



**REQUIREMENT FOR PROCUREMENT
OF IMPORTED COMPONENTS**

PUR.SPEC. NO : 12SAE40
NO. OF PAGES : 6
NO. OF ANNEXURES : 3
REVISION NO. : 01

BHARAT HEAVY ELECTRICALS LIMITED

ELECTRONICS DIVISION

BANGALORE - 560026



REVISION HISTORY SHEET

REV NO.	DATE	NATURE OF CHANGE	REASONS	PREPARED BY	APPROVED BY
00	11-12-2018	FIRST ISSUE		-sd- S.I.	-sd- S.A.
01	04-09-2020	Minor	Included the applicable Spec for non Authorised Representatives ; Other changes to Check list	<i>[Signature]</i> S.I.	<i>[Signature]</i> S.A.

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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.

APPROVED

SADASHIVA ACHARY

PREPARED

ISSUED

DATE

Sudha Iyengar

SUB ASSY. ENGG

04-09-2020



Annexure - 1

RFQ No. ; BHEL Material Code:

Sl. no.	Description	Yes	No
1	Date code of the supplied item will be as per BHEL RFQ specification.	<input type="checkbox"/>	<input type="checkbox"/>
2	Batch code/codes of the supplied items will be indicated in the COC.	<input type="checkbox"/>	<input type="checkbox"/>
3	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"/>
4	We are authorized distributor of the OEM for the items. COC as per Annexure-2 will be submitted along with the Shipment.	<input type="checkbox"/>	<input type="checkbox"/>
5	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 the Shipment.	<input type="checkbox"/>	<input type="checkbox"/>

Signature of Vendor :

Office Seal of Vendor :

Date :

Note:

1. Please tick the appropriate check box.
2. COC = Certificate of Conformance.

BHEL - EDN



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GROUP: SUB ASSEMBLY ENGG.**

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Annexure – 2

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 authorized distributor of the OEM for the items supplied.

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:

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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.

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:

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