer / bid in original has to be submitted by the registered manufacturer / OEMs directly to BHEL. Subsequently also, no correspondence of any type shall be entered into with the agents. <b>Bids submitted by agents may not be considered for evaluation and shall be returned to them only, without assigning any reason. Please note the same.</b></p> <p><b>Also the name of principal supplier should be indicated on envelop in addition to Enquiry no and due date.</b></p>	
		<p>Ink signed order acceptance shall be furnished within 15 days of order placement.</p>	
		<p>All envelopes to be marked with whether “Priced Bid” (Part – 2) or “Un-Priced Bid Cum Techno-Commercial Bid” (Part – 1). <b>The replica of Priced Bid (without prices) would be necessarily submitted along with Part-1 of the offer.</b></p>	
		<p>Pl. Confirm that the prices will remain firm during the entire validity and execution of the Project.</p>	
		<p>Please note that in unlikely event of delay in dispatches (for reasons attributed to either side) your invoices would be processed after suitable deduction as per PO clause. Any issue/ dispute regarding deduction of penalty for LD can be settled later on. This would help in earlier processing of invoice.</p>	

(Signature of the Vendor with Seal)

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

1. Prospective Suppliers may also visit our web site [www.bhel.com](http://www.bhel.com) (link Supplier Registration -> New Supplier Required) to know more about the requirement of new suppliers for various items in our units.
2. Registration Form no. SRF(F)01 may be obtained from BHEL website [www.bhel.com](http://www.bhel.com).
3. Application for registration, with a covering letter detailing where your products can find application (if possible) in BHEL unit(s), should be sent to:

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

4. In case registration is being sought in multiple units of BHEL, please send the separate application to each unit.
5. Any clarification with respect to procedure for registration may be obtained from the Supplier Development Cell of respective BHEL unit.
6. All columns are to be filled up properly in the space provided for. Wherever it is not applicable, mention it as "Not Applicable". The form is to be signed by the authorised signatory and submitted in original.
7. Please attach separate sheet if the space provided is insufficient. For any other information also, separate sheet may be attached.
8. Any information / clarification required by BHEL during processing of registration must be given expeditiously.
9. Please ensure that all required enclosures are attached with the filled up Supplier Registration Form and all enclosures are numbered & list of enclosures is given as required.
10. As multiple copies of the application forms are required for processing at our end, please do not spiral bound the application forms or its enclosures and instead send them in two hole clip flat file.
11. Please fill up the check- list given on next page and send along with the Supplier Registration Forms to BHEL.
12. Please note that if you are registered and participate in Tender process and qualify to get order from BHEL, your performance based on Quality of your product, delivery performance and service rendered will be evaluated inline with Chapter VI.
13. If you are attaching a document in a language other than English, a self attested English translated document may please be also attached.

	Annexure-III <b>CHECK-LIST FOR FOREIGN          SUPPLIERS REGISTRATION FORM</b>	Document No.	AA:MM:SR:01
		Revision No.	01
		Page No.	II of II

S.N.	Check-Point	Yes/No
1.0	Information against all points in the Supplier Registration Form has been given.	
2.0	Authorisation letter has been enclosed (in case of Indian representative)	
3.0	Banker's certificate has been enclosed	
4.0	Are you an ISO: 9001 accredited supplier?	
4.1	If yes, have you enclosed copy of ISO 9001 accreditation certificate & "Table of Contents" of your Quality Manual?	
4.2	If no, have you enclosed written down procedure / manual of Quality Management System?	
5.0	Have you enclosed experience list/ performance certificate ( as per sl. 3.0 of the form SRF(F) 01 )	
6.0	List of enclosures has been furnished ( as per Sl 5.0 of the form SRF(F) 01)	
7.0	All the parts of the form & enclosures have been signed by Authorised Signatory.	
8.0	D&B Report/ Creditreform report etc. has been attached.	

Signature & seal  
(Authorised Signatory)

Date :

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

**BHARAT HEAVY ELECTRICALS LIMITED , INDIA**

ANNEXURE- III

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

Page 1 of 2

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

SUPPLIER REGISTRATION FORM	
<b>1.0 GENERAL INFORMATION :</b>	
1.1 NAME OF SUPPLIER : (TO BE REGISTERED)	
1.2 SUPPLIER ADDRESS : (TO BE REGISTERED)	
E - Mail :	
TELEPHONE : (Landline)-	Mobile
WEB SITE :	
<b>1.3 DETAILS OF FACTORY / WORKS :</b>	
ADDRESS :	
E - Mail :	
TELEPHONE : (Landline)-	Mobile
<b>1.4 DETAILS OF MARKETING REPRESENTATIVE (OUTSIDE INDIA , IF ANY)</b>	
ADDRESS :	
E - Mail :	
TELEPHONE : (Landline)-	Mobile
<b>1.5 DETAILS OF INDIAN REPRESENTATIVE, IF ANY : ( Attach authorisation letter )</b>	
NAME :	
ADDRESS :	
E - Mail :	
TELEPHONE : (Landline)-	Mobile
<b>1.6 CHIEF EXECUTIVE :</b>	
<b>1.7 YEAR OF ESTABLISHMENT :</b>	
<b>SUPPLIER'S AUTHORIZED SIGNATORY</b>	
<b>BHEL CERTIFIED ASSESSOR</b>	

# **BHARAT HEAVY ELECTRICALS LIMITED , INDIA**

ANNEXURE-III

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

Page 2 of 2 amdt.-04

- 1.8 YEAR OF COMMENCEMENT OF BUSINESS :
- 1.9 PRODUCTION CAPACITY PER ANNUM (details of major manufacturing/ testing facilities to be given) :
- 1.10 PARTICULARS OF PRODUCTS INCLUDING SPECIFICATION AND RANGE OFFERED FOR REGISTRATION : ( ATTACH BROCHURES AND CATALOGUES )
- 1.11 NAME (S) OF BANKERS :
- 1.12 BANKER'S CERTIFICATE AS TO CREDITWORTHINESS OF THE CLIENT  
(Enclose Certificate) :
- 1.13 PORT OF LOADING :
- 1.14 NEAREST AIRPORT :
- 1.15 Report from D&B/ Creditreform etc. (As per Cl. 7.1 of Chapter V) (**MANDATORY**):

### **2.0 FINANCIAL INFORMATION : (FOR LAST 3 YEARS)**

PARAMETER	YEAR -1	YEAR -2	YEAR -3
ANNUAL TURN OVER			
PROFIT AFTER TAX			

( COPY OF AUDITED ANNUAL ACCOUNTS FOR LAST 3 YEARS TO BE ENCLOSED)

### **3.0 QUALITY MANAGEMENT SYSTEM :**

- 3.1 IS THE COMPANY ISO:9001 CERTIFIED : YES / NO
- 3.1.1 IF YES, ENCLOSE COPY OF CERTIFICATE & TABLE OF CONTENTS OF QUALITY MANUAL.
- 3.1.2 IF NO, ENCLOSE QUALITY MANAGEMENT SYSTEM OR WRITTEN DOWN PROCEDURE

- 4.0 EXPERIENCE LIST/ PERFORMANCE CERTIFICATE FOR OFFERED / SIMILAR ITEMS :**  
(ATTACH LIST OF PRESENT CUSTOMERS WITH NAME & ADDRESS FOR OFFERED / SIMILAR TYPE & SIZE OF ITEM / EQUIPMENT FOR WHICH REGISTRATION HAS BEEN SOUGHT AND WITH WHOM YOU HAVE CONTINUOUS BUSINESS SINCE LAST THREE YEARS )

### **5.0 IF REGISTERED IN ANY OTHER UNIT OF BHEL, PLEASE PROVIDE DETAILS:**

### **6.0 ANY OTHER INFORMATION:**

- 7.0 LIST OF ENCLOSURES :**  
(BROCHURES, CATALOGUES, TECHNICAL LITERATURE ETC.)

Signature & Seal

AUTHORISED SIGNATORY


E – Mail NAME :

TELEPHONE : (Landline): DESIGNATION :

Mobile :

DATE :

**BHEL CERTIFIED ASSESSOR**

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

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

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


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

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

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

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

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

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

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

Date :

Signature & seal

(Authorised Signatory)

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

**BHARAT HEAVY ELECTRICALS LIMITED  
SUPPLIER REGISTRATION FORM**

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

**ANNEXURE-II**

Page 1 of 17

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

**PART- A : ORGANISATIONAL SOUNDNESS**

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

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

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

**BHARAT HEAVY ELECTRICALS LIMITED  
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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

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**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 :

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**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  |         |         |             |

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**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 :

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

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

6.10 COMPANY'S WEEKLY HOLIDAYS :

WORKS                      OFFICE

6.11 EXPERIENCE LIST:

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

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

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

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

NOTE :

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

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**7.0 MANUFACTURING FACILITIES:**

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

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

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

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

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

IN CASE OF SPACE LIMITATION ENCLOSE ANNEXURE / CATALOGUE WITH TAG

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

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**8.0 INSPECTION & TESTING FACILITIES:**

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

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

IN CASE OF SPACE LIMITATION ENCLOSE ANNEXURE / CATALOGUE WITH TAG

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

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

IN CASE OF SPACE LIMITATION ENCLOSE ANNEXURE / CATALOGUE WITH TAG

**Note:**

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

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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				
	$\frac{\text{Long term Debt (9.2)}}{\text{Net worth (9.1)}}$				
9.4	INVESTMENT IN: Land & Building				
	Plant & Machinery				
	Other Fixed Assets				
9.5*	NET CURRENT ASSETS				
	1 a) Cash on hand				
	b) Account receivable				
	c) Inventories				
	Total				
	CURRENT LIABILITY				
	2 a) Sundry creditors				
	b) Interest accrued but not due				
	c) Other liabilities				
	Total				
3	* QUICK RATIO				
	$\frac{\text{CA - INVENT. } \{9.5(1)-9.5(1)c\}}{\text{Current liability } \{9.5 (2)\}}$				
* 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 (Tick if exists & provide evidences if ticked in written procedure)		RECORDS (Tick if available & submit evidences)	REMARKS
		Written Procedure	Practice		
1*	Incoming Material Control System				Furnish a copy of system and organization.
2*	In process control				Furnish at least one work instruction & record of process control parameter
3*	Manufacturing / Testing Procedure Qualification				Procedure Qualification specification may be submitted
4*	Personnel qualification for 3 above.				Record of Personnel qualification (PQR) to be submitted
5*	Calibration system				Submit list of instrument & their calibration status
6*	System of Identification & Traceability of materials, tools, jigs, fixtures & processed components, etc.				Copy of procedure to be submitted
7*	System of Storage, Preservation , Painting & packing				Copy of procedure to be submitted
8*	System of NCR disposition & corrective preventive action				Two copies of NCR & CAPA
9*	Customer complaints handling system				Submit list of customer complaints & status for the last three years
10*	Safety measures				Submit copy of safety system & Record of accidents for last three years
11	Any other quality initiative				

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**Part B (QUALITY SYSTEM):**

**12. LIST OF ENCLOSURES**

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

Maximum Marks = 25

Minimum Qualifying marks = 15

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## FORM NO. SRF(I)01

### Part C: TECHNICAL COMPETENCE

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

#### (i) COMMON TECHNICAL COMPETENCE

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

**OR**

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

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

**(Max Marks: 15)**

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

Product:

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

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

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

Maximum Marks = 25

Minimum Qualifying marks = 15

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

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## Part D : SCORE SHEET

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

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

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

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

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## Part D: SCORE SHEET

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

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

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

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

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

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## Part D : SCORE SHEET

### 3. QUALITY SYSTEM :

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

BHEL CERTIFIED ASSESSOR

# BHARAT HEAVY ELECTRICALS LIMITED SUPPLIER REGISTRATION FORM

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

ANNEXURE-II  
Page 17 of 17 amdt.-04

## Part D : SCORE SHEET

### 4. TECHNICAL COMPETENCE

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

And/ or

#### **B. Product Specific Technical Competence**

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

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

TOTAL (A+B): 25 (     )

#### **SUMMARY:**

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

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

#### **REGISTRATION CRITERIA:**

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

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

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

1)	2)	3)
4)	5)	6)

BHEL CERTIFIED ASSESSOR
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SUB-CONTRACTOR QUESTIONNAIRE

(To be filled in by the Contractor/Sub contractor)

Approval Desired for process/item(Rating/Size/Type)

\_\_\_\_\_  
\_\_\_\_\_

1. Name of Company :  
(Sub- Contractor)

2. Address of Regd. Office

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel \_\_\_\_\_  
Fax \_\_\_\_\_  
Gram \_\_\_\_\_  
TLX \_\_\_\_\_

3. Address of Factory

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel \_\_\_\_\_  
Fax \_\_\_\_\_  
Gram \_\_\_\_\_  
TLX \_\_\_\_\_

4. Branch/Liaison Office in Delhi:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel \_\_\_\_\_  
Fax \_\_\_\_\_  
Gram \_\_\_\_\_  
TLX \_\_\_\_\_

## 5. Person'(S) to be Contacted

Place	Name(S)	Official Capacity	Telephone No(s)
-----	-----	-----	-----
Regd. Off			
Factory			
Branch/ Liaison Off.			

6. Nature of Company :Proprietary/Partnership/Pv. Ltd. Public Ltd.

**Works Details:**

7. Year of Factory Establishment :

8. Year of Commencement of Manufacture :

9. Floor Area-Total Area :  
Covered Area10. Electric Power-Connected Load :  
Electric Power-Standby Argmt :11. Fiancé-Total Capital :  
-Annual Turnover For pat  
three years.  
-Limit of Credit Facility  
available From the Banks. :12. Do you have in-house Department for :  
a) Design Yes/No  
b) Research & Development Yes/No  
c) Manufacturing/Production Yes/No



13. Shift works per day

One/Two/Three

14. Details regarding employees :

Status Division	Graduate		Diploma	Skilled	Un-Skilled	Remarks
	Technical	Non-Tech.				
Production						
Quality Control						
Admn & other Supporting Activities						

15. Please enclose a copy of company's organisation chart. :

16. Trade Name of Product(if any) :

17. Manufacturing capacity details :

Sl No.	Product	Licensed Capacity	Installed Capacity

18. Brief details of items manufactured :

Sl.No	Item & Material	Description(type/Size/Rating)	Annual Production for last three years		
			I	II	III



19. Details of foreign collaboration,

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

20. Have your product been type tested by any external agency ? If so, give details

Sl. No	Product	Test (Size Type & Class)	Test Report No.	Next Due Date

21. Indicate Approval/Certification by National/International standard/agencies applicable subject product.

Sl. No.	product	Code/Standard	License No & Date



22. Have you been approved by any third party/statutory agency? If so, indiente detail and enclose copies of approval letters.

Sl. No	Item/ Material	Description Size/Type/Class	Agency	Date of Approval	Next due Date

23. Reference list(Experience in the particular type of equipment).

Sl. No	Item/ Material	Type & Capacity	Customer(End user) With Address	Qty.Price Delivery date	Operating since Month/Year



24. (a) Specific to process & product facilities :

Sl. No	Description Of machine	Capacity Nos.	Location Shop	Make	Year of Manufg.

24. (b) Other/General facilities :

Sl. No.	Description Of machines	Capacity Nos.	Location (Shop)	Make	Year of Manufg.
1)	Material Handling Mobile Crane Fork Lift Over Head Cranes				
2)	Metal Cutting & Bending				
3)	Casting				
4)	Forging				
5)	Fabrication				
6)	Welding				
7)	Machining				
8)	Heat Treatment				
9)	Sheet Metal				
10)	Fettling & Cleaning Sand Blasting Shot Blasting Pickling				
11)	Painting				
12)	Metal Coating				
13)	Protection before packing				
14)	Packing				
15)	Other				

25. (a) Facilities for Testing & Inspection :

Sl. No.	Description	Capacity Nos.	Nos.	Year of Manufg.	Make	Approval Qualification

25. (b) If In-house testing facilities are not available, indicate source (a) of testing with relevant details :

Sl. No.	Source of Testing	Description	Capacity	Nos.	Year of Manufg.	Make	Approval Qualification

25. (c) Details of any other laboratory :

26. (a) Details of any Govt. laboratory facilities available in area :



28.2.1 Dose the system provide for proper detection of inferior quality and correction of its assignable causes ?

28.2.2 Is adequate action taken to correct the causes of defects in product ?

28.2.3 Are analysis made to identify trends to wards product deficiencies ?

28.2.4 Dose corrective extend to products ?

28.3 **Documentation control**

28.3.1 Dose the system for clear and precise stipulation of responsibilities for documentation issue & change control ?

28.3.2 Re change made in writing ?

28.4 **Control of inspection, measuring & Testing equipment's**

28.4.1 Are necessary gauges,testing and measuring equipment's. available and used ?

28.4.2 Are testing and measuring equipment's properly maintained ?

28.4.3 Is there recorded control on calibration of equipment's ?

28.5 **Control of procured supplies & services**

28.5.1 Do the vendor sub-contractor's purchasing document refer to specific design manufacturing and testing requirements ?

28.5.2 Do purchasing documents also contain special requirements ?

28.5.3 Are requirements for necessary tests and inspection of row material specified in purchasing document ?

**29. CONSISTENCY IN SUPPLY**

29.1 Has the vendor/sub-contractor produced items of similar nature in past ?

29.2 Has the vendor/sub-contractor maintained delivery commitments in past ?

29.3 Has there been frequent labour trouble in past?

29.4 Has there been major upset due to fault material management ?



29.5 In the system of planing & scheduling resilient enough to overcome temporary setbacks and make up lost time?

29.6 Can the vendor/sub-contractor quickly off load the work to other reliable sub-vendors:

If Yes, the name of sub-vendor:

30. Order booking position as on date in terms of:

- a) Value
- b) Time

31. Any special information

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

**SEAL**

SIGNATURE.....

NAME .....

DESIGNATION .....

M/S .....

PLACE .....

DATE .....

LIST OF ENCLOSER

- 1.
- 2.
- 3.
- 4.

**Certificate by Chartered Accountant on letter head**

This is to Certify that M/s .....  
(hereinafter referred to as 'company') having its registered office at  
.....is registered under MSMED Act 2006, (Entrepreneur  
Memorandum No (Part- II) .....dtd:.....,  
Category:.....(Micro/Small).(copy enclosed).

Further verified from the Books of Accounts that the investment of the company as  
on date .....as per MSMED Act 2006 is as follows:

1. **For Manufacturing Enterprises:** Investment in plant and machinery (i.e.  
original cost excluding land and building and the items specified by the Ministry  
of Small Scale Industries vide its notification No. S.O.1722(E) dated October 5,  
2006:  
Rs.....Lacs
2. **For Service Enterprises:** Investment in equipment (original cost excluding land  
and building and furniture, fittings and other items not directly related to the  
service rendered or as may be notified under the MSMED act, 2006:  
Rs.....Lacs

The above investment of Rs .....Lacs is within permissible limit of  
Rs..... Lacs for .....micro / small (Strike off  
which is not applicable) Category under MSMED Act 2006.

Date:

(Signature)

Name-

Membership Number-

Seal of Chartered Accountant

**BANK GUARANTEE BOND**

**WAM 28**

(Paragraph 4.9.6 of – Works Accounts Manual)

1. In consideration of the Bharat Heavy Electricals Limited, Siri Fort, New Delhi through HEEP Hardwar Division (hereinafter called ‘the Company’) having agreed to exempt \_\_\_\_\_ (hereafter called ‘the said Contractor’ which term includes ‘Suppliers’ for the purpose of this Bond) from the demand under the terms and conditions of an Agreement dt. \_\_\_\_\_ made between \_\_\_\_\_ and \_\_\_\_\_ for (hereafter called ‘the said Agreement’) of Security Deposit for the due fulfillment by the said Contractor of the terms and conditions contained in the said Agreement, on production of a Bank Guarantee for Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) we,

\_\_\_\_\_ (Indicate the name of the Bank)  
(hereinafter referred to as ‘the Bank’) at the request of \_\_\_\_\_

Contractor(s) do hereby undertake to pay to the Company an amount not exceeding Rs. \_\_\_\_\_ against any loss or damage caused to or suffered or would be caused to or suffered by the Company by reason of any breach by the said Contractor(s) of any of the terms and conditions contained in the said Agreement.

2. We, \_\_\_\_\_ do hereby undertake (indicate the name of the Bank) to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the Company stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the Company by reason of breach by the said Contractor(s), of any of the terms or conditions contained in the said Agreement or by reason of the contractor(s), failure to perform the said Agreement. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. \_\_\_\_\_ .

3. We undertake to pay to the Company any money so demanded notwithstanding any dispute or disputes raised by the Contractor(s) in any suit or proceeding pending before any Court or Tribunal relating thereto our liability under this present being absolute and unequivocal.

The payment so made by us under this bond shall be valid discharge of our liability for payment thereunder and the Contractor(s) shall have no claim against us for making such payment.

4. We \_\_\_\_\_ further agree that the Guarantee  
(Indicate the name of the bank)

herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the due of the Company under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till \_\_\_\_\_ Office / Department / Division of Bharat Heavy Electricals Limited certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said contractor(s) and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the \_\_\_\_\_, we shall be discharged from all the liability under this guarantee there after.

5. We, \_\_\_\_\_, further agree with the company that  
(Indicate the name of the bank)

the Company shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time to performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the company against the said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said Agreement and we shall not be relieved from our liability by any reason of any such variation or extension being granted to the said contractor(s) or for any forbearance, act or omission on the part of the company or any indulgence by the company to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would but for this provision have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(s)

7. We \_\_\_\_\_ lastly undertake not to revoke  
(Indicate the name of the bank)

this guarantee during its currency except with the previous consent of the Company in writing.

Dated the \_\_\_\_\_ day of \_\_\_\_\_

For \_\_\_\_\_  
(Indicate the name of the Bank)

**LIST OF BHEL CONSORTIUM BANK**

<b>1</b>	<b>State Bank of India</b>
<b>2</b>	<b>Canara Bank</b>
<b>3</b>	<b>Bank of Baroda</b>
<b>4</b>	<b>Punjab National Bank</b>
<b>5</b>	<b>State Bank of Hyderabad</b>
<b>6</b>	<b>State Bank of Travancore</b>
<b>7</b>	<b>Corporation bank</b>
<b>8</b>	<b>Syndicate Bank</b>
<b>9</b>	<b>Indian Bank</b>
<b>10</b>	<b>Oriental Bank of Commerce</b>
<b>11</b>	<b>UCO bank</b>
<b>12</b>	<b>Central bank of India</b>
<b>13</b>	<b>IDBI Ltd.</b>
<b>14</b>	<b>HDFC Bank Ltd.</b>
<b>15</b>	<b>ICICI Bank Ltd.</b>
<b>16</b>	<b>Kotak Mahindra Bank ltd</b>
<b>17</b>	<b>The Federal bank Limited</b>
<b>18</b>	<b>Abn-Amro Bank</b>
<b>19</b>	<b>Citi Bank</b>
<b>20</b>	<b>HSBC</b>
<b>21</b>	<b>Deutsche Bank</b>
<b>22</b>	<b>Standard Chartered Bank</b>
<b>23</b>	<b>United bank of India</b>
<b>24</b>	<b>Vijaya Bank</b>
<b>25</b>	<b>Union Bank of India</b>
<b>26</b>	<b>Bank of India</b>
<b>27</b>	<b>Andhra Bank</b>
<b>28</b>	<b>Punjab &amp; Sind Bank</b>
<b>29</b>	<b>Axis Bank</b>