

Guidelines Filling-Up
Inspection Agency Registration Form

1.0 Guide lines:

1. Registration Form may be obtained from BHEL Ranipet Unit or downloaded from BHEL website www.bhel.com.
2. Any clarification with respect to procedure for registration may be obtained from Quality (OLI) BHEL, Ranipet. e-mail: bsrao@bhelrpt.co.in / Phone: 04172-241198
3. The Inspection Agency Registration Form has Three parts:

Part A	Organizational Information
Part B	Technical Competence & Quality System
Part C	Score Sheet
4. All sheets of above forms are to be filled up and signed by the authorized signatory.
5. Please attach separate sheet if the space provided is insufficient.
6. For any other information also, separate sheet may be attached.
7. Any information / clarification required by BHEL during evaluation must be given expeditiously.
8. Please ensure that all required enclosures are attached with the filled up Inspection Agency Registration Form and list of enclosures is given as required.
9. The scoring of marks by Suppliers for self assessment must be done as required against each information in all the above parts .Incomplete forms and forms without self assessment are likely to be rejected. If any question is not applicable or relevant to your organization, please mention accordingly. Questions left unanswered will get zero marks..
10. Please fill up the enclosed check- list also before sending the Inspection agency Registration Forms to BHEL to ensure compliance of guidelines.
11. Acceptance of filled forms solely with the discretion of BHEL and BHEL decision is final.
12. Any change subsequent to this Registration shall be intimated to above mentioned e-mail immediately.
13. Any registration found incorrect/wrong the registration if any will be cancelled immediately at the discretion of BHEL.

CHECK-LIST FOR INSPECTION AGENCY REGISTRATION FORM

S. 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.	Have you filled up Quality System format given in Part B?	
4.	All the pages of the form & enclosures have been signed by Authorized Signatory and Name seal affixed?	
5.	Scoring has been done in Part A and B.	
6.	Total scoring has been done in score sheet Part C.	

Please attach this check list with the filled up Inspection Agency Registration Forms.

Date:

Signature & seal

(Authorized Signatory)

BHARAT HEAVY ELECTRICALS LIMITED -RANIPET
INSECTION AGENCY REGISTRATION FORM
PART-A

ORGANISATIONAL INFORMATION			
	Marks	By Agency	By BHEL
2.0 GENERAL INFORMATION :			
2.1 NAME OF THE AGENCY SEEKING REGISTRATION : REGD. OFFICE ADDRESS : TELEPHONE : FAX : E-MAIL : WEB SITE :	1		
2.2 DETAILS OF BRANCH OFFICE/SITE OFFICE: ADDRESS : TELEPHONE : FAX : E-MAIL : IF BRANCHES ARE AVAILABLE AT KANPUR, MUZAFARNAGAR,HARYANA, WEST BENGAL (NADIA,GHUSURI),BHILAI, HYDERBAD. ORISSA (ANGUL, ROURKELA), BANGALORE, CHENNAI, TRICHY,COIMBATORE & RANIPET INDICATE SPECIFICALLY.	6		
2.3 OFFICIAL TO BE CONTACTED FOR CLARIFICATION : NAME DESIGNATION ADDRESS TELEPHONE NO. FAX NO. E – Mail	1		
TOTAL MARKS	8		
SIGNATURE OF AGENCY WITH SEAL DATE :		BHEL REVIEWING OFFICER	

BHARAT HEAVY ELECTRICALS LIMITED-RANIPET

INSPECTION AGENCY REGISTRATION FORM

PART -A

ORGANISATIONAL INFORMATION			
	Marks	By Agency	By BHEL
3.0 <u>OWNERSHIP INFORMATION</u> : 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 PARTNERSHIP FIRM, : PARTNERSHIP DEED OR PROPRIETORSHIP, : PROFESSION TAX REGN. AND MUNICIPAL REGN. ANY OTHER (SPECIFY) :	2		
3.2 YEAR OF ESTABLISHMENT :	2		
TOTAL MARKS	4		
SIGNATURE OF AGENCY WITH SEAL DATE		BHEL REVIEWING OFFICER	

BHARAT HEAVY ELECTRICALS LIMITED-RANIPET
INSPECTION AGENCY REGISTRATION FORM PART-A

ORGANISATIONAL INFORMATION FOR THE PREVIOUS FOUR YEARS					Marks	By Agency	By BHEL	
4.0	FINANCIAL INFORMATION	Year 1	Year 2	Year 3				Year 4
		(Years in ascending order, Money value in Rs. Lakhs)						
4.1	NET WORTH (Share Capital + Reserves)					1		
	Growth over previous year (%)	-----						
4.2	LONG TERM DEBT / LOAN					1		
4.3	DEBT EQUITY RATIO					1		
	<u>Long term Debt (4.2)</u> Net worth (4.1)							
4.4	INVESTMENT IN: Land & Building					1		
	Plant & Machinery							
	Other Fixed Assets							
4.5	NET CURRENT ASSETS					1		
	1 a) Cash on hand							
	b) Account receivable							
	c) Inventories							
	Total							
	CURRENT LIABILITY							
	a) Sundry creditors							
	b) Interest accrued but not due							
	2 c) Credit balance in sundry debtors							
	d) Other liabilities							
Total								
3 CURRENT RATIO								
<u>Current assets (4.5 (1))</u> Current liability (4.5 (2))								
4.6	PROFIT BEFORE TAX					1		
	Growth over previous year (%)	-----						
4.7	PROFIT AFTER TAX					1		
	Growth over previous year (%)	-----						
4.8	Turnover					1		
	Turnover growth over previous year (%)							
4.9	RTGS & NEFT – Banker's Address					1		
Copies of audited annual accounts (Balance Sheet of profit / loss account) for the last four years along with audit report are to be submitted. The above details shall be highlighted in the copies of Balance Sheet.					Total marks	9		
SIGNATURE OF AGENCY WITH DATE					BHEL REVIEWING OFFICER			

Note: ONE MARK EACH TO BE GIVEN FOR COMPLETE REPLY AGAINST SL. Nos. 4.1 to 4.9 (Total 9 marks)

BHARAT HEAVY ELECTRICALS LIMITED-RANIPET
INSPECTION AGENCY REGISTRATION FORM
PART- A

ORGANISATIONAL INFORMATION																											
5.0 REGISTRATION PARTICULARS :					Marks	By Agency	By BHEL																				
5.1 INCOME TAX PERMANENT ACCOUNT NO. : (COPY OF CERTIFICATE)					1																						
5.2 SERVICE TAX REGISTRATION NUMBER (COPY OF CERTIFICATE)					1																						
5.3 PF REGISTRATION NO : (COPY OF CERTIFICATE)					1																						
5.4 ESI REGISTRATION NO: (COPY OF CERTIFICATE)					1																						
6.0 TOTAL ORGANISATION STRENGTH :					2																						
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 15%;">Graduate</th> <th style="width: 15%;">Diploma</th> <th style="width: 15%;">Admn</th> <th style="width: 15%;">Total</th> </tr> </thead> <tbody> <tr> <td>Administration at Regd. Office / Regional Office</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Inspection (Mention location-wise No. of inspectors working)</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">Total</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						Graduate	Diploma	Admn	Total	Administration at Regd. Office / Regional Office					Inspection (Mention location-wise No. of inspectors working)					Total							
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Inspection (Mention location-wise No. of inspectors working)																											
Total																											
6.1 ATTACH ORGANISATION CHART :																											
Total Marks					6																						
SIGNATURE OF AGENCY WITH SEAL DATE					BHEL REVIEWING OFFICER																						

BHARAT HEAVY ELECTRICALS LIMITED-RANIPET
INSPECTION AGENCY REGISTRATION FORM
PART-A

ORGANISATIONAL INFORMATION			
7.0 <u>OTHER PARTICULARS</u> :	Marks	By Agency	By BHEL
<p>7.1 IF THE COMPANY IS ALREADY IN BUSINESS WITH ANY OF BHEL UNITS, GIVE BHEL UNIT'S NAME :</p> <p>REGISTRATION NO :</p>	2		
<p>7.2 IS THE AGENCY APPROVED BY ASME / NTPC / NPC / EIL / DGS&D / Railways /IBR/ LLOYDS, etc? YES / NO</p> <p style="text-align: center;">(ENCLOSE DOCUMENTARY EVIDENCE)</p>	1		
<p>7.3 NAME & ADDRESS OF CONCERN(S) HAVING SUBSTANTIAL INTEREST IN : (NAME OF THE OTHER COMPANY, COMMON DIRECTOR, PARTNER, OWNER ETC.)</p>	1		
<p>7.4 CITATIONS FROM REPUTED PRIVATE. ORGANISATION AND PUBLIC SSECTOR UNITS.</p>	1		
<p>7.5 NO NEGATIVE REMARKS (DELISTING / CANCLLATION / BREACH OF CONTRACTS MADE WITH THE CLIENTS DURING THE LAST FIVE YEARS)</p>	1		
Total Marks	6		
SIGNATURE OF AGENCY WITH SEAL DATE :		BHEL REVIEWING OFFICER	

BHARAT HEAVY ELECTRICALS LIMITED-RANIPET
INSPECTION AGENCY REGISTRATION FORM
ORGANATION INFORMATION - PART-A

					Marks	By Agency	By BHEL
<p>7.6 IF ANY EX-BHEL PERSONNEL IS EMPLOYED BY THE COMPANY, MENTION HIS / HER DETAILS OF LAST POSTING.</p> <p>NAME : STAFF NO. : DESIGNATION : DEPARTMENT : DATE OF LEAVING SERVICE :</p>					1		
<p>7.7 EXPERIENCE LIST :</p> <p>(ATTACH LIST OF PRESENT CUSTOMERS WITH NAME & ADDRESS AND WITH WHOM YOU HAVE CONTINUOUS BUSINESS SINCE LAST THREE YEARS. CLIENTLIST CONSISTS REPUTED PRIVATE POWER PLANT SUPPLIER,UNITS IN PSU.CORPORATION,GOVT SECTORS PREFERENCE WILL BE GIVEN)</p>					3		
<p>7.8 EXPERIENCE OF INSPECTION AT POWER PLANT EQUIPMENTS&SYSTEM MANUFACTURING SITES:</p>					3		
<p>7.9 EXPERIENCE OF INSPECTION AT POWER PLANT EQUIPMENTS ERECTION SITES:</p>					5		
<p>7.10 DETAILS OF NDT CERTIFIED INSPECTORS. No OF ENGINEERS/SUPERVISORS/WORKMEN (Each location at least two persons ,preference to Engineers)</p>					4		
No. of NDT. certified	ENGINEER	SUPERVISORS	WORKMEN	TOTAL			
<p>8.0 LIST OF ENCLOSURES :</p> <p>ATTACH LIST OF ENCLOSURES</p>					--		
<p>9.0 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.</p>							
Total Marks					16		
SIGNATURE OF AGENCY WITH SEAL DATE :					BHEL REVIEWING OFFICER		

BHARAT HEAVY ELECTRICALS LIMITED-RANIPET
INSPECTION AGENCY REGISTRATION FORM

PART- B

TECHNICAL COMPETENCE & QUALITY SYSTEM

(a) Technical Competence	Marks	Marks by Agency	Marks by BHEL
1. Agency understands the product specification.	2		
2. Agency understands the inspection requirements.	3		
3. Agency has experienced level II inspectors for UT/RT/PT/MT	3		
4. Agency has experienced manpower to carry out the job.	2		
5. Agency has experience in boiler auxiliaries components	3		
6. Agency has experience in erection inspection of boiler auxiliaries components.	3		
7. Agency has experience Raw-material verification, inspection and testing.	3		
8. Agency has experience to qualify the Welders and testing.	3		
9. Availability (Infrastructure) of online reporting and review system	2		
Total Marks	24		
(b) Quality System :			
1. Is Agency ISO 9001 Certified (Enclose Table of contents)	2		
2. Availability of review & analysis of inspection feedback and preventive action taken by the agency :	2		
3. Any special recognition / award received on Quality System : (Attach details, if any)	2		
Total Marks	6		
SIGNATURE OF AGENCY WITH SEAL DATE :		BHEL REVIEWING OFFICER	

BHARAT HEAVY ELECTRICALS LIMITED – RANIPET
INSPECTION AGENCY REGISTRATION FORM

PART-C

SCORE SHEET

1. ORGANISATIONAL SOUNDNESS :

Each question should be answered. No question is to be left unanswered. If any of the questions is not relevant to your organization, please mention so against that question (but do not leave the question unanswered). Each question answered carries (1) mark. Questions left unanswered will get (0) score.

S L N O	PARAMETER Part-A	CRITERIA	Range	M A R K S	Marks by Agency	Marks by BHEL
1.	Net Worth Refer Sl.No.4.1 (Part-A) of Inspection Agency Registration Form Page 5/11 , . Average of three years to be worked out	Growth over the previous year	More than 10 %	3		
		Growth over the previous year	5 – 10 %	2		
		Growth over the previous year	Less than 5 %	1		
2.	Turnover for current year. Sl. No. 4.8 of Page 5/11, Part A	Growth over the previous year	More than 10 %	3		
		Growth over the previous year	5- 10 %	2		
		Growth over the previous year	> 0 < 5 %	1		
		Growth over the previous year	0% & Below	0		
3.	Debt Equity Ratio i.e. Long Term Debt / Net worth (Sl. No. 4.3 of Page 5/11, Part A)	1 : 1		3		
		1.1 up to 1.5 : 1		2		
		1.6 & above : 1		1		
4.	Current Ratio i.e. Current Assets / Current Liability (Sl. No. 4.5 of Page 5/11, Part A)	2 : 1		3		
		Less than 2 upto 1.1 : 1		2		
		1 : 1		1		
5.	Profit Before Tax Sl. No. 4.6 of Page 5/11 , Part A	Growth over the previous year	More than 10 %	3		
		Growth over the previous year	5 – 10 %	2		
		Growth over the previous year	Less than 5 %	1		
6.	Profit After Tax Sl. No. 4.7 of Page 5/11 , Part A	Growth over the previous year	More than 10 %	3		
		Growth over the previous year	5 to 10 %	2		
		Growth over the previous year	Less then 5%	1		

SIGNATURE OF AGENCY WITH SEAL
DATE :

BHEL REVIEWING OFFICER

BHARAT HEAVY ELECTRICALS LIMITED - RANIPET
INSPECTION AGENCY REGISTRATION FORM

SCORE SHEET
PART-C

SL. NO.	PARAMETER	Marks	Marks by Supplier	Marks by BHEL
7.	Supplier having continuous business for more than 3 years. (Sl. No. 3.2 of Page 04/11 , Part A)			
	Beyond 3 customers	3		
	Upto 3 customers	2		
	No customer	0		
	Total Marks (S no 1 to 7 above)			
	Total marks of 2.0 to 9.0 of pages 3 of 11 to 8 of 11(Part A)			
	Grand total			

NOTE: IF FURTHER DATA REQUIRED FOR QUALIFICATION THE SAME IS TO BE FURNISHED IMMEDIATELY, ANY DELAYED INFORMATION MAY LEAD REJECT THE AGENCY.

Total Marks:

SI No	DESCRIPTION	MARKS SCORED (BY AGENCY)		MARKS ASSESSED (BY BHEL)	
		Total	%	Total	%
1	Technical competence (Part B (a))				
2	Quality system (Part B (b))				
3	Organizational soundness (Grand total of Part C)				

SIGNATURE OF AGENCY WITH SEAL
DATE :

BHEL REVIEWING OFFICER