



## REQUIREMENT FOR PROCUREMENT OF IMPORTED COMPONENTS

PUR.SPEC. NO : 12SAE35  
NO. OF PAGES : 6  
NO. OF ANNEXURES : 3  
REVISION NO. : 04

---

BHARAT HEAVY ELECTRICALS LIMITED

ELECTRONICS DIVISION

BANGALORE - 560026



### REVISION HISTORY SHEET

COPY RIGHT AND CONFIDENTIAL  
 The information on this document is the property of Bharat Heavy Electricals Limited.  
 It must not be used directly or indirectly in anyway detrimental to the interest of the company

REV NO.	DATE	NATURE OF CHANGE	REASONS	PREPARED BY	APPROVED BY
00	05-03-2013	FIRST ISSUE		-sd- K.G.V.	-sd- K.G.R.
01	30-07-2013	Annexure 1 & 2 added, Gen. Revision.		-sd-  K.G.V.	-sd-  K.G.R.
02	12-08-2013	Annexure 1 & 2 Revised		-sd- K.G.V.	-sd- K.G.R.
03	15-10-2018	Sl. no. 6 of Annexure 1 revised.		-sd- SI	-sd- SA
04	04-09-2020	Minor Spec for non-authorized Representatives.	Included the applicable Spec for non-authorized Representatives.	SI	SA



**INSTRUCTIONS TO VENDOR**

Vendors supplying material, product, articles are required to strictly adhere to the following;

1. The product, material, article, component supplied to be in conformance to all the requirements, specification and applicable documents given with the purchase order.
2. Vendor is required to submit completed checklist as per the Annexure-1 along with the offer.
3. Vendor, who is authorized distributor of the OEM for the item/s, is required to submit a Certificate of Compliance on vendor's letter-head as per the sample given in Annexure-2 of this document along with the shipment.
4. Vendor, who is not an authorized distributor of the OEM for the item/s, shall
  - a. procure the items directly from the Authorised distributor of the Item
  - b. vendor shall submit below Documents along with the shipment :

b1 Certificate of Compliance on vendor's letter-head as per the sample given in Annexure-3 of this document.

b2 Documents to clearly prove that the vendor has procured the supplied items directly from the Authorised distributor : This shall comprise at the least --- (i)Certificate on vendor's letter head linking BHEL PO with all vendor's/sub-vendor's PO/Invoice upto OEM & (ii)Additionally All relevant PO/Invoice copies referred in such certificate & sufficient enough to prove the procurement is from Authorised Distributors.

b3 Proof of Authorization of authorized distributor (referred to in 4a) wrt the OEM. If letter of Authorization is provided as proof, it should be from the OEM & issued on OEM's Letter Head.

COPY RIGHT AND CONFIDENTIAL  
 The information on this document is the property of Bharat Heavy Electricals Limited.  
 It must not be used directly or indirectly in anyway detrimental to the interest of the company



Annexure – 1

RFQ No. .... ; BHEL Material Code: .....

Checklist for NIT requirements of RFQ

Sl. no.	Description	Yes	No	NA
1	Offered item is ROHS compliant with backward compatibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Date code of the supplied item will be as per BHEL RFQ specification.	<input type="checkbox"/>	<input type="checkbox"/>	
3	Items will be supplied in OEM package.	<input type="checkbox"/>	<input type="checkbox"/>	
4	Batch code/codes of the supplied items will be indicated in the COC	<input type="checkbox"/>	<input type="checkbox"/>	
5	COC shall carry the certification that the items have been manufactured, tested/inspected (by OEMS / concerned agency) in conformance with all requirements, applicable documents & specifications.	<input type="checkbox"/>	<input type="checkbox"/>	
6	We are authorized distributor of the OEM for the items. COC as per Annexure-2 will be submitted along with shipment	<input type="checkbox"/>	<input type="checkbox"/>	
7	We are not authorized distributor of the OEM for the items. Hence COC as per Annexure-3 as well as the relevant documents as specified will be submitted along with shipment	<input type="checkbox"/>	<input type="checkbox"/>	

Signature :

Office Seal :

Date :

Note:

1. N A = Not Applicable
2. Please tick the appropriate check box.
3. COC = Certificate of Conformance.

COPY RIGHT AND CONFIDENTIAL  
 The information on this document is the property of Bharat Heavy Electricals Limited.  
 It must not be used directly or indirectly in anyway detrimental to the interest of the company

Annexure - 2CERTIFICATE OF COMPLIANCE

It is hereby certified that the item/s supplied vide our Invoice No....., dated..... has/have been manufactured, inspected/tested in conformance with all requirements, applicable documents and other specifications as per BHEL Material Code..... and Quantity/.....Nos., called in your Purchase Order No.....:

Required test and traceability documentation are on file and available for review by your representative at any reasonable time.

Supplied items have been manufactured within 24 months from the date of invoice. Batch code/codes of the items are.....

Place:

Signature :

Date:

Office Seal:



Annexure - 3

CERTIFICATE OF COMPLIANCE

It is hereby certified that the item/s supplied vide our Invoice No. ...., dated ..... has/have been manufactured, inspected/tested in conformance with all requirements, applicable documents and other specifications as per BHEL Material Code ..... and Quantity/ ..... Nos, called in your Purchase Order No. ....:

Required test and traceability documentation are on file and available for review by your representative at any reasonable time.

Our Company is not an authorized distributor of the OEM for the items supplied.

Hence Documentation to clearly prove that the items have been procured directly from the authorised distributor, as specified in this specification, have been enclosed.

Date code of the supplied items are as per BHEL requirement.

Batch codes of the items are .....

Place:

Signature of Vendor:

Date:

Office Seal of Vendor:

COPY RIGHT AND CONFIDENTIAL  
 The information on this document is the property of Bharat Heavy Electricals Limited.  
 It must not be used directly or indirectly in anyway detrimental to the interest of the company