



Tender Enquiry No. B/4066/2014/5992V/1 for the requirement of Oil Purification Units alongwith Spares

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

<u>Commercial Documents</u>		
	<u>Document No.</u>	<u>Number of pages</u>
1.	Open tender	05
2.	INSTRUCTION TO BIDDERS	03
3.	PRE-QUALIFICATION REQUIREMENT/ Annexure -A	01
4.	SPECIAL INSTRUCTIONS/ Annexure B	04
5.	TERMS AND CONDITIONS FOR FOREIGN VENDORS (ANNEXURE-C)	06
6.	TERMS AND CONDITIONS FOR INDIGENOUS VENDORS (ANNEXURE-C)	05
7.	SUPPLIER REGISTRATION FORM (for foreign supplier)	04
8.	SUPPLIER REGISTRATION FORM (for Indian supplier)	19
9.	MSME CERTIFICATE BY CA (ANNEXURE-1)	01
10.	NTPC Sub-Contract Questionnaire	11
11.	TOTAL PAGES	59

<u>Technical Documents</u>		
	<u>Document No.</u>	<u>Number of pages</u>
1.	BHEL SPECIFICATION NO. ST 39013 REV.C	28
2.	DOCUMENT NO. 411928A2000	3
3.	ADDENDUM NO. 41192895000	5
4.	DRAWING NO. 41810D61001 LT SWITCHGEAR	1
5.	ADDENDUM NO. 41810D51000	4
6.	ADDENDUM NO. 41810D61000	7
7.	DOCUMENT NO. 41192896000	4
8.	BHEL STANDARD QUALITY PLAN FORMAT	1
9.	TOTAL PAGES	53

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

Contact Person 1:

Mr. Rahul Sharma
Designation: Sr. Engineer (PPX/BOI)
Email ID: rahul@bhelhwr.co.in
Tel: +91 1334 28 4421
Mob: +91 9759224824

Contact Person 2:

Mr. Anil Jain
Designation: AGM (PPX/BOI)
Email ID: ajain@bhelhwr.co.in
Tel: +91 1334 28 5849
Mob: +91 9720005715



BHARAT HEAVY ELECTRICALS LIMITED
HEEP: HARDWAR-249 403 (UA)
Fax: 01334-226084/226462, Phone: 285849/284421
E-mail: ajain@bhelhwr.co.in

Ref: BOI/OT/OPU/14-15

Date: 26/03/2015

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/4066/2014/5992V/1	Oil Purification Unit along with Spares	As per Tender	15/04/2015	16/04/2015

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).

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

EMD: Rs.2,00,000/- (Rs. Two Lac or equivalent foreign currency)

The EMD 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 should be submitted in the form of Pay Order or Demand Draft only.

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 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 or www.tenders.gov.in or www.bhelhwr.co.in

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



BHARAT HEAVY ELECTRICALS LIMITED
HEEP: HARDWAR-249 403 (UA)
Fax: 01334-226084/226462, Phone: 285849/284421
E-mail: ajain@bhelhwr.co.in

BHEL Enquiry No. : B/4066/2014/5992V/1

Date of issue : 26/03/2015
Due Date/ opening date: 16/04/2015

M/s.....

Sub: Tender Enquiry No. B/4066/2014/5992V/1

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. **The Complete scope of supply for each project is as per details given below:**

Sl. No.	Project	Material Code & Description	Qty	Scheduled Delivery
1	Ennore (Tamil Nadu)	W90311928234 Unit Oil Purification Unit-Manual Cleaning Type, with Polishing Filter, Capacity 1X100% of 6000LPH, as per ST39013 and Document No. 411928A2000 Spec: ST 39013 Rev.C	02 Nos.	01 No.: 30/09/16 01 No. 30/11/16
		W90311928358 Central Oil Purification Unit-Manual Cleaning Type, with Polishing Filter, Capacity 1X100% of 6000LPH, as per ST39013 and Document No. 411928A2000 Spec: ST 39013 Rev.C	01 No.	30/09/16
2	North Karanpura (Jharkhand)	W90311928331 Unit Oil Purification System-Manual Cleaning Type, Capacity 1X100% of 6000LPH, as per product Standard ST39013 and Addendum No. 41192895000	03 Nos.	01 No.: 28/12/16 01 No.: 28/06/17 01 No.:28/12/17
		W90311928340 Central Oil Purification System-Manual Cleaning Type, Capacity 1X100% of 6000LPH, as per product Standard ST39013 and Addendum No. 41192895000	01 No.	28/12/16
		W90318103168 RTDs for Oil Purification Unit:01 No. Each Type and Range Spec: ST 39013 Rev.C	01 No.	28/10/16
		W90318103176 Pressure Indicators for Oil Purification Unit:01 No. Each Type and Range Spec: ST 39013 Rev.C	02 No.	28/10/16
		W9931813798 Drawing No. 41810D61001 Rev 00 Mandatory Spares for Lube Oil Purification Unit as per Drawing No. 41810D61001	01 Set	28/10/16
		W90318103230 Spare Separator Motor for Oil Purifier Spec: ST 39013 Rev.C	01 No.	28/10/16



BHARAT HEAVY ELECTRICALS LIMITED
HEEP: HARDWAR-249 403 (UA)
 Fax: 01334-226084/226462, Phone: 285849/284421
 E-mail: ajain@bhelhwr.co.in

Sl. No.	Project	Material Code & Description	Qty	Scheduled Delivery
3	Neyveli (Tamil Nadu)	W90311928218 Unit Oil Purification Unit-Manual Cleaning Type, Capacity 1X100% of 7500LPH, with Polishing Filter, as per ST39013 and Document No. 41192896000 Spec: ST 39013 Rev.C	02 Nos.	01 No.: 25/07/16 01 No. 25/01/17
		W90311928226 Central Oil Purification Unit-Manual Cleaning Type, with Polishing Filter, Capacity 1X100% of 7500LPH, as per ST39013 and Document No. 41192896000 Spec: ST 39013 Rev.C	01 No.	25/06/16
		W90318103192 Level Switch for Oil Purification Unit :01 No. Each Type and Range Spec: ST 39013 Rev.C	02 Nos.	23/06/17
		W90318103176 Pressure Indicators for Oil Purification Unit :01 No. Each Type and Range Spec: ST 39013 Rev.C	02 Nos.	23/06/17
		W90318103354 Vacuum Gauge for Lube Oil Purifier Spec: ST 39013 Rev.C	01 No.	23/06/17
		W90318103150 Pressure Switch for Oil Purification Unit:01 No. Each Type and Range Spec: ST 39013 Rev.C	01 No.	23/06/17
		W90318103206 Flow Meter/Indicator for OPU Spec: ST 39013 Rev.C	01 No.	23/06/17
		W90318103184 Temperature Indicator for Oil Purification Unit:01 No. Each Type and Range Spec: ST 39013 Rev.C	02 No.	23/06/17
		W90318103168 RTDs for Oil Purification Unit:01 No. Each Type and Range Spec: ST 39013 Rev.C	04 No.	23/06/17
		W90318103362 Gauge Glass Assembly	04 No.	23/06/17



BHARAT HEAVY ELECTRICALS LIMITED
HEEP: HARDWAR-249 403 (UA)
Fax: 01334-226084/226462, Phone: 285849/284421
E-mail: ajain@bhelhwr.co.in

Sl. No.	Project	Material Code & Description	Qty	Scheduled Delivery
4	IB Valley (Orissa)	W90311928234 Unit Oil Purification Unit-Manual Cleaning Type, with Polishing Filter,Capacity1X100% of 6000 LPH, as per ST39013 and Document No. 411928A2000 Spec: ST 39013 Rev.C	02 Nos.	01 No.: 13/07/16 01 No. 13/11/16
		W90311928358 Central Oil Purification Unit-Manual Cleaning Type, with Polishing Filter,Capacity1X100% of 6000 LPH, as per ST39013 and Document No. 411928A2000 Spec: ST 39013 Rev.C	01 No.	13/07/16
		W90318103290 Mandatory Spares for Flow Switch of Oil Purifier Unit, ST 39013 Spec: ST 39013 Rev.C	01 No.	26/12/17
		W90318103192 Level Switch for Oil Purification Unit:01 No. Each Type and Range Spec: ST 39013 Rev.C	01 No.	26/12/17
		W90318103150 Pressure Switch for Oil Purification Unit:01 No. Each Type and Range Spec: ST 39013 Rev.C	01 No.	26/12/17
		W90318103168 RTDs for Oil Purification Unit:01 No. Each Type and Range Spec: ST 39013 Rev.C	02 No.	26/12/17
		W90318103176 Pressure Indicators for Oil Purification Unit:01 No. Each Type and Range Spec: ST 39013 Rev.C	01 No.	26/12/17
		W90318103184 Temperature Indicator for Oil Purification Unit:01 No. Each Type and Range Spec: ST 39013 Rev.C	01 No.	26/12/17

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

Tender Fee: Rs. 2000/- (Rs. Two Thousand or equivalent foreign currency)
EMD: Rs.2,00,000/- (Rs. Two Lac or equivalent foreign currency)

The EMD 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.



BHARAT HEAVY ELECTRICALS LIMITED
HEEP: HARDWAR-249 403 (UA)
Fax: 01334-226084/226462, Phone: 285849/284421
E-mail: ajain@bhelhwr.co.in

Tender Fee should be submitted in the form of Pay Order or Demand Draft only.

Part-1 bid shall be opened of those vendors **ONLY AFTER ENSURING AVAILABILITY 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 are exempted from submission of EMD.

MSE suppliers are exempted from submission of EMD and Tender Fee.

MSE Suppliers can avail the intended benefits only if they submit along with the offer, attested copies of either EM II certificate having deemed validity (five years from the date of issue of acknowledgement in EM II) or valid NSIC certificate or EM II certificate along with attested copy of a CA certificate (Format enclosed at annexure-1 where deemed validity of EM II certificate of five years has expired) applicable for the relevant financial year (latest audited). Date to be reckoned for determining the deemed validity will be the date of bid opening (Part 1 in case of two part bid). Non submission of such documents will lead to consideration of their bid at par with other bidders. No benefit shall be applicable for this enquiry if any deficiency in the above required documents is found or the requisite documents are not submitted before price bid opening. If the tender is to be submitted through e-procurement portal, then the above require document are to be uploaded on the portal. Documents should be notarized or attested by a Gazette officer.

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)



BHARAT HEAVY ELECTRICALS LIMITED
HEEP: HARDWAR-249 403 (UA)
Fax: 01334-226084/226462, Phone: 285849/284421
E-mail: ajain@bhelhwr.co.in

INSTRUCTION TO BIDDERS

Clause 1.0 :

The tenders shall be submitted in two parts (Part I consisting of Techno -Commercial Bid, Supplier Registration Form, NTPC Sub-Contractor Questionnaire & Pre-Qualification Requirement, EMD & Tender Fee and Part II (**Project Wise Price Bids**) 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 be considered, hence such vendors need not apply.

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.

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) **NTPC Sub-Contractor Questionnaire** (for North Karanpura Project)
- i) **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 or www.bhel.com

Note:



BHARAT HEAVY ELECTRICALS LIMITED
HEEP: HARDWAR-249 403 (UA)
Fax: 01334-226084/226462, Phone: 285849/284421
E-mail: ajain@bhelhwr.co.in

- 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 . The offer of the bidder not quoting on Freight Pre-paid upto 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 :

All envelopes shall be sealed separately and 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)

Superscription on envelop:

1. TENDER NO. AND ITEM DESCRIPTION.
2. DUE DATE OF OPENING.



BHARAT HEAVY ELECTRICALS LIMITED
HEEP: HARDWAR-249 403 (UA)
Fax: 01334-226084/226462, Phone: 285849/284421
E-mail: ajain@bhelhwr.co.in

3. "TECHNO-COMMERCIAL BID"

3. 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"

4. PART-I (d): "SUPPLIER REGISTRATION FORM" with relevant supporting document including "D & B" report / balance sheet etc. manufacturing details, quality procedures, testing and certification followed etc. shall be submitted in this part.

Superscription on envelop:

1. TENDER NO. AND ITEM DESCRIPTION.
2. DUE DATE OF OPENING.
3. SUPPLIER REGISTRATION FORM

5. PART-I (e): "NTPC SUB-CONTRACTOR QUESTIONNAIRE" with relevant supporting document

Superscription on envelop:

1. TENDER NO. AND ITEM DESCRIPTION.
2. DUE DATE OF OPENING.
3. NTPC SUB-CONTRACTOR QUESTIONNAIRE

Note: Vendors who are already registered at BHEL, Haridwar in the PMD for this item are exempted for submitting the Srf.

3. PART-II: Price bid & cost of deviation (if any) shall be submitted in this part. **Please note that Project Wise Price Bids are to be submitted in separate sealed envelopes.**

Superscription on envelop:

1. TENDER NO. AND ITEM DESCRIPTION.
2. DUE DATE OF OPENING.
3. "PRICE BID"
4. **Name of the Project.**

Clause 1.4:

The Part-I (from 1 (a) to 1 (E)) & Part-II ((a) to (d), project wise) 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)



BHARAT HEAVY ELECTRICALS LIMITED
HEEP: HARDWAR-249 403 (UA)
Fax: 01334-226084/226462, Phone: 285849/284421
E-mail: ajain@bhelhwr.co.in

Annexure-A

PRE-QUALIFICATION REQUIREMENT

This requirement is for the vendors who are manufacturing or supplying Lube Oil Purification System (Centrifuge type) for Steam Turbine applications.

1. Vendor should have engineered and executed at least one contract for supply of lube oil purification system having flow capacity of 6000LPH / 7500LPH for steam turbines applications to any power plant manufacturers.
2. The scope of supply shall include the complete Lube Oil Purification System. Major components of the system are centrifuge, feed pump, indirect type oil heater, control panel, polishing filter, piping, valves & instruments.
3. The purification system shall be suitable for continuous operation round the clock.
4. Scope of supply of vendor shall be such that the oil purification system can be used as purifier as well as clarifier.
5. The lube oil purification system shall be capable to supply purified oil having oil purity level as mentioned below.
 - a. Particle size of impurities: Equal to or better than class 15/12 as per ISO 4406 at the outlet of oil purification system from inlet of class 21/18 (or inferior) in **single pass**.
 - b. Total moisture content: Equal to or better than 500 ppm at the outlet of oil purification system from inlet of 15000 ppm (or inferior) in **single pass**.
6. Test certificate (not older than 5 years) for above-mentioned particle size & total moisture content at the outlet of oil purification system shall be submitted for our approval.
7. Vendor is to submit the experience list, PO copies and End user certificate for lube oil purification system with operating parameters as mentioned in this document.
8. Against supply at sl. no. 1 above, controls for supplied OPU shall have been realized in a relay based panel. Vendor to submit control panel scheme for BHEL review.
9. Make /model/data sheet of instruments, motor and major item of control panel shall be subject to BHEL review & approval. Vendor to confirm.
10. 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.
11. Procurement would be made from customer approved vendors only.

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 (within validity of the offer) and are duly approved by the end user (if required).



BHARAT HEAVY ELECTRICALS LIMITED
HEEP: HARDWAR-249 403 (UA)
Fax: 01334-226084/226462, Phone: 285849/284421
E-mail: ajain@bhelhwr.co.in

Annexure-B

SPECIAL INSTRUCTIONS

GENERAL REQUIREMENTS

1. The requirement covered in the enquiry is for Ennore, North Karanpura, Neyveli & IB Valley Projects.
2. The evaluation would be done on the basis of total landed cost for the complete requirement for each Project (Material Prices & Supervision Charges taken together)
3. Procurement would be made from Customer approved Vendors only.
4. 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.
5. The offers of the vendors not submitting EMD & Tender Fee as per Enquiry Conditions will not be considered by BHEL.
6. Vendor to keep two copies of O&M Manual inside the Dispatch Box of OPU & also indicate the same in your shipping list.
7. Detailed List of Recommend Spares/Commissioning Spares (alongwith unit prices) should be submitted along with the offer.
8. Vendor shall carry out supervision work during Erection & Commissioning at Site. Following charges should be quoted separately in the offer:
 - a. Per Day Charges for Supervision during Erection & Commissioning (lumpsum & inclusive of everything i.e. lodging, fooding, boarding etc.)
 - b. Per Visit Charges (i.e. Travel Charges) for Supervision during Erection & Commissioning.**A total period of 02 Days and 01 Visit would be taken for evaluation of these charges for Each No. of Oil Purification Unit.**
9. Duly Filled in "Terms and Conditions of the Two Part Tender" are to be necessarily filled and submitted along with the offer.
10. 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.
11. **Project Wise Technical & Quality Requirements have been compiled below. Kindly ensure the submission of offers in compliance of these instructions along with Specifications/other documents. No financial implication on this account would be entertained later.**
12. **Project Wise Price Bids should be submitted in Separate Sealed Envelopes.**

PROJECT SPECIFIC REQUIREMENTS

A. ENNORE PROJECT (2X660 MW)

1. Applicable Specification No. ST39013 & Addendum 411928A2000 is enclosed.
2. Vendor to provide Lube Oil Recirculation Piping/ Piping Connection in their scope. It should be noted that for Material Code W90311928331 i.e. Unit Oil Purifier, recirculation line shall be connected to outlet of purifier i.e. Clean Oil Line. For Material Code W90311928340 i.e. Central Oil Purifier, Oil Re-Circulation Line shall be connected to Inlet of Purifier as Separate Flanged Connection.
3. Offered OPU shall have a provision of using the unit in purifier & clarifier mode of operation.



BHARAT HEAVY ELECTRICALS LIMITED
HEEP: HARDWAR-249 403 (UA)
Fax: 01334-226084/226462, Phone: 285849/284421
E-mail: ajain@bhelhwr.co.in

4. Corrosion proof paints to be used, as per IS-5 SIEMENS GREY (RAL 7032).
5. Motor efficiency for LT motors shall be as per IE2 as per IS:12615: 2011
- 6. Provisional offer for spares of following items shall also be mandatorily submitted by vendor:**
 - a. 1 Set each of Bearing, Orings/Gaskets & Cartridge filters required for complete assy of one purifier
 - b. Aux contact set- 12 set,
 - c. Door Limit switches- 6 no,
 - d. Fixed contact & moving contact main contact kit set -6 set,
 - e. Current transformer (metering)- 3 nos,
 - f. Control supply transformer- 1 no. of each rating,
 - g. Ammeter- 1 no. of each rating,
 - h. Relays- 1 no. of each type & rating,
 - i. Power Contactor- 5 no. of each type & rating,
 - j. Control and Selector switches- 5% of each type & size,
 - k. Power fuses- 50% of each type,
 - l. Thermal bimetal relays- 6 no of each type & rating,
 - m. Indication lamp holders complete- 20% of installed qty .

The ordering of these spares would be done at the discretion of BHEL and would be intimated before the opening of price bids. These charges may also be used for evaluation for Ennore Project and the same will also be confirmed before price bid opening. These Prices may also be used by BHEL for future ordering and should be valid for ordering till the completion of the supply (in the event of ordering).

7. System to be designed for 415 V AC, 3 phase 3 wire system.
8. In the event of ordering, following instructions are to be complied:
 - a. Following documents shall necessarily be sent with dispatch of this package:
 - i. Storage and Preservation Manual for Site.
 - ii. Operation & Maintenance Manual
 - iii. Pre-Commissioning Checklist.
 - iv. Test Certificate & Guarantee Certificate
 - v. Life time of packing Material.
 - b. "WARRANTY EXPIRY DATE" should be clearly mentioned on the package in "RED Colour".
9. Kindly submit the Quality Plan in enclosed format in line with BHEL Specification & Addendum. The QAP of the successful vendor would be forwarded to the end customer for approval (if required) and BHEL/Customer approved QAP has to be followed without any financial implications.
10. **For Vendors within India:** Pre-Inspection would be done by BHEL and/or BHEL nominated inspection agency/ Customer. The scope of inspection will be as per BHEL/Customer approved Quality Plan.
11. **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/Customer 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.
12. The vendors who are not registered at BHEL Hardwar for this item should additionally submit the date i.e Experience, Testing & Manufacturing Facility, Certification etc., for taking up their approval with the end customer.
13. Procurement would be made from Customer approved Vendors only.



BHARAT HEAVY ELECTRICALS LIMITED
HEEP: HARDWAR-249 403 (UA)
Fax: 01334-226084/226462, Phone: 285849/284421
E-mail: ajain@bhelhwr.co.in

B. NORTH KARANPURA PROJECT (3X660 MW)

1. Applicable Specification No. ST39013 & Addendums 41192895000, 41810D51000 & 41810D61001 are enclosed.
2. Vendor to provide Lube Oil Recirculation Piping/ Piping Connection in their scope. It should be noted that for Material Code W90311928331 i.e. Unit Oil Purifier, recirculation line shall be connected to outlet of purifier i.e. Clean Oil Line. For Material Code W90311928340, i.e. Central Oil Purifier, Oil Re-Circulation Line shall be connected to Inlet of Purifier as Separate Flanged Connection.
3. Offered OPU shall have a provision of using the unit in purifier & clarifier mode of operation.
4. Kindly submit the Quality Plan in enclosed format in line with BHEL Specification & Addendum. The QAP of the successful vendor would be forwarded to the end customer (NTPC) for approval and BHEL/NTPC approved QAP has to be followed without any financial implications.
5. **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 NTPC approved Quality Plan.
6. **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 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.
7. The vendors who are not registered at BHEL Hardwar and also not approved by NTPC for this item should additionally submit NTPC Sub-Contractor Questionnaire alongwith relevant details, Experience, Testing & Manufacturing Facility, Certification etc., for taking up their approval with NTPC.
8. Procurement would be made from Customer (i.e. NTPC) approved Vendors only.

C. NEYVELI PROJECT (2X500 MW)

1. Applicable Specification No. ST39013 & Addendums 41810D61000, 41192896000 are enclosed.
2. Painting requirement for panel is Exterior : RAL 7035, Interior: Brilliant White.
3. As per Clause 5.9.12 of VOL.IV Tech Spec, LT Motors for continuous duty equipment shall be energy efficient (EFF2) as per IS 12615-2004.
4. Offered Oil Purification Unit shall be such that it can be used as a purifier & also as clarifier when required.
5. Vendor to provide Lube Oil Recirculation Piping/ Piping Connection in their scope. It should be noted that for Material Code 90311928218, recirculation line shall be connected to outlet of purifier i.e. Clean Oil Line. For Material Code W90311928226, Oil Re-Circulation Line shall be connected to Inlet of Purifier as Separate Flanged Connection.
6. For Gauge Glass 2 Sets of 100% installed Quantity is to be offered.
7. Kindly submit the Quality Plan in enclosed format in line with BHEL Specification & Addendum. The QAP of the successful vendor would be forwarded to the end customer for approval (if required) and BHEL/Customer approved QAP has to be followed without any financial implications.
8. **For Vendors within India:** Pre-Inspection would be done by BHEL and/or BHEL nominated inspection agenc. The scope of inspection will be as per BHEL approved Quality Plan.
9. **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 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.
10. Following documents are to be submitted for taking up your approval with the end customer:



BHARAT HEAVY ELECTRICALS LIMITED
HEEP: HARDWAR-249 403 (UA)
Fax: 01334-226084/226462, Phone: 285849/284421
E-mail: ajain@bhelhwr.co.in

"Documentary Evidence to show that similar or higher capacity component has been supplied by the vendor and the same is operating satisfactorily for 2 years. Document evidence shall be Performance Certificate furnished by End User."

11. Procurement would be made from Customer approved Vendors only.

D. IB Valley Project (2X660 MW)

1. Applicable Specification No. ST39013 & Addendum 411928A2000 is enclosed.
2. Motor including fan shall be painted with corrosion proof paints as per IS-5.
3. Paint Shade of Panel is RAL 7032.
4. Motor Efficiency for LT Motors shall be as per IE2. Motor shall have drain plugs so located that they shall drain the water, resulting from the condensation or other causes from all pockets of the motor casing.
5. Offered Oil Purification Unit shall be such that it can be used as a purifier & also as clarifier when required.
6. Vendor to provide Lube Oil Recirculation Piping/ Piping Connection in their scope. It should be noted that for Material Code W90311928234, recirculation line shall be connected to outlet of purifier i.e. Clean Oil Outlet. For Material Code W90311928358, Oil Re-Circulation Line shall be connected to Inlet of Purifier or as Separate Flanged Connection.
7. Kindly submit the Quality Plan in enclosed format in line with BHEL Specification & Addendum. The QAP of the successful vendor would be forwarded to the end customer for approval (if required) and BHEL/Customer approved QAP has to be followed without any financial implications.
8. **For Vendors within India:** Pre-Inspection would be done by BHEL and/or BHEL nominated inspection agency/ Customer. The scope of inspection will be as per BHEL/Customer approved Quality Plan.
9. **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/Customer 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.
10. The vendors who are not registered at BHEL Hardwar for this item should additionally submit the date i.e. Experience, Testing & Manufacturing Facility, Certification etc., for taking up their approval with the end customer.
11. Procurement would be made from Customer approved Vendors only.

**TERMS AND CONDITIONS FOR TWO PART TENDER
(INDIGENOUS VENDORS)
(OIL PURIFICATION UNIT ALONGWITH SPARES)**

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.	Evaluation criteria	Evaluation would be done on the basis of total landed cost for the complete requirement covered in the enquiry for Each Project (i.e. project wise evaluation with Total Material Prices and Supervision Charges for each project taken together)	
		<p>The present Excise Duty & Custom Duty Structure for Projects covered in the enquiry is as mentioned below:</p> <p>Ennore: ED on Merit & Custom Duty on PI North Karanpura: ED Exempted & Custom Duty Free Neyveli: ED Exempted & Custom Duty Free IB Valley: ED on Merit & Custom Duty on PI</p> <p>Pls. note that the comparison of offers would be done as per the applicable CD/ED structure on the date of opening of Price Bid.</p>	
2.	Customer Approval	<p>Kindly note that the procurement would be made from customer approved vendors only.</p> <p>You are requested to submit Project-Wise Price Bids in separate envelopes. BHEL will take up the approval of your approval with the End Customer and the price bids of only those projects for which, you are approved by the end customer, would be opened. Consideration of your offer for respective/all projects would be communicated before the opening of price bids.</p>	
3.	Documents	<p>Kindly confirm that the following documents have been submitted along with your offer:</p> <ol style="list-style-type: none"> 1. Requisite EMD & Tender Fee. 2. Complete Technical offer with relevant drawings/ documents /QP etc. (as Per Special Instructions mentioned in Annexure-B). 3. Documents in support of Pre-Qualification Requirement (as defined in Annexure-A) 4. BHEL Quality Plan in enclosed format. 5. Supplier Registration Form (for vendor’s not registered at BHEL, Haridwar for this item) 6. NTPC Sub-Contractor Questionnaire (for NTPC North Karanpura Project) 7. Any other document as specified in “Instructions to Bidders”. 	

4.	Validity	<p>Confirm that validity of the offer shall be 120 days from the due date of opening of Techno-Comm. Offers.</p> <p>BHEL reserves the right to reject any or all quotations, quoting validity less than 120 days.</p>	
5.	Basis of quotation	<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 www.bhelhwr.co.in.</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 & Excise Duty should be indicated separately and clearly in the quotation, else it will be concluded that the offer is inclusive of these Taxes & 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>	
6.	Engineering Document/ Document approval	<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>	
7.	Liquidated Damages / Penalty	<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 total order value (for material portion). The date of GR would be treated as the date of delivery for penalty purposes.</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>	
8.	Supervision of erection & commissioning	<p>Kindly note that the vendor shall carry out supervision work during Erection & Commissioning at site.</p> <p>Confirm that following charges have been quoted separately in your offer:</p> <ol style="list-style-type: none"> Per Day Charges for Supervision during Erection & Commissioning (lumpsum & inclusive of everything i.e. lodging, fooding, boarding etc.) 	

		<p>2. Per Visit Charges for Supervision during Erection & Commissioning.</p> <p>A total period of 02 Days and 1 Visit would be taken for the evaluation of these charges for Each No. of Oil Purification Unit.</p> <p>Pls. note that the vendor should send a checklist to BHEL prior to deputation of Site Engineer for Commissioning. BHEL will confirm the checklist prior to issuing Commissioning Call to the vendor. After receipt of checklist from BHEL, the vendor would send the commissioning Engineer within 15 days of confirmation of site readiness. In case, any additional work is required which is beyond the scope of warranty/guarantee of the vendor, the work would be commenced only after signed agreements with site representative & the vendor.</p> <p>Kindly confirm that the quoted Supervision charges are inclusive of applicable Service Tax.</p>	
9.	Payment Terms	<p>Pl. Confirm the following Payment Terms:</p> <p>Material Portion: "100% Payment against submission of Dispatch Documents thru bank".</p> <p>Supervision during Erection & Commissioning: 100% payment against submission of successful Erection & Commissioning certificate from Project Site and invoice thru Bank.</p> <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.</p> <p>Kindly note that Bank Charges would be either sides.</p>	
10.	Quality Requirements	Kindly Confirm that all Project Specific Quality Requirements specified in "Instructions to Bidders" have been complied.	
11.	MDCC clause	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.	
12.	Guarantee	<p>Kindly confirm that Guarantee shall be provided for a period of 36 months from the date of dispatch or 18 months from the date of commissioning, whichever is later. In case of any failure or trouble reported from site, the supplier should depute their representative immediately to attend the problem and replace the defective component/part if required, without any additional cost to BHEL.</p> <p>Please note that vendors quoting guarantee less than 18 months from the date of 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> <p>Supplier shall be responsible for free replacement of defective equipment / material at our site</p>	
13.	Reverse Auction	<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. Kindly give your acceptance for participation in RA.</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.	
14.	Arbitration :	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.	
15.	Risk Purchase:	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.	
16.	General terms	Right of Acceptance – BHEL reserves the right to reject any or all the quotations without assigning any reasons thereof. BHEL also reserves the right to increase or decrease the tendered quantities. 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. 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.	

		Also the name of principal supplier should be indicated on envelop in addition to Enquiry no and due date.	
		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). The replica of Priced Bid (without prices) would be necessarily submitted along with Part-1 of the offer.	
		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.	
17.	E-Form requirement	This is a case of E-1 transaction. BHEL will issue “C” form to vendor. After issuance of “C Form” by BHEL, vendor has to submit “E-1 Form” to BHEL. Kindly note & confirm.	

(Signature of the Vendor with Seal)

**TERMS AND CONDITIONS FOR TWO PART TENDER
(FOREIGN VENDORS)
(OIL PURIFICATION UNIT ALONGWITH SPARES)**

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.	Evaluation criteria	Evaluation would be done on the basis of total landed cost for the complete requirement covered in the enquiry for Each Project (i.e. project wise evaluation with Total Material Prices and Supervision Charges for each project taken together)	
		The present Excise Duty & Custom Duty Structure for Projects covered in the enquiry is as mentioned below: Ennore: ED on Merit & Custom Duty on PI North Karanpura: ED Exempted & Custom Duty Free Neyveli: ED Exempted & Custom Duty Free IB Valley: ED on Merit & Custom Duty on PI Pls. note that the comparison of offers would be done as per the applicable CD/ED structure on the date of opening of Price Bid.	
		Please note that the exchange rate for evaluation of foreign offers (i.e. offered in foreign currency) would be taken as TT Selling rate of SBI as on scheduled date of tender opening (Part-1 bid, i.e. techno-commercial offer).	
2.	Customer Approval	Kindly note that the procurement would be made from customer approved vendors only. You are requested to submit Project-Wise Price Bids in separate envelopes. BHEL will take up the approval of your approval with the End Customer and the price bids of only those projects for which, you are approved by the end customer, would be opened. Consideration of your offer for respective/all projects would be communicated before the opening of price bids.	
3.	Validity	Confirm that validity of the offer shall be 120 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.	
4.	Documents	Kindly confirm that the following documents have been submitted along with your offer: 1. Requisite EMD & Tender Fee.	

		<ol style="list-style-type: none"> 2. Complete Technical offer with relevant drawings/ documents /QP etc. (as Per Special Instructions mentioned in Annexure-B). 3. Documents in support of Pre-Qualification Requirement (as defined in Annexure-A) 4. BHEL Quality Plan in enclosed format. 5. Supplier Registration Form (for vendor's not registered at BHEL, Haridwar for this item) 6. NTPC Sub-Contractor Questionnaire (for NTPC North Karanpura Project) 7. Any other document as specified in "Instructions to Bidders". 	
5.	Basis of quotation	Confirm that Prices have been 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.	
		Transit insurance would be arranged by BHEL. Please send your offer keeping this in view.	
		<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"> 1. Net weight of each type of Box 2. Gross Weight of each type of Box 3. Dimension (L X W X H) for each type of Box. 4. No of Boxes of each type. 	
Kindly inform the port of loading (FOB).			
6.	Engineering Document/ Document approval	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.	
7.	Liquidated Damages / Penalty	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 total order value (for material portion).	
		Pls. note that BHEL reserves the right to load your offer to the extent to which penalty is not agreed.	
		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.	
8.	Supervision of erection & commissioning	Kindly note that the vendor shall carry out supervision work during Erection & Commissioning at site.	
		Confirm that following charges have been quoted separately in your offer: <ul style="list-style-type: none"> 1. Per Day Charges for Supervision during Erection & Commissioning (lumpsum & inclusive of everything i.e. lodging, fooding, boarding etc.) 2. Per Visit Charges for Supervision during Erection & Commissioning. A total period of 02 Days and 1 Visit would be taken for the evaluation of these charges for Each No. of Oil Purification Unit.	
		Pls. note that the vendor should send a checklist to BHEL prior to deputation of Site Engineer for Commissioning. BHEL will confirm the checklist prior to issuing Commissioning Call to the vendor. After receipt of checklist from BHEL, the vendor would send the commissioning Engineer within 15 days of confirmation of site readiness. In case, any additional work is required which is beyond the scope of warranty/guarantee of the vendor, the work would be commenced only after signed agreements with site representative & the vendor.	
		Kindly confirm that the quoted Supervision charges are inclusive of applicable Service Tax & TDS. Please furnish the copy of your PAN card. (Registration with income tax Department of India).	
		Please note that BHEL will deduct tax from your bill of supervision at the time of payment of supervision and furnish Tax Deduction at Source (TDS) Certificate. The rate of tax will be as per DTAA between your country and India. You should generally be able to get credit for TDS from the tax authorities in your country based on the certificate provided by BHEL (TDS certificate), if there is a Double-Taxation Avoidance Agreement with India.	
9.	Payment Terms	Pl. Confirm the following Payment Terms: Material Portion: "100% Payment against submission of Dispatch Documents thru bank (i.e. thru CAD)". Supervision during Erection & Commissioning: 100% payment against submission of successful Erection & Commissioning certificate from Project Site and invoice thru Bank.	
		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.	
		Kindly confirm that Bank Charges would be either sides.	
10.	Quality Requirements	Kindly Confirm that all Project Specific Quality Requirements specified in "Instructions to Bidders" have been complied.	
		The prices are to be quoted inclusive of Third Party Inspection Charges (By Lloyds/BVQI/TUV). The scope of inspection for Third Party Inspection	

		Agency would be as per approved Quality Plan (as defined in "Instructions to Bidders"). 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.	
11.	MDCC clause	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.	
12.	Guarantee	Kindly confirm that Guarantee shall be provided for a period of 36 months from the date of dispatch or 18 months from the date of commissioning, whichever is later . In case of any failure or trouble reported from site, the supplier should depute their representative immediately to attend the problem and replace the defective component/part if required, without any additional cost to BHEL.	
		Please note that vendors quoting guarantee less than 18 months from dispatch shall not be considered.	
		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.	
		Supplier shall be responsible for free replacement of defective equipment / material at our site	
13.	Reverse Auction	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. Kindly give your acceptance for participation in RA. Non-acceptance to participate in RA may result in non-consideration of their bids, in case BHEL decides to go for RA. In case BHEL decides to go for Reverse Auction, only those bidders who have given their acceptance to participate in RA will be allowed to participate in 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.	
14.	Arbitration :	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.	
15.	Risk Purchase:	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.	
16.	General terms	Right of Acceptance – BHEL reserves the right to reject any or all the quotations without assigning any reasons thereof. BHEL also reserves the right to Increase or decrease the tendered quantities. 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. 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. Also the name of principal supplier should be indicated on envelop in addition to Enquiry no and due date.	
		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). The replica of Priced Bid (without prices) would be necessarily submitted along with Part-1 of the offer.	
		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

	Annexure-III GUIDELINES TO FOREIGN 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 (link Supplier Registration -> New Supplier Required) to know more about the requirement of new suppliers for various items in our units.
2. Registration Form no. SRF(F)01 may be obtained from BHEL website www.bhel.com.
3. Application for registration, with a covering letter detailing where your products can find application (if possible) in BHEL unit(s), should be sent to:

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

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

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

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

	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

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

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


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

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

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

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

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

	Annexure-II Check List for Indian Supplier Registration Form	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

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

**BHARAT HEAVY ELECTRICALS LIMITED
SUPPLIER REGISTRATION FORM**

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

ANNEXURE-II

Page 2 of 17

ORGANISATIONAL INFORMATION

2.0 GENERAL INFORMATION :

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

ADDRESS :

E - Mail :

TELEPHONE : Landline

Mobile

FAX :

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

2.3 DETAILS OF AUTHORISED SIGNATORY FOR SEEKING CLARIFICATION :

NAME :

DESIGNATION :

E - Mail :

TELEPHONE : Landline

Mobile

FAX :

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

**BHARAT HEAVY ELECTRICALS LIMITED
SUPPLIER REGISTRATION FORM**

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

ANNEXURE-II

Page 3 of 17

ORGANISATIONAL INFORMATION

3.0 OWNERSHIP INFORMATION : DOCUMENTS TO BE FURNISHED

3.1 GOVT. OF INDIA UNDERTAKING:

OR

STATE GOVT. UNDERTAKING :

OR

LIMITED COMPANY, :

MEMORANDUM AND
ARTICLES OF ASSOCIATION

OR

PRIVATE COMPANY :

MEMORANDUM AND
ARTICLES OF ASSOCIATION

OR

CO-OPERATIVE SOCIETY, :

SOCIETY RULES AND
BYE LAWS

OR

PARTNERSHIP FIRM, :

PARTNERSHIP DEED

OR

PROPRIETORSHIP, :

PROFESSION TAX REGN.
AND MUNICIPAL REGN.

ANY OTHER (SPECIFY) :

3.2 NATURE OF BUSINESS :

(MANUFACTURING UNIT/
ENGG CONSULTANT/ EPC CONTRACTOR)

(AGENTS/ DISTRIBUTORS/STOCKISTS/DEALERS/
TRADERS/ INDIAN SUBSIDIARY/ CHANNEL PARTNER – attach authorization
certificate of principal)

3.3 YEAR OF ESTABLISHMENT :

* 3.4 YEAR OF COMMENCEMENT OF BUSINESS :

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

**BHARAT HEAVY ELECTRICALS LIMITED
SUPPLIER REGISTRATION FORM**

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

ANNEXURE-II

Page 4 of 17

ORGANISATIONAL INFORMATION

4.0 REGISTRATION PARTICULARS

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

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

5.0 TOTAL ORGANISATIONAL STRENGTH : (ATTACH ORGANISATION CHART)

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

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

**BHARAT HEAVY ELECTRICALS LIMITED
SUPPLIER REGISTRATION FORM**

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

ANNEXURE-II

Page 5 of 17

ORGANISATIONAL INFORMATION

6.0 OTHER PARTICULARS :

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

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

6.1.1. BHEL UNIT'S NAME :

6.1.2. SUPPLIER REGN. CODE NO. :

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

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

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

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

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

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

* 6.7 R&D SET UP

6.8 DIRECTORS / PARTNERS, IF RELATED TO ANY
BHEL EMPLOYEE.
NAME :
STAFE NO. :
DESIGNATION :
Unit & DEPARTMENT :
RELATIONSHIP :

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

**BHARAT HEAVY ELECTRICALS LIMITED
SUPPLIER REGISTRATION FORM**

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

ANNEXURE-II

Page 6 of 17

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 :

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

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

**BHARAT HEAVY ELECTRICALS LIMITED
SUPPLIER REGISTRATION FORM**

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

ANNEXURE-II

Page 7 of 17

ORGANISATIONAL INFORMATION

7.0 MANUFACTURING FACILITIES:

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

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

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

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

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

IN CASE OF SPACE LIMITATION ENCLOSE ANNEXURE / CATALOGUE WITH TAG

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

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

**BHARAT HEAVY ELECTRICALS LIMITED
SUPPLIER REGISTRATION FORM**

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

ANNEXURE-II

Page 8 of 17

ORGANISATIONAL INFORMATION

8.0 INSPECTION & TESTING FACILITIES:

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

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

IN CASE OF SPACE LIMITATION ENCLOSE ANNEXURE / CATALOGUE WITH TAG

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

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

IN CASE OF SPACE LIMITATION ENCLOSE ANNEXURE / CATALOGUE WITH TAG

Note:

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

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

BHARAT HEAVY ELECTRICALS LIMITED SUPPLIER REGISTRATION FORM

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

ANNEXURE-II

Page 9 of 17

ORGANISATIONAL INFORMATION					
FINANCIAL INFORMATION FOR THE PREVIOUS FOUR YEARS					
9.0	Parameter	Year 1	Year 2	Year 3	Year 4
		(Years in ascending order, Money value in Rs. Lakhs)			
* 9.1	NET WORTH (Share Capital +Reserves)				
	Growth over previous year (%)	-----			
9.2	LONG TERM DEBT / LOAN				
* 9.3	DEBT EQUITY RATIO <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> 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 & Service Tax, Custom) and details of disputes pending, if any, with these authorities to be submitted.</p>					
SUPPLIER'S AUTHORISED SIGNATORY			BHEL CERTIFIED ASSESSOR		

BHARAT HEAVY ELECTRICALS LIMITED SUPPLIER REGISTRATION FORM

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

ANNEXURE-II

Page 10 of 17

ORGANISATIONAL INFORMATION

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

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

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

Maximum Marks = 50

Negative Marks = -13

Minimum Qualifying marks = 30

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

**BHARAT HEAVY ELECTRICALS LIMITED
SUPPLIER REGISTRATION FORM**

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

ANNEXURE-II

Page 11 of 17

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				Furnish a copy of system and organization.
2*	In process control				Furnish at least one work instruction & record of process control parameter
3*	Manufacturing / Testing Procedure Qualification				Procedure Qualification specification may be submitted
4*	Personnel qualification for 3 above.				Record of Personnel qualification (PQR) to be submitted
5*	Calibration system				Submit list of instrument & their calibration status
6*	System of Identification & Traceability of materials, tools, jigs, fixtures & processed components, etc.				Copy of procedure to be submitted
7*	System of Storage, Preservation , Painting & packing				Copy of procedure to be submitted
8*	System of NCR disposition & corrective preventive action				Two copies of NCR & CAPA
9*	Customer complaints handling system				Submit list of customer complaints & status for the last three years
10*	Safety measures				Submit copy of safety system & Record of accidents for last three years
11	Any other quality initiative				

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

**BHARAT HEAVY ELECTRICALS LIMITED
SUPPLIER REGISTRATION FORM**

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

ANNEXURE-II

Page 12 of 17

FORM NO. SRF(I) 01

Part B (QUALITY SYSTEM):

12. LIST OF ENCLOSURES

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

Maximum Marks = 25

Minimum Qualifying marks = 15

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

BHARAT HEAVY ELECTRICALS LIMITED SUPPLIER REGISTRATION FORM

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

ANNEXURE-II

Page 13 of 17 amdt.-04

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)		
TOTAL MARKS OUT OF POSSIBLE	10	25		

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)						
TOTAL MARKS OUT OF POSSIBLE Average of Total (Total/3) = -----	10	25						

(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

BHEL CERTIFIED ASSESSOR

BHARAT HEAVY ELECTRICALS LIMITED SUPPLIER REGISTRATION FORM

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

ANNEXURE-II

Page 14 of 17

Part D : SCORE SHEET

1. ORGANISATIONAL SOUNDNESS (for Manufacturers):

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

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

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

BHEL CERTIFIED ASSESSOR

BHARAT HEAVY ELECTRICALS LIMITED SUPPLIER REGISTRATION FORM

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

ANNEXURE-II

Page 15 of 17

Part D: SCORE SHEET

2. FINANCIAL INFORMATION (for Manufacturers):

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

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

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

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

BHEL CERTIFIED ASSESSOR

BHARAT HEAVY ELECTRICALS LIMITED SUPPLIER REGISTRATION FORM

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

ANNEXURE-II

Page 16 of 17

Part D : SCORE SHEET

3. QUALITY SYSTEM :

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

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)
A. Common Technical Competence		

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)
	Sub-Total		15	

TOTAL (A+B): 25 ()

SUMMARY:

Sl. No	Criteria	Maxm Marks	Qualifying marks *	Marks obtained	Recommendation for registration
1.	Organisational Soundness	50	30		Recommended : Permanent code /Development code/ Trial code Not recommended
	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

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 dateas per MSMED Act 2006 is as follows:

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

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

Date:

(Signature)

Name-

Membership Number-

Seal of Chartered Accountant



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.