



BHARAT HEAVY ELECTRICALS LIMITED
HEEP: HARDWAR-249 403 (UA)
Fax: 01334-226084/226462, Phone: 285375/284421
E-mail: sardana@bhelhwr.co.in

No. BOI/OT/10-11/01

Date: 24th June 2011

OPEN TENDER

1. Sealed tenders with the Tender No. and opening date clearly super scribed on the cover are invited for the supply of the following items:

Sl. No.	Tender No.	Material Code & Item Description	Total Requirement	Last date to get from BHEL	Opening date
1.	B/4222/2010/1494/V	Handling Arrangement for Front Water box of Condenser	07 Nos.	25/07/2011	26/07/2011

2. Tenders will be received up to 1.45 P.M. on opening date and opened on the same day at 2.00 P.M. in the Tender Room.
2. Interested vendors must submit their offer alongwith the following Tender Fee & Earnest Money Deposit (EMD). The EMD and Tender Fee should be submitted in the form of bank draft **only (Cheque / Bank Guarantee are not acceptable):**

Tender Fee: Rs.2000/- (Rs. Two Thousand or equivalent foreign currency)
EMD: Rs.50,000/- (Rs. Fifty Thousand or equivalent foreign currency)

Drafts shall be **drawn in favour of "BHEL Hardwar"**.

4. BHEL will not be responsible for any type of postal delay / incomplete information from vendor.
5. Other terms and conditions will be as per tender documents.
6. Procurement would be made from Customer Approved Vendors only.

For any further details please log on to www.bhel.com or www.tenders.gov.in or www.bhelhwr.co.in

(M.K.Sardana)
Sr.Dy.G.M. (PPX-BOI)



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BHEL Enquiry No. : B/4222/2010/1494/V

Date of issue: 24th June 2011

Due Date: 26th July 2011

M/S.....

.....

Sub: BHEL Tender Enquiry No. B/4222/2010/1494/V

Dear Sir,

We are pleased to invite your offer (in TWO PARTS), in sealed covers for the items mentioned below:

Sl. No.	Material Code & Description	Total Quantity	Details of Project/ Requirement	Delivery Required	Earnest Money Deposit (EMD)
1.	W97757057019 Handling Arrangement for Front Water box of Condenser (Including Two Nos. Chain & Pulley & Dee Shackles of 15 MT Capacity Each. Total Span = 9.2 M) Spec: HE57057 Rev 01 Drg. : 01600070023	07 Nos.	Mauda : 02 Nos.	At the Earliest	Rs.50,000/- (Rs. Fifty Thousand or equivalent foreign currency)
			Rihand: 02 Nos.	At the Earliest	
			Vindhyachal: 02 Nos	At the Earliest 18/09/11	
			Vallur: 01 No.	04/08/11	

Please submit your lowest quotation / offer for the above requirement subject to our terms and conditions.

Your offer should reach us on or before the due date by 1.45 PM.

NOTE: The vendor should submit their best price at this stage it self and they will not be allowed to revise the price. Any revision / discount given by vendor subsequently will be ignored & the bid is likely to be rejected.

Part-1 bids shall be opened of those vendors **ONLY AFTER ENSURING PROOF OF EMD AND TENDER FEE (PLEASE SUBMIT SEPARATE DRAFTS FOR EMD AND TENDER FEE {drawn in favour of BHEL Hardwar} IN ANOTHER ENVELOPE SUPERSCRIBED WITH BOLD LETTERS "EMD & TENDER FEE")** at 2 PM on the due date in the presence of authorized representatives of the bidders who may like to be present. The authorized representative should bring authority letter from their principals (if any) for attending the bid opening. All Govt. of India / PSU / State Govt. entities are exempted from submission of EMD. As per Govt. of India guidelines, Policies of purchase preference to products & services of Central PSEs will be applicable for order value > Rs. 5 Crores.

KINDLY READ "INSTRUCTIONS TO BIDDERS", QUOTATION NOT IN ACCORDANCE WITH THE ABOVE INSTRUCTIONS ARE LIABLE TO BE DISQUALIFIED AND IGNORED.

(M.K.Sardana)
Sr.Dy.G.M. (PPX-BOI)



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INSTRUCTIONS TO BIDDERS FOR OPEN TENDER Enquiry No. B/4222/2010/1494/V

Only those bids will be opened which has been submitted with requisite EMD & tender fee.

- 1.0 The tenders shall be submitted in Two Parts (Part I-Documents for taking up vendor approval with NTPC, Techno-Commercial Bid & Vendor Registration and Evaluation Form and Part II-Price Bid) as described below on or before the due date.
- **The Quotation should be from the Principal / Original Manufacturer, failing which the quotation is likely to be ignored.**
 - Any corrections / amendments shall be properly & fully authenticated with signature.
- 1.1 Part-I shall comprise of three separate envelopes containing following documents:
- a) Documents required for taking up vendor approval with NTPC :
- a.1 NTPC questionnaire is to be filled up and submitted with giving details of manufacturing and testing facilities, reference list, catalogues and sources of major BOIs etc.
- a.2 Experience details.
- b) Techno-Commercial Offer :
- 1) Complete Technical offer
 - 2) Catalogue of the Equipment (if Applicable).
 - 3) Duly Filled in *"Terms and Conditions of the Two Part Tender"* (as per **Annexure-I**).
 - 4) Deviation with reference to specification to be laid down on separate sheet.
 - 5) Copy of price Bid (without prices) strictly as per enclosed **Price Schedule (Annexure-II)**.
 - 6) Validity of the offer should be at least 180 days from tender opening.
 - 7) Acceptance to submit **Performance Bank Guarantee** as per enclosed format (**Annexure-III (a)**) and from one of BHEL Consortium Bank (as per enclosed List III (b)).
 - 8) **The rating of the company quoting for this tender from a third party (independent agency) preferably by M/S Dun and Bradstreet should be submitted (DUN NUMBER), however this is not mandatory.**
 - 9) Quality Plan on NTPC format (Annexure-IV) alongwith reference documents and acceptance norms. BHEL/NTPC approved QAP has to be followed without any financial implication.
- c) Vendor Registration/Evaluation Form (VREF) :
- The VREF duly filled up will be assessed for manufacturing capability, quality systems being followed, organizational soundness and financial worthiness. The VREF is enclosed for your reference. This form may also be downloaded from www.bhelhwr.co.in or www.bhel.com .
- 1.2 PART-II (PRICE BID)
- The price Bid (with price) which has been submitted with part I, for the complete scope as specified.
- a) Dispatching port & Country to be mentioned: The Prices are to be quoted on F.O.B. as well as CFR basis.
 - b) For Indigenous – The prices are to be quoted on Ex-Works with freight prepaid upto destination basis.

The price comparison shall be on the basis of total cost involved for delivery up to final project site. Import offers shall be loaded for applicable custom duties for the project & freight element involved for delivery up to project site as per BHEL's transport contract.



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- 1) Transit insurance shall be taken care of by BHEL.
- 2) Applicable sales Tax, Excise duty, service tax, educational cess and any other statutory levy should be indicated separately and clearly in the quotation, else it will be concluded that the offer is inclusive of all taxes and duties.
- 3) Prices are to be quoted strictly inline with enclosed format (Annexure-II). It should be noted that the prices for Material Portion and Supervision during Commissioning are to be quoted separately.

2.1 The Part-II (price Bid) along with supplementary priced bid if necessary will be opened at a later date of only those bidders whose Part I bid is found suitable by BHEL/Customer.

2.2 Currency Of Payment:

For Imported supply the currency shall be Euro/Dollar/CHF etc.

For Indigenous supply the currency shall be Indian Rupees.

2.3 Settlement of Disputes:

2.3.1 For Foreign Vendors: Settlement of disputes through arbitration shall be in accordance with Arbitration Rules of Conciliation and Arbitration of the ICC, Paris. The Venue of arbitration shall be Delhi. The courts of Delhi shall have exclusive jurisdiction.

2.3.2 For Indigenous Vendors: All cases of disputes shall be referred for arbitration to any arbitrator to be appointed by ED (BHEL, Hardwar). The award of the arbitrator shall be final and binding on both the parties. The venue of arbitration shall be Haridwar Courts, which will have exclusive jurisdiction.

2.4 The Vendor will have to give an undertaking that the drawing/ design/ information enclosed with the enquiry/ proposed order will not be parted to any other agency and will also not be used for manufacturing for any other customer.

3.0 MARKING OF ENVELOPE:

3.1 The Part I, Part II and the envelope containing drafts for EMD and tender fee shall be individually sealed and super scribed as indicated below at 3.2 and shall be enclosed further in the envelope duly sealed and super scribed as "TENDER FOR (ITEM NAME) AGAINST TENDER NO.----- DUE ON -----
-----CONTAINING PART-I & PART-II and EMD & Tender Fee.

3.2 The following shall be subscribed on the envelopes:

1. EMD AND TENDER FEE. : Details of Drafts attached (No, Bank, Branch, Issue date).
2. PART-I (a)
 1. TENDER NO. AND ITEM DESCRIPTION.
 2. DUE DATE FOR OPENING.
 3. "DOCUMENTS REQUIRED FOR TAKING UP VENDOR APPROVAL WITH NTPC.
3. PART-I (b)
 1. TENDER NO. AND ITEM DESCRIPTION.
 2. DUE DATE FOR OPENING.
 3. "TECHNO-COMMERCIAL BID PART-I"
4. PART-I (c)
 1. TENDER NO. AND ITEM DESCRIPTION.
 2. DUE DATE FOR OPENING.
 3. "VENDOR REGISTRATION/EVALUATION FORM".
5. PART-II
 1. TENDER NO. AND ITEMS DESCRIPTION.
 2. DUE DATE FOR OPENING OF PART-I.
 3. "PRICE BID PART-II".

Note: Part-I (c) to be submitted by Vendors not registered at BHEL Hardwar.

3.3 Envelopes not marked as above are liable to be ignored and will not be opened.



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- 4.1 Tenders when finalized shall be in the name of the bidder only and change of name during tender evaluation (without certificate from registrar of company) and after submission of the tender is liable to make the offer ineligible for participation.

IN CASE YOU ARE NOT MAKING AN OFFER AGAINST THIS ENQUIRY, THEN PLEASE ARRANGE TO SEND A LETTER OF REGRET IF YOU HAVE COLLECTED THE TENDER DOCUMENTS FROM BHEL.

Thanking You,

Yours faithfully,

For & on behalf of BHEL, Hardwar.

(M.K.Sardana)

Sr.Dy.G.M. (PPX-BOI)

TERMS AND CONDITIONS FOR TWO PART TENDER**B/4222/2010/1494/V****(For Vendors within India)**

Please fill this annexure & attach with your techno-commercial bid. Kindly ensure the timely submission of your offer and note that late offer would not be considered under any circumstances.

You are requested to kindly confirm/clarify the following:-

Sl. No.	Description	Your confirmation
1.	Validity: Confirm that validity of the offer shall be 180 days from the due date of opening of Techno-Comm. Offers.	
2.	Pl. quote your rates on Freight pre paid up to destination basis. The goods can be dispatched through any bank-approved transporters having their branch at Haridwar. The names and addresses of transporters approved by IBA as well as BHEL are posted at our website www.bhelhwr.co.in . In case of dispatch thru non-approved transporters of BHEL material receipt certificate (MRC) from Project site would be required for processing of invoice. No demurrage charges would be borne by BHEL.	
3.	Confirm that Bank Charges shall be either side	
4.	The Transit Insurance will be arranged by BHEL. Pl. send your offer keeping this in view.	
5.	Kindly confirm that the prices have been quoted strictly as per enclosed Annexure-II.	
6.	Kindly confirm that following documents have been submitted alongwith your offer: 1. Requisite EMD & Tender Fee. 2. Vendor Registration and Evaluation Form. 3. Duly Filled in NTPC Sub-Contractor Questionnaire. 4. QAP in NTPC Format. 5. Experience List. 6. Any other document specified in "Instructions to Bidders".	
7.	Penalty for Late Delivery would be applicable @ 0.5% per week or part thereof subject to a maximum of 10% of the unexecuted portion of the order. Pls. note that BHEL reserves the right to load your offer to the extent to which penalty is not agreed. Please note that for the purpose of calculation of Penalty for Late Delivery (LD), one week time from the date of issue of MDCC would be considered for making arrangement for dispatch.	
8.	Pl. Confirm the following Payment Terms: Material Portion: 90% Payment against dispatch documents thru bank and balance 10% after receipt of material at Site. Supervision during Erection: 100% against submission of successful commissioning certificate from Project Site/BHEL and invoice thru Bank.	
9.	Confirm that Guarantee/Warranty shall be provided for a period of 18 months from the date of shipment or 12 months from the date of commissioning,	

	whichever is earlier.	
10	Kindly confirm that PBG will be submitted for 10% of the Order Value an dvalid for entire Guarantee Period The PBG will be in BHEL format and from one of the BHEL consortium banks.	
11	Drawings/Data sheets/documents as called for in the specifications shall be submitted for approval to BHEL for BHEL/customer approval within 30 days of purchase order. Any delay in delivery on account of late submission of drawings shall be to vendors account. BHEL will arrange the approval of the drawings/data sheets/ documents with in 30 days of their receipt provided those are complete in all respect.	
12	Confirm that all the test certificates shall be submitted as per specifications.	
13	Pl. confirm that O&M manuals will be provided in 10 nos. of Hard Copies and 03 CD ROMs alongwith the dispatch of the equipment.	
14	The Test Certificates/Inspection reports will be submitted to BHEL Limited for review and acceptance before dispatch of Material. The Material Despatch Clearance (MDCC) will be provided with in 07 days of receipt of documents, provided those are complete in all respects.	
15	Confirm that lump sum Charges for Supervision during Erection (inclusive of everything i.e. fooding, lodging & boarding etc.) has been quoted in the offer.	
16	Confirm that there is no deviation with respect to BHEL Specifications. However, deviations, if any, are to be listed as a separate attachment. The additional price, if any, for withdrawal of these deviations must be provided. The offers that do not meet the substantial requirements of our enquiry are liable to be ignored. The bidders shall be deemed to comply with all the requirements of bidding documents except for listed deviations without any extra cost irrespective of any mention to the contrary anywhere else in the bid.	
17	Please note no revision in the prices or submission of supplementary price bid will be allowed during the validity of the offer. However if there is any change by BHEL w.r.t. original specifications/ requirement/ scope/terms and conditions, the bidders may be asked by BHEL to submit only the price impact bid for such changes only	
18	Right of Acceptance – BHEL reserves the right to reject any or all the quotations without assigning any reasons thereof. BHEL also reserves the right to Increase or decrease the tendered quantities. Vendors should be prepared to accept order for reduced Quantity without any extra charges. Vendor should also be prepared for giving discount in case of Increase in Quantity.	
19	Origin of Quotation: The quotation should be from the principal/original supplier even if it is submitted through their authorized agents, failing which the quotations are liable to be ignored.	
20	Ink signed order acceptance shall be furnished within 15 days of order placement.	
21	Pl. Confirm that the prices will remain firm during the entire validity and execution of the Project.	
22	At present Excise Duty is NIL for all the projects covered in the enquiry. Pls. note that the comparison would be done as per the applicable ED structure on the date of opening of Price Bid.	
23	Risk Purchase: In case of delays in supplies/defective supplies or non-fulfillment of any terms and conditions given in the purchase order, the purchaser may cancel the purchase order in full or part thereof, and may also make the purchase of such material from elsewhere/alternative source at risk and cost of the supplier.	
24	Arbitration Clause (For Indigenous Orders) :- In all cases of dispute the matter shall be referred for ARBITRATION to any Arbitrator to be appointed by the Executive Director or any officer who is administrative head of Bharat Heavy Electrical Ltd., at Hardwar. The award of the Arbitrator shall be final and binding on both the parties.	

	The Arbitrator shall have the power to extend, from time to time , the time for making his award with the consent of all parties.	
25	BHEL reserves the right to go for a Reverse Auction (RA) instead of opening the submitted Sealed Bid which will be decided after technical evaluation. Information and General Terms and Conditions governing RA are attached alongwith enquiry. Pl. confirm your acceptance to this.	
26	Kindly note that price bids of the vendors would be opened only after their registration in the PMD at BHEL Haridwar for this item.	

(Signature of Vendor)

TERMS AND CONDITIONS FOR TWO PART TENDER**B/4222/2010/1494/V****(For Vendors outside India)**

Please fill this annexure & attach with your techno-commercial bid. Kindly ensure the timely submission of your offer and note that late offer would not be considered under any circumstances.

You are requested to kindly confirm/clarify the following:-

Sl. No.	Description	Your confirmation
1.	Validity: Confirm that validity of the offer shall be 180 days from the due date of opening of Techno-Comm. Offers.	
2.	Confirm that Prices have been quoted on F.O.B. and as well as CFR basis.	
3.	Confirm that Bank Charges shall be either side	
4.	The Transit Insurance will be arranged by BHEL. Pl. sends your offer keeping this in view.	
5.	Kindly confirm that the prices have been quoted strictly as per enclosed Annexure-II.	
6.	Kindly confirm that following documents have been submitted alongwith your offer: <ul style="list-style-type: none"> 1. Requisite EMD & Tender Fee. 2. Vendor Registration and Evaluation Form. 3. Duly Filled in NTPC Sub-Contractor Questionnaire. 4. QAP in NTPC Format. 5. Experience List. 6. Any other document specified in "Instructions to Bidders". 	
7.	Penalty for Late Delivery would be applicable @ 0.5% per week or part thereof subject to a maximum of 10% of the unexecuted portion of the order. Pls. note that BHEL reserves the right to load your offer to the extent to which penalty is not agreed. Please note that for the purpose of calculation of Penalty for Late Delivery (LD), one week time from the date of issue of MDCC would be considered for making arrangement for dispatch.	
8.	Pl. Confirm the following Payment Terms: Material Portion: 90% Payment against unconfirmed and irrevocable Letter of Credit and balance 10% after receipt of material at Mumbai. Supervision during Erection: 100% against submission of successful commissioning certificate from Project Site/BHEL and invoice thru Bank.	
9.	Confirm that Guarantee/Warranty shall be provided for a period of 18 months from the date of shipment or 12 months from the date of commissioning, whichever is earlier.	
10.	Kindly confirm that PBG will be submitted for 10% of the Order Value and valid for entire Guarantee Period. PBG would be submitted before the negotiation of documents. The PBG acceptance/receipt certificate will form part of negotiable documents. The PBG will be in BHEL format and from one of the BHEL consortium banks.	
11.	Drawings/Data sheets/documents as called for in the specifications shall be submitted for approval to BHEL for BHEL/customer approval within 30 days of	

	purchase order. Any delay in delivery on account of late submission of drawings shall be to vendors account. BHEL will arrange the approval of the drawings/data sheets/ documents with in 30 days of their receipt provided those are complete in all respect.	
12	Confirm that all the test certificates shall be submitted as per specifications.	
13	Pl. confirm that O&M manuals will be provided in 10 nos. of Hard Copies and 03 CD ROMs alongwith the dispatch of the equipment.	
14	The prices are to be quoted inclusive of Third Party Inspection Charges (By LRS/BVQI/TUV). The scope of inspection will be as per agreed Quality Plan. In case if nothing has been mentioned in your offer about the Third Party Inspection charges, the same would be considered to be inclusive in your quoted prices.	
15	The Test Certificates/Inspection reports will be submitted to BHEL Limited for review and acceptance before dispatch of Material. The Material Despatch Clearance (MDCC) will be provided with in 07 days of receipt of documents, provided those are complete in all respects.	
16	Confirm that lump sum Charges for Supervision during Erection (inclusive of everything i.e. fooding, lodging & boarding etc.) has been quoted in the offer.	
17	Kindly confirm that the charges quoted for Supervision during Erection are inclusive of applicable Service tax & TDS. Please furnish the copy of your PAN card. (Registration with income tax Department of India).	
18	Confirm that there is no deviation with respect to BHEL Specifications. However, deviations, if any, are to be listed as a separate attachment. The additional price, if any, for withdrawal of these deviations must be provided. The offers that do not meet the substantial requirements of our enquiry are liable to be ignored. The bidders shall be deemed to comply with all the requirements of bidding documents except for listed deviations without any extra cost irrespective of any mention to the contrary anywhere else in the bid.	
19	Please note no revision in the prices or submission of supplementary price bid will be allowed during the validity of the offer. However if there is any change by BHEL w.r.t. original specifications/ requirement/ scope/terms and conditions, the bidders may be asked by BHEL to submit only the price impact bid for such changes only	
20	Right of Acceptance – BHEL reserves the right to reject any or all the quotations without assigning any reasons thereof. BHEL also reserves the right to Increase or decrease the tendered quantities. Vendors should be prepared to accept order for reduced Quantity without any extra charges. Vendor should also be prepared for giving discount in case of Increase in Quantity.	
21	Origin of Quotation: The quotation should be from the principal/original supplier even if it is submitted through their authorized agents, failing which the quotations are liable to be ignored.	
22	Ink signed order acceptance shall be furnished within 15 days of order placement.	
23	Pl. Confirm that the prices will remain firm during the entire validity and execution of the Project.	
24	At present Custom Duty is FREE for all the projects covered in the enquiry. Pls. note that the comparison would be done as per the applicable CD structure on the date of opening of Price Bid.	
25	Risk Purchase: In case of delays in supplies/defective supplies or non-fulfillment of any terms and conditions given in the purchase order, the purchaser may cancel the purchase order in full or part thereof, and may also make the purchase of such material from elsewhere/alternative source at risk and cost of the supplier.	
26	Arbitration Clause : In the event of ant dispute or difference arising between the parties to this contract regarding execution of same or their respective rights and liabilities there under, the same shall except as otherwise expressly provided	

	therein, be referred to the arbitration of two arbitrators, one to be –appointed by each party; or in the case of the said arbitrators not agreeing than an umpire to be appointed by the two arbitrators in writing before entering on that reference and provisions of the' Indian Arbitration Act ,1940 or any statutory notification, or re-enactment therefore and rules framed there under from time to time shall apply to such arbitrations. If the two arbitrators do not agree on the appointment Of umpire, it (the nomination of the umpire shall be done by the International Chamber of Commerce, Paris (France). The decision of arbitrators, or in case of their not agreeing, that of the said umpire shall be binding both on seller and purchaser. The venue of the arbitration shall invariable be New Delhi (India).	
27	BHEL reserves the right to go for a Reverse Auction (RA) instead of opening the submitted Sealed Bid which will be decided after technical evaluation. Information and General Terms and Conditions governing RA are attached alongwith enquiry. Pl. confirm your acceptance to this.	
28	Kindly note that price bids of the vendors would be opened only after their registration in the PMD at BHEL Haridwar for this item.	

(Signature of Vendor)

PRICE SCHEDULE (FOR INDIGENOUS VENDORS)

A) For Material Portion

Sl. No.	Material Code	Basic Material Cost (Ex-Works)	Packing Charges	Forwarding Charges	Excise Duty	CST/VAT (Kindly specify the rate of applicable CST/VAT)	Freight Charges upto Destination	Total
	W97757057019				NIL (against PAC) for all the projects covered in the tender			

B) For Supervision of Erection

Sl. No.	Lumpsum Supervision Charges (Each No.)	Service Tax , extra as applicable, presently @ 10.3% (if applicable)	Total Supervision Charges

PRICE SCHEDULE (FOR VENDORS OUTSIDE INDIA)**A) For Material Portion**

Sl. No.	Material Code	Basic Material Cost (Ex- Works)	Packing Charges	Forwarding Charges	Total FOB Cost	CFR, Mumbai Charges	Total cost on CFR Mumbai basis
	W97757057019						

B) For Supervision of Erection

Lumpsum Supervision Charges (Each No., Inclusive of applicable Service Tax & TDS):

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BANK GUARANTEE BOND**WAM 28**

(Paragraph 4.9.6 of – Works Accounts Manual)

1. In consideration of the Bharat Heavy Electricals Limited, Siri Fort, New Delhi through HEEP Hardwar Division (hereinafter called 'the Company') having agreed to exempt _____ (hereafter called 'the said Contractor' which term includes 'Suppliers' for the purpose of this Bond) from the demand under the terms and conditions of an Agreement dt. _____ made between _____ and _____ for (hereafter called 'the said Agreement') of Security Deposit for the due fulfillment by the said Contractor of the terms and conditions contained in the said Agreement, on production of a Bank Guarantee for Rs. _____ (Rupees _____ only) we,

(Indicate the name of the Bank)
(hereinafter referred to as 'the Bank') at the request of _____

Contractor(s) do hereby undertake to pay to the Company an amount not exceeding Rs. _____ against any loss or damage caused to or suffered or would be caused to or suffered by the Company by reason of any breach by the said Contractor(s) of any of the terms and conditions contained in the said Agreement.

2. We, _____ do hereby undertake
(indicate the name of the Bank)
to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the Company stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the Company by reason of breach by the said Contractor(s), of any of the terms or conditions contained in the said Agreement or by reason of the contractor(s), failure to perform the said Agreement. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____.

3. We undertake to pay to the Company any money so demanded notwithstanding any dispute or disputes raised by the Contractor(s) in any suit or proceeding pending before any Court or Tribunal relating thereto our liability under this present being absolute and unequivocal.

The payment so made by us under this bond shall be valid discharge of our liability for payment thereunder and the Contractor(s) shall have no claim against us for making such payment.

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4. We _____ further agree that the Guarantee
(Indicate the name of the bank)

herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the due of the Company under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till _____ Office / Department / Division of Bharat Heavy Electricals Limited certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said contractor(s) and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the _____, we shall be discharged from all the liability under this guarantee there after.

5. We, _____, further agree with the company that
(Indicate the name of the bank)

the Company shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time to performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the company against the said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said Agreement and we shall not be relieved from our liability by any reason of any such variation or extension being granted to the said contractor(s) or for any forbearance, act or omission on the part of the company or any indulgence by the company to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would but for this provision have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(s)

7. We _____ lastly undertake not to revoke
(Indicate the name of the bank)

this guarantee during its currency except with the previous consent of the Company in writing.

Dated the _____ day of _____

For _____
(Indicate the name of the Bank)

LIST OF BHEL CONSORTIUM BANK	
1	State Bank of India
2	Canara Bank
3	Bank of Baroda
4	Punjab National Bank
5	State Bank of Hyderabad
6	State Bank of Travancore
7	Corporation bank
8	Syndicate Bank
9	Indian Bank
10	Oriental Bank of Commerce
11	UCO bank
12	Central bank of India
13	IDBI Ltd.
14	HDFC Bank Ltd.
15	ICICI Bank Ltd.
16	Kotak Mahindra Bank ltd
17	The Federal bank Limited
18	Abn-Amro Bank
19	Citi Bank
20	HSBC
21	Deutsche Bank
22	Standard Chartered Bank
23	United bank of India
24	Vijaya Bank
25	Union Bank of India
26	Bank of India
27	Andhra Bank
28	Punjab & Sind Bank
29	Axis Bank

	Annexure-II GUIDELINES TO INDIAN SUPPLIERS FOR FILLING-UP SUPPLIER REGISTRATION FORM	Document No.	AA:MM:SR:01
		Revision No.	01
		Page No.	I of II

- Prospective Suppliers may also visit our web site www.bhel.com (link Supplier Registration -> New Supplier Required) to know more about the requirement of new suppliers for various items in our units.
- Registration Form may be obtained from BHEL website www.bhel.com.
- Application for registration, with a covering letter detailing where your products can find application (if possible) in BHEL unit(s), should be sent to:

Supplier Development Cell
Unit Name:
Bharat Heavy Electricals Ltd.
City:
India


- In case registration is being sought in multiple units of BHEL, please send the separate application to each unit.
- Any clarification with respect to procedure for registration may be obtained from the Supplier Development Cell of respective BHEL unit.
- The Supplier Registration Form has four parts:

Part A	Organisational Information	Form no. SRF(I)01 – page 1 to 10
Part B	Quality System	Form no. SRF(I)01 - page 11 to 12
Part C	Technical Competence	Form no. SRF(I)01 page 13 (if sent by BHEL)
Part D	Score Sheet (to be filled by BHEL)	Form no. SRF(I)01 page 14 to 17

The set of formats to be filled by different category of suppliers is as follows:

Sl.No	Supplier Category	Formats
1.	Indian Suppliers (manufacturers)	- Organisational Information - Quality System - Technical Competence
2.	Indian Stockist/ Trader/ Distributor/ Dealer/ Authorised Agent/ Channel partner/ Indian Sales office or Subsidiary of registered foreign principal	- Organisational Information SRF(I)01- Part A (page 1 to 10 except Sl. No. 5.1, 5.2, 6.6, 6.7, 7 & 8)

- All columns are to be filled up properly in the space provided for. Wherever it is not applicable, please mention “Not Applicable”. The form is to be signed by the authorised signatory.
- A separate sheet may be attached if the space provided is insufficient or additional information is to be given. Please put proper identification tag on the separately attached sheet.
- Please ensure that all required enclosures are attached with the filled up Supplier Registration Form and all enclosures are numbered & list of enclosures is given as required.
- As multiple copies of the application forms are required for processing at our end, please do not spiral bound the application forms or its enclosures and instead send them in two hole clip flat file.
- Incomplete forms will be rejected.
- Any information / clarification required by BHEL during evaluation must be given expeditiously.
- Please note that if you are registered and participate in Tender process and qualify to get order from BHEL, your performance based on Quality of your product, delivery performance and service rendered will be evaluated inline with Chapter VI.
- Please fill up the check- list given on next page and send along with the Supplier Registration Forms to BHEL.
- If you are attaching a document in a language other than Hindi/ English, a self attested Hindi/ English translated document may please be also attached.

	Annexure-II Check List for Indian Supplier Registration Form	Document No.	AA:MM:SR:01
		Revision No.	01
		Page No.	II of II

Sl.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.	Summary list of enclosures has been furnished as per S.N.10 of Organisational Information form no. SRF (I) 01 & S.N 12 of Quality system form no. SRF (I) 01.	
4.	Are you an ISO 9001 accredited supplier?	
5.	If yes, have you enclosed "Table of Contents" of your Quality Manual and copy of ISO 9001 accreditation certificate?	
6.	Have you filled up Quality System format given in Part B?	
7.	Technical requirements, specifications, drawings, standards have been received from BHEL before filling up Technical Competence, Part C.	
8.	All the parts of the form & enclosures have been signed by Authorised Signatory.	
9.	Have you attached EFT details? (In original, Certified by the bank)	
10.	If you are seeking registration for a MSME company (as per MSME Act of Government of India), have you attached requisite certificate as per Act?	

Signature & seal

Date :

(Authorised Signatory)

Note: This check list is to be attached with the filled up Supplier Registration Form.

**BHARAT HEAVY ELECTRICALS LIMITED
SUPPLIER REGISTRATION FORM**

FORM NO. SRF(I) 01 (INDIAN SUPPLIER)

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INFORMATION WITH * MARKS IS SCOREABLE.

PART- A : ORGANISATIONAL SOUNDNESS

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 SHEET, IF SPACE AVAILABLE IS INADEQUATE.**

ALL THE PAGES OF THE FORM ARE TO BE SIGNED ALONGWITH SEAL BY THE AUTHORISED SIGNATORY

ORGANISATIONAL INFORMATION			
NAME AND CORRESPONDENCE ADDRESS OF THE SUPPLIER SEEKING REGISTRATION :-			
1.0 PRODUCTS / SYSTEMS / SERVICES FOR WHICH REGISTRATION IS APPLIED FOR :			
SL. NO.	DESCRIPTION	SIZE & RANGE	MFG. STD/ IS / DIN /BS ETC.
SUPPLIER'S AUTHORISED SIGNATORY		BHEL CERTIFIED ASSESSOR	

**BHARAT HEAVY ELECTRICALS LIMITED
SUPPLIER REGISTRATION FORM**

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ORGANISATIONAL INFORMATION

2.0 GENERAL INFORMATION :

2.1 NAMES OF THE WORKS/DIVISION (Products manufactured at each works to be mentioned :

ADDRESS :
E - Mail :
TELEPHONE : Landline
Mobile
FAX :

2.2 NAME OF CHIEF EXECUTIVE /
PROPRIETOR / PARTNER & ADDRESS :

2.3 DETAILS OF AUTHORISED SIGNATORY FOR SEEKING CLARIFICATION :

NAME :
DESIGNATION :
E - Mail :
TELEPHONE : Landline
Mobile
FAX :

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

**BHARAT HEAVY ELECTRICALS LIMITED
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ORGANISATIONAL INFORMATION

3.0 OWNERSHIP INFORMATION : 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

CO-OPERATIVE SOCIETY, :

SOCIETY RULES AND
BYE LAWS

OR

PARTNERSHIP FIRM, :

PARTNERSHIP DEED

OR

PROPRIETORSHIP, :

PROFESSION TAX REGN.
AND MUNICIPAL REGN.

ANY OTHER (SPECIFY) :

3.2 NATURE OF BUSINESS :
(MANUFACTURING UNIT/
ENGG CONSULTANT/ EPC CONTRACTOR)

(AGENTS/ DISTRIBUTORS/STOCKISTS/DEALERS/
TRADERS/ INDIAN SUBSIDIARY/ CHANNEL PARTNER – attach authorization
certificate of principal)

3.3 YEAR OF ESTABLISHMENT :

* 3.4 YEAR OF COMMENCEMENT OF BUSINESS :

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

**BHARAT HEAVY ELECTRICALS LIMITED
SUPPLIER REGISTRATION FORM**

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ORGANISATIONAL INFORMATION

4.0 REGISTRATION PARTICULARS

(FURNISH DETAILS AND ENCLOSE COPY OF CERTIFICATE FOR THE FOLLOWING)

4.1 PERMANENT ACCOUNT NO :
4.2 CENTRAL SALES TAX REGN NUMBER :
4.3 STATE SALES TAX / TIN NUMBER :
4.4 EXCISE DUTY REGN NUMBER :
4.5 EXCISE CONTROL CODE NUMBER :
4.6 SERVICE TAX REGN NUMBER :
4.7 CATEGORY AS PER MSMED ACT : MICRO/ SMALL/ MEDIUM
REGN NO. :
VALID UPTO :
(Attach Certificate)

5.0 TOTAL ORGANISATIONAL STRENGTH : (ATTACH ORGANISATION CHART)

	GRADUATE	DIPLOMA	SKILLED	NON-SKILLED
ENGINEERING :				
MANUFACTURING :				
QUALITY :				
COMMERCIAL / SERVICE AFTER SALES :				
OTHERS :				
TOTAL :				
* 5.1 POWER BACKUP : (GIVE DETAILS)	YES/ NO			
* 5.2 DOES THE COMPANY SELL ITS PRODUCT DIRECTLY : YES/ NO				

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

**BHARAT HEAVY ELECTRICALS LIMITED
SUPPLIER REGISTRATION FORM**

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ORGANISATIONAL INFORMATION

6.0 OTHER PARTICULARS :

(FURNISH DETAILS AND ENCLOSE DOCUMENTARY EVIDENCE/ COPY OF CERTIFICATE FOR THE FOLLOWING)

* 6.1 IF THE COMPANY IS ALREADY REGISTERED WITH ANY OF BHEL UNITS, GIVE :

6.1.1. BHEL UNIT'S NAME :

6.1.2. SUPPLIER REGN. CODE NO. :

6.1.3. ITEMS FOR WHICH REGISTERED & THEIR SPECIFICATION
(ENCLOSE PROOF OF SUCCESSFUL EXECUTION OF
ONE OR MORE PURCHASE ORDERS) :

* 6.2 IS THE COMPANY APPROVED BY
ASME / NTPC / NPC / EIL / DGS&D / RAILWAYS /
IBR / LLOYDS ETC FOR INTENDED
MATERIAL CATEGORY? : YES / NO
(ENCLOSE DOCUMENTARY EVIDENCE)

* 6.3 IS THE COMPANY ISO 9001 APPROVED? : YES / NO
(ENCLOSE CERTIFICATE & TOC OF QUALITY SYSTEM) :

* 6.4 IS THE COMPANY AN ISO 14000 APPROVED? : YES / NO
(ENCLOSE CERTIFICATE) :

* 6.5 IS THE COMPANY OHSAS - 18000 APPROVED?: YES / NO
(ENCLOSE CERTIFICATE)

* 6.6 TECHNICAL COLLABORATOR :
(FOREIGN OR INDIGENOUS)
(ENCLOSE DOCUMENTARY EVIDENCE)

* 6.7 R&D SET UP

6.8 DIRECTORS / PARTNERS, IF RELATED TO ANY
BHEL EMPLOYEE.
NAME :
STAFF NO. :
DESIGNATION :
Unit & DEPARTMENT :
RELATIONSHIP :

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

**BHARAT HEAVY ELECTRICALS LIMITED
SUPPLIER REGISTRATION FORM**

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6.9 IF ANY EX-BHEL PERSONNEL IS EMPLOYED BY THE COMPANY, MENTION HIS / HER DETAILS OF LAST POSTING.

NAME :
STAFF NO. :
DESIGNATION :
UNIT & DEPARTMENT :
DATE OF LEAVING SERVICE :

6.10 COMPANY'S WEEKLY HOLIDAYS :

WORKS OFFICE

6.11 EXPERIENCE LIST:

(ATTACH LIST OF PRESENT CUSTOMERS WITH NAME & 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 . ALSO ATTACH PERFORMANCE CERTIFICATES ISSUED BY ANY TWO CLIENTS FOR SUCCESSFUL EXECUTION OF THE CONTRACTS FOR LAST TWO YEARS- FOR PEM)

*6.12 DETAILS OF PENDING LEGAL ISSUES ON CONTRACTUAL ASPECTS WITH CUSTOMER , IF ANY

6.13 The following information of Bank Account of the Company, duly endorsed by the Bank (required for Electronic Fund Transfer –EFT/RTGS) is to be submitted

1. Name of the Company
2. Name of Bank
3. Name of Bank Branch
4. City/Place
5. Account Number
6. Account type
7. IFSC code of the Bank Branch
8. MICR Code of the Bank Branch
9. Details of other Bankers (for reference purpose only)

NOTE :

(i) Suppliers who have already submitted the above information are requested to submit a copy of the same.

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

**BHARAT HEAVY ELECTRICALS LIMITED
SUPPLIER REGISTRATION FORM**

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ORGANISATIONAL INFORMATION

7.0 MANUFACTURING FACILITIES:

***7.1 LIST OF MANUFACTURING FACILITIES/EQUIPMENTS (INCLUDING MATERIAL HANDLING FACILITY)**

SL. NO	DESCRIPTION OF MACHINE/EQUIPMENT	QUANTITY	MAKE & YEAR OF INSTALLATION	REMARKS

IN CASE OF SPACE LIMITATION, PLEASE ENCLOSE ANNEXURE / CATALOGUE WITH TAG

*** 7.2 IF IN-HOUSE MFG FACILITIES NOT AVAILABLE, INFORM SOURCE OF MFG. DETAILS ALONGWITH THEIR FACILITIES & EXPERIENCE**

SL. NO	PROCESS OUTSOURCED	NAME OF THE COMPANY	DESCRIPTION OF MACHINE / EQUIPMENT	REMARKS

IN CASE OF SPACE LIMITATION ENCLOSE ANNEXURE / CATALOGUE WITH TAG

*** 7.3 RATIO OF OUTSOURCED COST TO TOTAL PRODUCTION VALUE:**

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

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ORGANISATIONAL INFORMATION

8.0 INSPECTION & TESTING FACILITIES:

*** 8.1 LIST OF INSPECTION & TESTING FACILITIES / EQUIPMENT**

SL. NO	DESCRIPTION OF FACILITY/ EQUIPMENT & CAPACITY	NOS.	MAKE & YEAR OF MANUFACTURING	LAST DATE OF CALIBERATION
IN CASE OF SPACE LIMITATION ENCLOSE ANNEXURE / CATALOGUE WITH TAG				

*** 8.2 IF IN-HOUSE TESTING FACILITIES NOT AVAILABLE, INDICATE SOURCE OF TESTING ALONGWITH THEIR FACILITIES & EXPERIENCE**

SL. NO	TEST	SOURCE OF TESTING	DESCRIPTION OF FACILITY/ EQUIPMENT & CAPACITY	APPROVAL OF EQUIPMENT/ PROCESS/PERSONNEL QUALIFICATION
IN CASE OF SPACE LIMITATION ENCLOSE ANNEXURE / CATALOGUE WITH TAG				

Note:

In case of outsourcing of major testing such as NDT, Electrical & Mechanical Testing, no marks will be awarded. However, material composition testing by chemical method from recognized laboratory shall not attract negative marking

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

BHARAT HEAVY ELECTRICALS LIMITED SUPPLIER REGISTRATION FORM

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ORGANISATIONAL INFORMATION					
FINANCIAL INFORMATION FOR THE PREVIOUS FOUR YEARS					
9.0	Parameter	Year 1	Year 2	Year 3	Year 4
		(Years in ascending order, Money value in Rs. Lakhs)			
* 9.1	NET WORTH (Share Capital +Reserves)				
	Growth over previous year (%)	-----			
9.2	LONG TERM DEBT / LOAN				
* 9.3	DEBT EQUITY RATIO Long term Debt (9.2) Net worth (9.1)				
9.4	INVESTMENT IN: Land & Building				
	Plant & Machinery				
	Other Fixed Assets				
9.5*	NET CURRENT ASSETS				
	1 a) Cash on hand				
	b) Account receivable				
	c) Inventories				
	Total				
	CURRENT LIABILITY				
	2 a) Sundry creditors				
	b) Interest accrued but not due				
	c) Other liabilities				
	Total				
3	* QUICK RATIO CA - INVENT. {9.5(1)-9.5(1)c} Current liability {9.5 (2)}				
* 9.6	SALES				
	Growth over previous year (%)	-----			
* 9.7	PROFIT BEFORE TAX				
	Growth over previous year (%)	-----			
* 9.8	Whether the supplier has been referred to BIFR / NCLT / any other Govt agency (If YES , enclose details)				YES / NO
* 9.9	Whether the supplier is a potential sick company.(If YES , enclose details)				YES / NO
<p>NOTE: 1. Copies of annual accounts (Balance Sheet) for the last four years (or from date of incorporation which ever is less) along with audit report are to be submitted. The above details shall be highlighted in the Balance Sheet.</p> <p>2. Status of Tax assessments done under various laws (Income Tax, VAT/Sales Tax, Excise & Service Tax, Custom) and details of disputes pending, if any, with these authorities to be submitted.</p>					
SUPPLIER'S AUTHORISED SIGNATORY			BHEL CERTIFIED ASSESSOR		

BHARAT HEAVY ELECTRICALS LIMITED SUPPLIER REGISTRATION FORM

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ORGANISATIONAL INFORMATION

10. LIST OF ENCLOSURES (Tags to be put on enclosures) :

- (i) MEMORANDUM AND ARTICLES OF ASSOCIATION / SOCIETY RULES AND BYE LAWS / PARTNERSHIP DEED/ : YES / NO
PROFESSION TAX REGN & MUNICIPAL REGN.
- (ii) Copy of certificate of following:-
 - PERMANENT ACCOUNT NO : YES / NO
 - CENTRAL SALES TAX REGN NUMBER : YES / NO
 - STATE SALES TAX / TIN NUMBER : YES / NO
 - EXCISE DUTY REGN NUMBER : YES / NO
 - EXCISE CONTROL CODE NUMBER : YES / NO
 - SERVICE TAX REGN NUMBER : YES / NO
 - REGN NUMBER OF CATEGORY AS PER MSMED ACT : YES / NO
- (iii) ORGANISATION CHART : YES / NO
- (iv) If registered with any other BHEL Unit,
 - LETTER OF REGISTRATION WITH BHEL UNIT : YES / NO
 - PROOF OF SUCCESSFUL EXECUTION OF ONE OR MORE PURCHASE ORDERS : YES / NO
- (v) Letter of approval from ASME / NTPC / NPC / EIL / DGS&D / RAILWAYS /IBR / LLOYDS ETC : YES / NO
- (vi) Accreditation certificate for
 - ISO: 9001 : YES / NO
 - TOC of Quality System Manual : YES / NO
 - ISO : 14000 : YES / NO
 - OHSAS , ISO 18000 : YES / NO
- (vii) Letter regarding technical collaboration : YES / NO
- (viii) Experience List / Performance certificate : YES / NO
- (ix) Balance Sheet for the last four years along with audit Report : YES / NO
- (x) Principal's authorization in case of dealers/ agents : YES / NO
- (xi) EFT Bank's certificate : YES / NO

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.

Maximum Marks = 50

Negative Marks = -13

Minimum Qualifying marks = 30

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

BHARAT HEAVY ELECTRICALS LIMITED

SUPPLIER REGISTRATION FORM

FORM NO. SRF(I) 01 (INDIAN SUPPLIER)

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FORM NO. SRF(I) 01

Part B (QUALITY SYSTEM):

Sl. No	PARAMETERS	SYSTEM IN EFFECT (Tick if exists & provide evidences if ticked in written procedure)		RECORDS (Tick if available & submit evidences)	REMARKS
		Written Procedure	Practice		
1*	Incoming Material Control System				Furnish a copy of system and organization.
2*	In process control				Furnish at least one work instruction & record of process control parameter
3*	Manufacturing / Testing Procedure Qualification				Procedure Qualification specification may be submitted
4*	Personnel qualification for 3 above.				Record of Personnel qualification (PQR) to be submitted
5*	Calibration system				Submit list of instrument & their calibration status
6*	System of Identification & Traceability of materials, tools, jigs, fixtures & processed components, etc.				Copy of procedure to be submitted
7*	System of Storage, Preservation , Painting & packing				Copy of procedure to be submitted
8*	System of NCR disposition & corrective preventive action				Two copies of NCR & CAPA
9*	Customer complaints handling system				Submit list of customer complaints & status for the last three years
10*	Safety measures				Submit copy of safety system & Record of accidents for last three years
11	Any other quality initiative				

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

**BHARAT HEAVY ELECTRICALS LIMITED
SUPPLIER REGISTRATION FORM**

FORM NO. SRF(I) 01 (INDIAN SUPPLIER)

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FORM NO. SRF(I) 01

Part B (QUALITY SYSTEM):

12. LIST OF ENCLOSURES

- (i) Copy of system of control incoming materials and organization chart
- (ii) Copy of at least one process control work instruction
- (iii) Record of process control parameter
- (iv) Copy of at least one Procedure Qualification specification
- (v) Record of Personnel qualification (PQR)
- (vi) List of instrument & their calibration status
- (vii) Copy of procedure for Identification & Traceability of materials, tools, jigs, fixtures & processed components, etc.
- (viii) Copy of procedure for Storage/ preservation/ painting & packing
- (ix) Copies of two NCRs and their CAPA.
- (x) List of customer complaints & status for the last three years
- (xi) Copy of safety system
- (xii) Record of accidents for last three years

Maximum Marks = 25

Minimum Qualifying marks = 15

SUPPLIER'S AUTHORISED SIGNATORY

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FORM NO. SRF(I)01

Part C : TECHNICAL COMPETENCE

Technical competence shall be evaluated in two parts viz. common competence and product/material category specific competence.

(i) COMMON TECHNICAL COMPETENCE (Max Marks: 10)

TECHNICAL COMPETENCE (where design specification is given by BHEL)	MARKING RANGE	SUPPLIER RESPONSE (ALONG WITH SUPPORTING DOCUMENTS)#	MARKS BY BHEL
1. Supplier understands the product specification.	(0-3)		
2. Supplier understands the inspection requirements.	(0-2)		
3. Supplier has process capability to achieve the product specification/dimensional requirement.	(0-3)		
4. Supplier has experienced manpower to carry out the job.	(0-2)		
TOTAL MARKS OUT OF POSSIBLE (10) = ---			

OR

TECHNICAL COMPETENCE (where performance specification is given by BHEL)	MARKING RANGE	PROCEDURE		SYSTEM IN EFFECT		RECORDS	
		SUPPLIER RESPONSE (ALONG WITH SUPPORTING DOCUMENTS)#	MARKS BY BHEL	SUPPLIER RESPONSE (ALONG WITH SUPPORTING DOCUMENTS)#	MARKS BY BHEL	SUPPLIER RESPONSE (ALONG WITH SUPPORTING DOCUMENTS)#	MARKS BY BHEL
1. Design capability	(0-3)						
2. Adequacy of quality assurance plan	(0-2)						
3. Process capability for components	(0-3)						
4. Adequate of testing	(0-2)						
TOTAL MARKS OUT OF POSSIBLE (10)							
Average of Total (Total/3) = -----							

(ii) PRODUCT/ MATERIAL CATEGORY SPECIFIC TECHNICAL COMPETENCE

(Max Marks: 15)

Unit MISCC to structure the parameters to be considered for the technical competence depending on material category. The score of individual parameter selected is to be decided by MISCC. MISCC shall identify the requirement of enclosures to be furnished by supplier
Product:

Sl. No	Material category	Tech Parameter	Supplier's response	Remarks

To be filled up only on receipt of technical requirements/ specification, drawings, standards from BHEL and to be sent to BHEL for further scrutiny. Enclose documentary evidence where ever required.

LIST OF ENCLOSURES:

Maximum Marks = 25

Minimum Qualifying marks = 15

No marks is to be given by the supplier. Only supplier response along with supporting documents,

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

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Part D : SCORE SHEET

1. ORGANISATIONAL SOUNDNESS (for Manufacturers):

S.N.	PARAMETER	CRITERIA	Maxm. Marks	Marks Awarded
1.	Whether all relevant information like ownership, PAN no., sales tax no., excise duty no., etc. submitted	Yes: 2 No: 0	2	
2.	3.4 YEAR OF COMMENCEMENT OF BUSINESS	More than 5 years : 2 1-5 years : 1 Less than 1 year : 0	2	
3.	5.1 POWER BACKUP	Yes : 1 No : 0	1	
4.	5.2 DOES THE COMPANY SELL ITS PRODUCT DIRECTLY	Yes : 1 No : 0	1	
5.	6.1 REGISTERED WITH ANY OF BHEL UNITS	Yes (same item) : 2 Yes (another item) : 1 No : 0	2	
6.	6.2 APPROVAL BY ASME/ NTPC/ NPC/ EIL/ DGS&D/ RAILWAYS/ IBR/ LLOYDS ETC	Yes : 2 No : 0	2	
7.	6.3 ISO 9001 ACCREDITATION	Yes : 3 No : 0	3	
8.	6.4 ISO 14000 ACCREDITATION	Yes : 1 No : 0	1	
9.	6.5 OHSAS - 18000 ACCREDITATION	Yes : 1 No : 0	1	
10.	6.6 TECHNICAL COLLABORATOR : (FOREIGN OR INDIGENOUS)	Yes : 1 No : 0	1	
11.	6.7 R & D SET UP	Yes : 1 No : 0	1	
12.	6.12 PENDING LEGAL ISSUES ON TECHNO – COMMERCIAL ASPECTS WITH CUSTOMER	Yes : -5 No : 0	0	
13.	7.1 & 7.2 MANUFACTURING FACILITIES INCLUDING OUTSOURCING	Adequate : 3 Substantial : 2 Inadequate : 0	3	
14.	7.3 RATIO OF OUTSOURCED COST TO TOTAL PRODUCTION VALUE	Less than 10% : 2 10 to 30 % : 1 More than 30% : 0	2	
15.	8.1 INSPECTION & TESTING FACILITIES	Adequate : 2 Substantial : 1 Inadequate : 0	2	
16.	8.2 OUTSOURCING OF MAJOR TESTING FACILITY (Refer Note)	Yes : 0 No : 1	1	
	TOTAL		25	

1. ORGANISATIONAL SOUNDNESS (for Indian Stockist/ Trader/ Distributor/ Dealer/ Authorised Agent/ Channel partner/ Indian Sales office or Subsidiary of registered foreign principal):

S.N.	PARAMETER	CRITERIA	Maxm. Marks	Marks Awarded
1.	Whether all relevant information like ownership, PAN no., sales tax no., etc. submitted (clause 6.0 of chapter V to be referred in this regard)	Yes: 7 No: 0	7	
2.	3.4 YEAR OF COMMENCEMENT OF BUSINESS	More than 3 years : 2 1-3 years : 1 Less than 1 year : 0	2	
3.	6.1 REGISTERED WITH ANY OF BHEL UNITS	Yes (same item) : 2 Yes (another item) : 1 No : 0	2	
4.	6.2 APPROVAL BY ASME/ NTPC/ NPC/ EIL/ DGS&D/ RAILWAYS/ IBR/ LLOYDS ETC	Yes : 2 No : 0	2	
5.	6.3 ISO 9001 ACCREDITATION	Yes : 2 No : 0	2	
6.	6.12 PENDING LEGAL ISSUES ON TECHNO – COMMERCIAL ASPECTS WITH CUSTOMER	Yes : -5 No : 0	0	

BHEL CERTIFIED ASSESSOR

BHARAT HEAVY ELECTRICALS LIMITED SUPPLIER REGISTRATION FORM

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Part D: SCORE SHEET

2. FINANCIAL INFORMATION (for Manufacturers):

S.N.	PARAMETER	CRITERIA	Maximum Marks	Marks Awarded
1.	9.1 Growth of Net Worth over previous year (%) Average of three years to be worked out	More than 20 % : 5 10 – 20 % : 4 5 – 10 % : 3 > 0 & < 5 % : 2 0 or below : 0	5	
2.	9.3 DEBT EQUITY RATIO <u>Long term Debt (9.2)</u> <u>Net worth (9.1)</u>	1 : 1 : 5 1.1 upto 1.5 : 1 : 4 1.6 upto 2.0 : 1 : 3 2.0 & above : 1 : 2	5	
3.	9.5 QUICK RATIO <u>CA - INVENTORIES {9.5(1)-9.5(1)c}</u> Current liability {9.5 (2)}	1 : 1 : 5 1 : 1 upto 1.5 : 4 1 : 1.5 upto 1.75 : 3 1 : 1.75 upto 2.5 : 2 1 : > 2.5 : 0	5	
4.	9.6 Growth in Sales over previous year (%) Average of three years to be worked out	More than 35% : 5 20 -35 % : 4 10 – 20 % : 3 5 – 10 % : 2 > 0 & < 5 % : 1 0 or negative : 0	5	
5.	9.7 PROFIT BEFORE TAX Growth over previous year (%)	More than 20 % : 5 10 – 20 % : 4 5 – 10 % : 3 > 0 & < 5 % : 2 0 or below : 0	5	
6.	9.8 Whether the supplier has been referred to BIFR / NCLT/ any other similar Govt agency	Yes: -5 No : 0	0	
7.	9.9 Whether the supplier is a potentially sick company	Yes: -3 No : 0	0	
TOTAL			25	

Note: If the supplier is new in business and does not have past data, then the evaluation will be done on the basis of information provided by him and will be decided by MISCC.

2. FINANCIAL INFORMATION (for Indian Stockist/ Trader/ Distributor/ Dealer/ Authorised Agent/ Channel partner/ Indian Sales office or Subsidiary of registered foreign principal):

S.N.	PARAMETER	CRITERIA	Maximum Marks	Marks Awarded
1.	9.6 Growth in Sales over previous year (%) Average of three years to be worked out	More than 35% : 5 20 -35 % : 4 5 - 20 % : 3 >0 - 5 % : 2 0 or negative : 0	5	
2.	9.7 PROFIT BEFORE TAX Growth over previous year (%)	More than 20 % : 5 5 – 20 % : 4 >0 – 5 % : 3 0 or below : 0	5	

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SUPPLIER REGISTRATION FORM

FORM NO. SRF(I) 01 (INDIAN SUPPLIER)

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Part D : SCORE SHEET

3. QUALITY SYSTEM :

S.N.	PARAMETER	CRITERIA	Maxm. Marks	Marks Awarded
1.	Incoming Material control System	System availability : Yes: 1 No : 0	1	
		Availability of Organisation chart Yes: 1 No : 0	1	
2.	Process control	Work instruction available: Yes: 1 No : 0	1	
		Record of process Control : Available : 2 Partial record : 1 Not available: 0	2	
3.	Manufacturing / Testing Procedure Qualification	Procedure Qualification Specification : Adequate : 3 In adequate: 1 Not available : 0	3	
4.	Personnel qualification	Record of PQR: Adequate : 3 In adequate: 1 Not available : 0	3	
5.	Calibration system	Adequate : 3 In adequate: 1 Not available : 0	3	
6.	System of Identification & Traceability of materials, tools, jigs, fixtures & processed components, etc.	Procedure available : Adequate : 2 In adequate: 1 Not available : 0	2	
7.	System of Storage/ preservation/ painting & packing	Procedure available : Adequate : 2 In adequate: 1 Not available : 0	2	
8.	System of NCR disposition & corrective preventive action	Two copies of NCR & CAPA Available :2 Not available : 0	2	
9.	Customer complaints handling system	System available : Yes: 1 No : 0	1	
		Complaints registered & resolved : 2 Complaints registered & partially resolved : 1 Complaints not registered or not resolved : 0	2	
10.	Safety measures	System available : Yes: 1 No : 0	1	
		Record available : Yes: 1 No : 0	1	
	TOTAL		25	

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Part D : SCORE SHEET

4. TECHNICAL COMPETENCE

Column no. 1 to 4 to be filled by MISCC before sending to supplier. Column no. 5 to be filled by BHEL certified Assessor after evaluation of supplier response.

Sl. No (1)	Parameter (2)	Scoring criteria (3)	Maximum Marks (4)	Marks obtained (5)
	TOTAL		25	

SUMMARY:

Sl. No	Criteria	Maxm Marks	Qualifying marks *	Marks obtained	Recommendation for registration
1.	Organisational Soundness	50	30		Recommended : Permanent code /Development code/ Trial code
	Financial Information				
2.	Quality System	25	15		
3.	Technical Competence	25	15		
	TOTAL	100	60		Not recommended

***Minimum Qualifying Score in Each category shall be 60%.**

REGISTRATION CRITERIA:

Sl. No	Score	Recommendation
1.	More than 90	Supplier is to be registered and given Permanent code, Normally no visit is called for.
2.	>75 <=90	Supplier may be visited if recommended by MISCC or to be registered and given permanent code.
3.	>=60 <=75	Supplier may carry out suggested improvements if advised by MISCC Supplier's visit is mandatory. Trial/ Development code may be given.
4.	Less than 60	Not to be registered

Note: Indian Stockist/ Trader/ Distributor/ Dealer/ Authorised Agent/ Channel partner/ Indian Sales office or Subsidiary of registered foreign principal are to be awarded marks on pro-rata basis and registered accordingly.

Signatures: MISCC and Supplier Evaluation Team (in case of visit)

1)

2)

3)

4)

5)

6)

BHEL CERTIFIED ASSESSOR

	<p style="text-align: center;">Annexure-III</p> <p style="text-align: center;">GUIDELINES TO FOREIGN SUPPLIERS FOR FILLING UP SUPPLIER REGISTRATION FORM</p>	Document No.	AA:MM:SR:01
		Revision No.	01
		Page No.	I of II

1. Prospective Suppliers may also visit our web site www.bhel.com (link Supplier Registration -> New Supplier Required) to know more about the requirement of new suppliers for various items in our units.
2. Registration Form no. SRF(F)01 may be obtained from BHEL website www.bhel.com.
3. Application for registration, with a covering letter detailing where your products can find application (if possible) in BHEL unit(s), should be sent to:

Supplier Development Cell
Unit Name:
 Bharat Heavy Electricals Ltd.
City:
 India

4. In case registration is being sought in multiple units of BHEL, please send the separate application to each unit.
5. Any clarification with respect to procedure for registration may be obtained from the Supplier Development Cell of respective BHEL unit.
6. All columns are to be filled up properly in the space provided for. Wherever it is not applicable, mention it as "Not Applicable". The form is to be signed by the authorised signatory and submitted in original.
7. Please attach separate sheet if the space provided is insufficient. For any other information also, separate sheet may be attached.
8. Any information / clarification required by BHEL during processing of registration must be given expeditiously.
9. Please ensure that all required enclosures are attached with the filled up Supplier Registration Form and all enclosures are numbered & list of enclosures is given as required.
10. As multiple copies of the application forms are required for processing at our end, please do not spiral bound the application forms or its enclosures and instead send them in two hole clip flat file.
11. Please fill up the check- list given on next page and send along with the Supplier Registration Forms to BHEL.
12. Please note that if you are registered and participate in Tender process and qualify to get order from BHEL, your performance based on Quality of your product, delivery performance and service rendered will be evaluated inline with Chapter VI.
13. If you are attaching a document in a language other than English, a self attested English translated document may please be also attached.

Editable format of this form can be downloaded from http://www.bhel.com/vender_registration/vender.php

	Annexure-III CHECK-LIST FOR FOREIGN SUPPLIERS REGISTRATION FORM	Document No.	AA:MM:SR:01
		Revision No.	01
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S.N.	Check-Point	Yes/No
1.0	Information against all points in the Supplier Registration Form has been given.	
2.0	Authorisation letter has been enclosed (in case of Indian representative)	
3.0	Banker's certificate has been enclosed	
4.0	Are you an ISO: 9001 accredited supplier?	
4.1	If yes, have you enclosed copy of ISO 9001 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/ performance certificate (as per sl. 3.0 of the form SRF(F) 01)	
6.0	List of enclosures has been furnished (as per Sl 5.0 of the form SRF(F) 01)	
7.0	All the parts of the form & enclosures have been signed by Authorised Signatory.	
8.0	D&B Report/ Creditreform report etc. has been attached.	

Signature & seal

Date :

(Authorised Signatory)

Note : This check list is to be attached with the filled up Supplier Registration Form.

BHARAT HEAVY ELECTRICALS LIMITED , INDIA

ANNEXURE- III

FORM NO. SRF(F)01 : (FOREIGN SUPPLIER)

Page 1 of 2

ALL THE PAGES OF THE FORM ARE TO BE SIGNED ALONGWITH SEAL BY THE AUTHORISED SIGNATORY

SUPPLIER REGISTRATION FORM	
1.0 GENERAL INFORMATION :	
1.1 NAME OF SUPPLIER : (TO BE REGISTERED)	
1.2 SUPPLIER ADDRESS : (TO BE REGISTERED)	
E - Mail :	
TELEPHONE : (Landline)-	Mobile
WEB SITE :	
1.3 DETAILS OF FACTORY / WORKS :	
ADDRESS :	
E - Mail :	
TELEPHONE : (Landline)-	Mobile
1.4 DETAILS OF MARKETING REPRESENTATIVE (OUTSIDE INDIA , IF ANY)	
ADDRESS :	
E - Mail :	
TELEPHONE : (Landline)-	Mobile
1.5 DETAILS OF INDIAN REPRESENTATIVE, IF ANY : (Attach authorisation letter)	
NAME :	
ADDRESS :	
E - Mail :	
TELEPHONE : (Landline)-	Mobile
1.6 CHIEF EXECUTIVE :	
1.7 YEAR OF ESTABLISHMENT :	

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ANNEXURE-III

FORM NO. SRF(F)01 : (FOREIGN SUPPLIER)

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1.8 YEAR OF COMMENCEMENT OF BUSINESS :

1.9 PRODUCTION CAPACITY PER ANNUM (details of major manufacturing/ testing facilities to be given) :

1.10 PARTICULARS OF PRODUCTS INCLUDING SPECIFICATION AND RANGE OFFERED FOR REGISTRATION : (ATTACH BROCHURES AND CATALOGUES)

1.11 NAME (S) OF BANKERS :

1.12 BANKER'S CERTIFICATE AS TO CREDITWORTHINESS OF THE CLIENT
(Enclose Certificate) :

1.13 PORT OF LOADING :

1.14 NEAREST AIRPORT :

1.15 Report from D&B/ Creditreform etc. (As per Cl. 7.1 of Chapter V) (**MANDATORY**):

2.0 FINANCIAL INFORMATION : (FOR LAST 3 YEARS)

PARAMETER	YEAR -1	YEAR -2	YEAR -3
ANNUAL TURN OVER			
PROFIT AFTER TAX			

(COPY OF AUDITED ANNUAL ACCOUNTS FOR LAST 3 YEARS TO BE ENCLOSED)

3.0 QUALITY MANAGEMENT SYSTEM :

3.1 IS THE COMPANY ISO:9001 CERTIFIED : YES / NO

3.1.1 IF YES, ENCLOSE COPY OF CERTIFICATE & TABLE OF CONTENTS OF QUALITY MANUAL.

3.1.2 IF NO, ENCLOSE QUALITY MANAGEMENT SYSTEM OR WRITTEN DOWN PROCEDURE

4.0 EXPERIENCE LIST/ PERFORMANCE CERTIFICATE FOR OFFERED / SIMILAR ITEMS :

(ATTACH LIST OF PRESENT CUSTOMERS WITH NAME & 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)

5.0 ANY OTHER INFORMATION :

6.0 LIST OF ENCLOSURES :

(BROCHURES, CATALOGUES, TECHNICAL LITERATURE ETC.)

Signature & Seal

AUTHORISED SIGNATORY

E – Mail

NAME :

TELEPHONE : (Landline):

DESIGNATION :

Mobile :

DATE :