



BHARAT HEAVY ELECTRICALS LIMITED, INDIA

GUIDELINES TO FOREIGN SUPPLIERS FOR FILLING UP

SUPPLIER REGISTRATION FORM

01. Registration Form no. VRG AA01 may be obtained from Source Development Cell of the respective BHEL Unit or downloaded from BHEL website www.bhel.com.
02. Any clarification with respect to procedure for registration may be obtained from the Source Development Cell of respective BHEL unit.
03. All sheets of above form are to be filled up and signed by the authorized signatory.
04. Please attach separate sheet if the space provided is insufficient. For any other information also, separate sheet may be attached.
05. Any information/clarification required by BHEL during processing of registration must be given expeditiously.
06. Please ensure that all required enclosures are attached with the filled up Supplier Registration Form and list of enclosures is given as required.
07. Please fill up the check-list given on next page and send along with the Supplier Registration Form to BHEL.



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CHECK-LIST FOR FOREIGN SUPPLIERS REGISTRATION FORM

Sl. No	Check-Point	Yes/No
1.0	Information against all points in the Supplier Registration Form has been given.	
2.0	Authorization letter has been enclosed (in case of Indian agent)	
3.0	Banker's certificate has been enclosed	
4.0	Are you an ISO:9001-2000 accredited supplier?	
4.1	If yes, have you enclosed copy of ISO:9001-2000 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 (as per Sl.4.0 of the form VRG AA01)	
6.0	List of enclosures has been furnished (as per Sl.6.0 of the form VRG AA01)	
7.0	All the pages of the form & enclosures have been signed by Authorized Signatory.	



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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 SHEETS, IF SPACE AVAILABLE IS INADEQUATE.

SUPPLIER REGISTRATION FORM

<p>1.0 GENERAL INFORMATION:</p> <p>1.1 NAME OF COMPANY :</p> <p>1.2 DETAILS OF HEAD OFFICE :</p> <p>ADDRESS :</p> <p>TELEPHONE : FAX :</p> <p>E-MAIL :</p> <p>WEB SITE :</p> <p>1.3 DETAILS OF FACTORY / WORKS :</p> <p>ADDRESS :</p> <p>TELEPHONE : FAX :</p> <p>E-MAIL :</p> <p>1.4 DETAILS OF MARKETING AGENT (OUT SIDE INDIA , IF ANY)</p> <p>ADDRESS :</p> <p>TELEPHONE : FAX :</p> <p>E-MAIL :</p> <p>1.5 DETAILS OF INDIAN AGENT, IF ANY (ATTACH AUTHORIZATION LETTER)</p> <p>ADDRESS :</p> <p>TELEPHONE : FAX :</p> <p>E-MAIL :</p> <p>1.6 CHIEF EXECUTIVE :</p>	<p>FOR BHEL USE</p>
<p>SUPPLIER'S AUTHORISED SIGNATORY</p>	<p>BHEL CERTIFIED ASSESSOR</p>



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<p>1.7 CONTACT PERSON(S) FOR PRODUCT OFFERED: NAME(S) : OFFICIAL CAPACITY : ADDRESS : TELEPHONE : FAX : E-MAIL :</p> <p>1.8 YEAR OF ESTABLISHMENT :</p> <p>1.9 PRODUCTION CAPACITY PER ANNUM :</p> <p>1.10 PARTICULARS OF PRODUCT INCLUDING SPECIFICATION AND RANGE OFFERED FOR REGISTRATION: (ATTACH BROCHURES AND CATALOGUES)</p> <p>1.11 NAME(S) OF BANKERS :</p> <p>1.12 BANKER'S CERTIFICATE AS TO CREDITWORTHINESS OF THE CLIENT (ENCLOSE CERTIFICATE) :</p> <p>1.13 PORT OF LOADING :</p> <p>1.14 NEAREST AIRPORT :</p> <p>1.15 D&B D-U-N-S NUMBER : (DUN & BRADSTREET NINE DIGIT IDENTIFICATION NUMBER, NOT MANDATORY)</p> <p>1.16 ANY OTHER INFORMATION :</p>		FOR BHEL USE
SUPPLIER'S AUTHORISED SIGNATORY		BHEL CERTIFIED ASSESSOR



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SUPPLIER REGISTRATION FORM		
<p>2.0. FINANCIAL INFORMATION:</p> <p>ANNUAL TURN OVER AND PROFIT AFTER TAX FOR LAST 3 YEARS :</p> <p>YEAR -1:</p> <p>YEAR -2:</p> <p>YEAR -3:</p> <p>(COPY OF AUDITED ANNUAL ACCOUNTS FOR LAST 3 YEARS TO BE ENCLOSED)</p> <p>3.0. QUALITY MANAGEMENT SYSTEM:</p> <p>3.1. IS THE COMPANY ISO:9001:2000 CERTIFIED : YES / NO</p> <p>3.1.1. IF YES, ENCLOSE COPY OF CERTIFICATE & TABLE OF CONTENTS OF QUALITY MANUAL.</p> <p>3.1.2. IF NO, FORMATS VQS AA01 (QUALITY SYSTEM) ARE TO BE FILLED UP.</p> <p>4.0. EXPERIENCE LIST FOR OFFERED/SIMILAR ITEMS :</p> <p>(ATTACH LIST OF PRESENT CUSTOMERS WITH NAME AND 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)</p> <p>5.0 LIST OF ENCLOSURES :</p> <p>(BROCHURES, CATALOGUES, TECHNICAL LITERATURE, ETC.)</p> <p>6.0 ANY OTHER INFORMATION :</p> <p>SIGNATURE OF SUPPLIER :</p> <p>NAME :</p> <p>DESIGNATION :</p> <p>DATE :</p> <p>OFFICIAL SEAL</p>	<p>FOR BHEL USE</p>	
SUPPLIER'S AUTHORISED SIGNATORY		BHEL CERTIFIED ASSESSOR