

## Annexure - F

### (Applicable to all New vendors)

(Vendors registered with BHEL, Ranipet and having vendor code need not submit this document.)

Sl.No	Parameters	Supplier Comments with necessary supporting documents
1	Name and Address of the Company	
2	Contact Details of Company: Contact person / Designation / Mobile No / Email ID / Fax No / Phone No etc.,	
3	Is the company already registered with any of the BHEL units? If so details may please be given.	
4	Nature of Business and line of products with respective HSN	
5	Production Capacity per Annum with detailed Manufacturing / Testing Facilities. If required supporting documents shall be uploaded	
6	<b>Report from third party business rating agencies like Dun &amp; Brandstreet (D&amp;B), Credit Reform etc. For any new supplier this document is mandatory and without which submitted offer is liable for rejection.</b>	
7	Experience list / Performance Certificate for Offered / Similar products : Requested to attach list of present customers with name and address with contact details like email, phone and contact person etc., for offered / similar type and size of item and equipment with whom you have continuous business since last three years.	
8	Framework Confidentiality Agreement cum Undertaking to be submitted along with offer.	
9	If Foreign Company/Principal/Mill/Manufacturers refuses to deal directly with BHEL (to be put on record) and insists on availing the services of an Indian Agent, deed of agency agreement between the Foreign Company / Principal / Mill / Manufacturers and Indian agent should necessarily be submitted. If not submitted offer is liable for rejection.	
10	In cases, other than Indian Agents, valid authorisation certificates are to be submitted. If not submitted, offer is liable for rejection.	
11	For a document in language other than English, a self-attested English translated document to be attached	
12	Dealer / Trader / Distributor / Stockist / Channel Partners / Holding Company / Non-Manufacturer needs to submit an Authorization Certificate, clearly indicating the validity period as well as rights granted by respective Foreign Company / Principal / Mill / Manufacturers to them. i.e. to negotiate / quote / supply / after sales service etc.	
13	Quality - Requested to enclose copy of certificate for Quality Management System (QMS) obtained and Table of Contents of quality manual.	
14	If not certified for ISO 9001, requested to enclose copy of Company owned Quality Management System or written down procedure	
15	Banker's Certificate- Requested to enclose banker's certificate certifying credit worthiness.	
16	Copy of Audited Annual Accounts for Last 4 Years- Supporting Documents to be uploaded	

### Online SRF Submission Procedure

Following are the formalities to be completed by your company for registration purpose.

**NOTE: BEFORE PROCEEDING FOR ONLINE REGISTRATION “ PLS READ STEPS FOR FILLING UP ONLINE REGISTRATION FORM - HELP MENU” - DETAILS ATTACHED WITH THIS MAIL**

With effect from 01.04.2015 onwards, we have migrated to online Supplier Registration Form (SRF) as per our Corporate guidelines. **Supplier Registration Form (SRF)** is to be fed in our BHEL website portal – ie., **PDF documents of SRF and its annexure as called for shall be signed by authorized signatory & uploaded in portal.**

We request to visit our Web Site : **www.bhel.com** and click under heading "Supplier Registration" and fill up the "**Supplier Registration Form**" which is available in the Online Supplier Registration Portal.

Or else, copy the following URL Link and paste in the web link address: **http://www.bhel.com/vender\_registration/vender.php** and proceed with.

Or else, type directly as **http://203.129.195.108**

**Click the button "search material"** on the home page of supplier registration portal and search thoroughly your required material / product

After completing the material search then proceed for User Id & Password for filling up the details of registration requirements. **Note:** If you are an already registered supplier with any of our BHEL Unit - pls select "**existing permanent supplier**" or else select "**New Registration**" and then proceed accordingly.

**Please note that for a foreign suppliers' there is a separate format to be filled in, which may be taken care suitably.**

After successful submission of SRF along with all annexures as called for thro' online i.e., authorized signatory signed pdf documents of SRF and its annexures are to be uploaded thro' online portal and confirm the same in "**form dispatch**" area ie., registration part-4 – wherein supplier has to confirm that all the documents were submitted "online" and click the button "**confirm**". After clicking confirmation button, the same will be appearing against BHEL Ranipet for registration.

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