

BHARAT HEAVY ELECTRICALS LIMITED
BOILER AUXILIARIES PLANT
RANIPET - 632 406

SI No	Name of Official / Designation	Phone No/ Mobile No	Fax no.	E-mail id
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Instructions for Indigenous Suppliers

1. The Supplier Registration Form has three parts:

Part A	Organisational Information
Part B	Quality System
Part C	Technical Competence

2. All sheets of the above forms are to be filled up and signed by the authorized Signatory.
3. Please separate sheet if space provided is insufficient.
4. For providing any other information also separate sheet may be attached.
5. No column in the sheets must be left blank. If any column in the formats is not applicable /relevant to your organization, please mention accordingly.
6. Please ensure that all required enclosures / documents are attached with the filled up Supplier Registration Form and list of enclosure is given as required and the entire documents is neatly compiled in a folder.
7. Scoring for questions on Quality System (Part – B) is to be done on 0-3 scale as follows:
 - 0 For non- compliance
 - 1 System exists in rudimentary stage
 - 2 System exists with minimal discrepancies
 - 3 System is in mature stage (i.e. meets all requirements)
8. Quality System form (Part - B) need not be filled by ISO 9000 – 2000 accredited Suppliers. Instead, the Table of Contents of Quality Manual shall be submitted with the Registration Form along with a copy of the ISO Certificate.
9. Technical Competence form also shall be filled up in the same manner as above.
10. Check-list given on next page shall be filled up and sent along with the Supplier Registration Forms to BHEL.

Contd.....

Check – List for Indian Suppliers Registration Form

S.No	Check - point	Yes / No
1.	Information against all points under “Organisational 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.No 9.9 of Organisational Information Form?	
4.	Are you an ISO 9000 – 2000 accredited Supplier?	
5.	If yes, have you enclosed a copy of “Table of Contents” of your Quality Manual and copy of ISO 9000 -2000 certificate?	
6.	If no, have you filled up Quality System Formats (Part - B)?	
7.	Technical requirement, specns, Drawings, standards have been obtained from BHEL before filling up “Technical Competence” Format (Part - C)?	
8.	All the pages of the form & enclosures have been signed by Authorised Signatory?	




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SUPPLIER DEVELOPMENT CELL

SUPPLIER REGISTRATION FORMS
(INDIGENOUS SUPPLIERS)

ENCLOSED FORMS:-

- 1 . Part - A : Organisational Information**
- 2 . Part - B : Quality System form**
- 3 . Part - C : Technical competence**

 R 35-492	BHEL, BAP, RANIPET – 632 406 SUPPLIER DEVELOPMENT CELL SUPPLIER REGISTRATION FORM (INDIGENOUS SUPPLIER)	PHONE : 04172-254333 FAX : 04172-241131 E-mail : gchandrr@bhelrpt.co.in
ORGANISATIONAL INFORMATION		
1.0 GENERAL INFORMATION : 1.1 NAME OF COMPANY 1.2 DETAILS OF HEAD OFFICE : ADDRESS : TELEPHONE : FAX : E-MAIL : WEB SITE : 1.3 DETAILS OF FACTORY / WORKS : ADDRESS : TELEPHONE : FAX : E-MAIL : 1.4 DETAILS OF BRANCH OFFICE : ADDRESS : TELEPHONE : FAX : E-MAIL : 1.5 DETAILS OF MARKETING AGENT IF ANY : ADDRESS : TELEPHONE : FAX : E-MAIL : NOTE : Please attach separate sheets, if space available is inadequate		FOR OFFICIAL USE
SUPPLIER'S AUTHORISED SIGNATORY		REVIEWING OFFICERS

For BHEL use only:

Score : Total / Out of possible = / 3 = % Sl. No. 1.1, 1.2, 1.3 carry ONE mark each for Complete answers.



ORGANISATIONAL INFORMATION	
2.0 OWNERSHIP INFORMATION :	FOR OFFICIAL USE
<u>DOCUMENTS TO BE FURNISHED.</u>	
2.1 GOVT.OF INDIA UNDERTAKING :	
OR	
STATE GOVT. UNDERTAKING :	
OR	
LIMITED COMPANY : MEMORANDUM & ARTICLES OF ASSOCIATION	
OR	
PRIVATE COMPANY : MEMORANDUM & ARTICLES OF ASSOCIATION	
OR	
CO-OPERATIVE SOCIETY : SOCIETY RULES & BYE LAWS	
OR	
PARTNERSHIP FIRM : PARTNERSHIP DEED	
OR	
PROPRIETORSHIP FIRM : PROFESSION TAX REGN. & MUNICIPAL REGN.	
OR	
ANY OTHER (SPECIFY) :	
2.2 NATURE OF BUSINESS :	
- MANUFACTURING UNIT	
- AGENTS	
- DISTRIBUTORS	
- STOCKISTS	
2.3 YEAR OF ESTABLISHMENT :	
SUPPLIER'S AUTHORISED SIGNATORY	REVIEWING OFFICERS

For BHEL use only :-

Score : Total / Out of possible = / 3 = %

Sl. No. 2.1, 2.2, 2.3, carry One mark each for complete answers



ORGANISATIONAL INFORMATION				
3.0 FINANCIAL INFORMATION	YEAR 1	YEAR 2	YEAR 3	FOR OFFICIAL USE
3.1 SHARE CAPITAL				
3.2 LOAN FROM FINANCIAL INSTITUTION				
3.3 INVESTMENT IN LAND & BUILDING				
PLANT AND MACHINERY				
OTHER FIXED ASSETS				
3.4 NET CURRENT ASSETS				
3.5 SALES				
3.6 PROFIT BEFORE TAX				
3.7 PROFIT AFTER TAX				
<p>3.8 WHETHER THE SUPPLIER HAS BEEN REFERRED TO BIFR</p> <p>3.9 WHETHER THE SUPPLIER IS POTENTIALLY SICK COMPANY</p> <p>3.10 WAGE SETTLEMENT DUE ON</p> <p>Copies of Annual Accounts for last three years along with Audit Report To be submitted.</p>				
SUPPLIER'S AUTHORIZED SIGNATORY				REVIEWING OFFICERS

For BHEL use only :-

Score : Total / Out of possible = / 34 = %

Sl. No. 3.1 to Sl. No. 3.10 carry one mark each for a complete answer and Balance 24 marks (maximum) are allotted as per Sl. No. 3 of Score Sheet.2



ORGANISATIONAL INFORMATION	
<p>4.0 REGISTRATION PARTICULARS :</p> <p>4.1 INCOME TAX PERMANENT ACCOUNT NO. : (ATTACH COPY OF CERTIFICATE)</p> <p>4.2 CENTRAL SALES TAX REGN. NO. : (ATTACH COPY OF CERTIFICATE)</p> <p>4.3 STATE SALES TAX REGN. NO. : (ATTACH COPY OF CERTIFICATE)</p> <p>4.4 EXCISE DUTY REGN. NO : (ATTACH COPY OF CERTIFICATE)</p> <p>4.5 ECC CODE (ATTACH COPY OF CERTIFICATE)</p> <p>4.6 NATIONAL SMALL SCALE INDUSTRIES REGN. NO. : (VALIDITY UPTO.....) (ATTACH COPY OF CERTIFICATE)</p> <p>4.7 SMALL SCALE INDUSTRIES REGN. NO. : (VALIDITY UPTO.....) (ATTACH COPY OF CERTIFICATE)</p> <p>4.8 ANCILLARY STATUS RECOGNISED BY.....</p> <p>4.9 CREDIT RATING BY APPROVED AGENCIES, IF ANY.</p>	<p>FOR OFFICIAL USE</p>
<p>SUPPLIER'S AUTHORISED SIGNATORY</p>	<p>REVIEWING OFFICERS</p>

For BHEL use only :-

Score : Total / Out of possible = / 8 = %
Sl. No. 4.1 to 4.8 - carry one mark each for complete answer.

**ORGANISATIONAL INFORMATION****5.0 ORGANISATIONAL INFORMATION :****FOR
OFFICIAL
USE**

5.1 NAME OF CHIEF EXECUTIVE / PROPRIETOR /

PARTNER ADDRESS :

5.2 OFFICIAL TO BE CONTACTED FOR

CLARIFICATION :

NAME

DESIGNATION

ADDRESS

TELEPHONE NO.

FAX NO.

5.4 TOTAL ORGANISATION STRENGTH :

(ATTACH ORGANISATION CHART)

	GRADUATES	DIPLOMA	SKILLED	NON- SKILLED
ADMINISTRATION & COMMERCIAL				
ENGINEERING				
TECHNOLOGY				
MANUFACTURING				
QUALITY				
MAINTENANCE				
SITE MANAGEMENT				
OTHERS				
TOTAL				

SUPPLIER'S**AUTHORISED SIGNATORY****REVIEWING
OFFICERS****For BHEL use only :-**

Score: Total / Out of possible = /3 = %.

Sl. No. 5.1 to 5.3 carry one mark each for complete answer



ORGANISATIONAL INFORMATION	
<p>5.4 STANDBY ARRANGEMENT FOR POWER : (GIVE DETAILS)</p> <p>5.5 DOES THE COMPANY SELL ITS : YES / NO PRODUCTS DIRECTLY</p> <p>5.6 IF NO, FURNISH NAME ADDRESS OF : AUTHORISED DEALER / STOCKIST WHOSE COMMITMENTS WILL BE HONOURED BY THE COMPANY.</p>	<p>FOR OFFICIAL USE</p>
<p>SUPPLIER'S AUTHORISED SIGNATORY</p>	<p>REVIEWING OFFICERS</p>

For BHEL use only :-

Score: Total / Out of possible = / 6 = %.

Sl. No. 5.4 to 5.6 carry one mark each for complete answer and
balance 3 marks (maximum) are allotted as per Sl.No.7 of score sheet



ORGANISATIONAL INFORMATION						
6.0 PRODUCTS / SYSTEMS / SERVICES FOR WHICH REGISTRATION IS APPLIED FOR:						FOR OFFICIAL USE
SL. NO	DESCRIPTION	SIZE & RANGE	MFG. STD IS / EN ETC.	LEAD TIME	REMARKS	
SUPPLIER'S AUTHORIZED SIGNATORY						REVIEWING OFFICERS

6.1 List of present customers with name and address for similar type and size of item / equipment for which registration is being sought and with whom you have continuous business since last three years (Attach documentary evidence).

For BHEL use only :-

Score: Total / Out of possible = / 6 = %.

Sl. No. 6.0 & 6.1 carry one mark each for complete answer and balance 4 marks (Maximum) are allotted as per Sl.No.5 of score sheet



ORGANISATIONAL INFORMATION				
7.0 LIST OF MANUFACTURING FACILITIES : (INCLUDING MATERIAL HANDLING FACILITY)				
SL. NO	DESCRIPTION & SPECIFICATION OF MACHINE & ITS MAKE	ACCURACY & FINISH ATTAINABLE	NO.OF MACHINES INSTALLED	REMARKS
SUPPLIER'S AUTHORISED SIGNATORY				
REVIEWING OFFICERS				

For BHEL use only :-

Score: Total / Out of possible = / 4 = %.

Sl. No. 7.0 carry one mark for complete answer and
Balance 3 marks (Maximum) are allotted as per Sl.No.9 of score sheet



ORGANISATIONAL INFORMATION					
8.0 LIST OF MEASURING INSTRUMENTS, TESTING EQUIPMENT AND INSPECTION FACILITIES.					
SL. NO	DESCRIPTION OF EQUIPMENT	SIZE, RANGE, CAPACITY ACCURACY	MODEL / MAKE,	LAST DATE OF CALIBRATION	QTY.
SUPPLIER'S AUTHORISED SIGNATORY					FOR OFFICIAL USE
					REVIEWING OFFICERS

For BHEL use only :-

Score: Total / Out of possible = / 4 = %.

Sl. No. 8.0 carry one mark for complete answer and balance 3 marks (Maximum) are allotted as per Sl.No.10 of score sheet



ORGANISATIONAL INFORMATION	
<p>9.0 OTHER PARTICULARS :</p> <p>9.1 IF THE COMPANY IS ALREADY IN BUSINESS WITH ANY OF THE BHEL UNITS , GIVE :</p> <p>9.1.1 BHEL UNIT 'S NAME :</p> <p>9.1.2 REGISTRATION NO. :</p> <p>9.1.3 ITEMS FOR WHICH REGISTERED & THEIR SPEC. (Attach at least 3 P.Os executed successfully with inspection release note)</p> <p>9.2 IS THE COMPANY APPROVED BY NTPC / NPC / EIL / DGS & D / RAILWAYS / IBR / LLOYDS ETC.</p> <p>9.2.1 IS THE COMPANY AN ISO 9000 APPROVED (ENCLOSE CERTIFICATE)</p> <p>9.2.2 IS THE COMPANY AN ISO 14000 APPROVED (ENCLOSE CERTIFICATE)</p> <p>9.3 TECHNICAL COLLABORATION : (FOREIGN SUPPLIER) (ATTACH DOCUMENTARY EVIDENCE)</p> <p>9.4 FUTURE PLANS OF EXPANSION : (GIVE DETAILS)</p> <p>9.5 NAME & ADDRESS OF CONCERN (S) HAVING SUBSTANTIAL INTEREST IN (NAME OF THE OTHER COMPANY, COMMON DIRECTOR, PARTNER, OWNER, ETC)</p>	<p>FOR OFFICIAL USE</p>
<p>SUPPLIER'S AUTHORISED SIGNATORY</p>	<p>REVIEWING OFFICERS</p>

For BHEL use only :-

Score: Total / Out of possible = / 10 = %.

Sl. No. 9.1, 9.2, 9.2.1, 9.2.2, 9.3, 9.4 & 9.5 carry one mark each for complete answer and balance 3 marks (maximum) are allotted as per Sl.No.11 of score sheet



ORGANISATIONAL INFORMATION	
<p>9.6 DIRECTORS / PARTNERS, IF RELATED TO ANY BHEL EMPLOYEE ...</p> <p>NAME :</p> <p>STAFF NO. :</p> <p>DESIGNATION :</p> <p>DEPARTMENT :</p> <p>RELATIONSHIP :</p> <p>9.7 IF ANY EX - BHEL PERSONNEL IS EMPLOYED BY THE COMPANY, MENTION HIS / HER DETAILS OF LAST POSTING</p> <p>NAME :</p> <p>STAFF NO. :</p> <p>DESIGNATION :</p> <p>DEPARTMENT :</p> <p>RELATIONSHIP :</p> <p>DATE OF LEAVING SERVICE :</p> <p>9.8 COMPANY' S WEEKLY HOLIDAYS : WORKS OFFICE</p> <p>9.9 LIST OF ENCLOSURES :</p>	<p>FOR OFFICIAL USE</p>
<p>SUPPLIER'S AUTHORISED SIGNATORY</p>	<p>REVIEWING OFFICERS</p>

For BHEL use only :-

Score: Total / Out of possible = / 4 = %.

Sl. No. 9.6 to 9.9 carry one mark each for complete answer and



ORGANISATIONAL INFORMATION	
<p>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 customers.</p>	FOR OFFICIAL USE
SUPPLIER'S AUTHORISED SIGNATORY	REVIEWING OFFICERS



ORGANISATIONAL INFORMATION	
<p>10.0 PERCEPTION OF SUPPLIER'S CHIEF EXECUTIVE ABOUT BHEL.</p> <ul style="list-style-type: none">- Here BHEL expects the Chief Executive's opinion about dealing with BHEL.- Whether he is willing to work with BHEL on long term contract basis with a time – bound target for improvement in quality of the product and reduction in prices and what support he expects from BHEL towards achieving the goal.- Any other aspects which would be beneficial for the improvement in BHEL's performance. <p>(USE SEPARATE SHEET IF REQUIRED)</p> <p>NOTE: This sheet is for BHEL's information only and no numerical rating is allotted for this.</p>	<p>FOR OFFICIAL USE</p>
<p>SIGNATURE OF CHIEF EXECUTIVE</p>	<p>REVIEWING OFFICERS</p>



R 35-495

BHEL, BAP, RANIPET – 632 406
SUPPLIER DEVELOPMENT CELL
QUALITY SYSTEM FORMS

PHONE : 04172-254333
FAX : 04172-241131
E-mail :
gchandr@bhelrpt.co.in

Assessment Criteria for Quality System

The following pages contain questions that the supplier should use for his self_audit and BHEL should use to evaluate in detail the supplier's process controls, inspections, tests, incoming material controls etc.

A numerical rating is to be given alongside each question on a scale of 0 – 3 considering the following guidelines:

- 0 – for non_compliance
- 1 – Where the system in question exists in a rudimentary stage
- 2 – Where the system in question exists with minimal discrepancies.
- 3 – Where the system in question is in a mature stage(i.e. meets all requirements).

Each question is to be evaluated on three separate aspects, namely :

- The written procedure
- The system in effect and
- Adequate record keeping

For each section the points obtained is translated into a numerical percentage.



I. INCOMING MATERIAL CONTROL:				
	Procedure 0-3	System in Effect 0-3	Records 0-3	Remarks
1. A Formalised supplier rating , evaluation and Certification programme has been established Wherein quality performance is one of the criteria.				
2. Incoming shipment is verified prior to storage or use.				
Total / out of possible = / = %				

i

II. PROCESS CONTROL:				
	Procedure 0-3	System in Effect 0-3	Records 0-3	Remarks
1. Work instructions are documented, updated & followed by workers.				
2. Required tools, jigs, fixtures are identified and used .				
3. Procedure for qualification and revalidation of qualification of workers exists such as: - Welders - NDT Personnel				
4. Testing facilities exists for mechanical /chemical/ Electrical / NDT tests. Trained personnel are Carrying out the tests and records are kept.				
5. Preventive maintenance activities are performed On critical machines and records kept.				
6. Material identification and acceptance status is maintained throughout the manufacturing process and during storage.				
7. Availability of updated drawings / specification at workplace				
8. Preservation, painting & packing procedure exists				
Total / out of possible = / = %				



III. CONTROL OF NON-CONFORMANCE:				
	Procedure 0-3	System in Effect 0-3	Records 0-3	Remarks
1. Record of Rework / Rectification is kept.				
2. System of Review and analysis of repeated failures and their prevention in future.				
Total / out of possible = / = %				

IV. CONTROL OF MEASURING AND MONITORING DEVICES:				
	Procedure 0-3	System in Effect 0-3	Records 0-3	Remarks
1. System of calibration of Gauges, Fixtures & Instruments exists.				
2. Master Gauges / Standards are traceable to recognized national standards.				
Total / out of possible = / = %				



V. CUSTOMER – SUPPLIER COMMUNICATION :				
	Procedure 0-3	System in Effect 0-3	Records 0-3	Remarks
1. Supplier is conversant with various engineering standards (IS, BS, ASME etc).				
2. Supplier is capable of understanding BHEL's: (a) Purchase Specifications (b) Drawing / Design Practices (c) Quality Requirements				
3. Tender documents are reviewed with reference to customer requirement both technically & from delivery point of view. In case of deviation, in technical specifications and delivery conditions, the deviations are identified and clearly spelt out in offer.				
4. After receipt of order, acknowledgement is sent followed by order acceptance.				
5. System of Manufacturing planning exists; periodical progress review is conducted and communicated to the customer .				
6. System of submission of documents like : (a) Invoice (b) Packing list. (c) Test certificate. (d) Inspection data.				
7. Organisation of after sales service & Response Time for attending complaints.				
Total / out of possible = / = %				



VI CONFORMANCE TO SAFETY REQUIREMENTS:				
	Procedure 0-3	System in Effect 0-3	Records 0-3	Remarks
1. Adequate safety precautions are being taken in plant.				
2. Provision of adequate safety of Customer's Inspection staff during inspection by Customer's representative.				
Total / out of possible = / = %				

VII. CUSTOMER SATISFACTION:				
	Procedure 0-3	System in Effect 0-3	Records 0-3	Remarks
1. Determination of satisfaction in place through direct measures through surveys / focus groups .				
2. Determination of satisfaction through indirect measures: <ul style="list-style-type: none">- Response time is measured and target set for implementation.- Resolution time is measured and target set for improvement.- Percentage of on - time delivery and target set for improvement.- Percentage reduction in customer complaints and target set for improvement				
Total / out of possible = / = %				

BHARAT HEAVY ELECTRICALS LIMITED

BAP, RANIPET - 632 406

SUPPLIER DEVELOPMENT CELL

Part - C : "TECHNICAL COMPETENCE"

(Job Specific for jobs where design and technology is of BHEL)

	0 - 3 MARKS
1 Supplier understands the Product Specification	
2 Supplier understands the Inspection Requirements	
3 Supplier has the process capability to achieve the Product specification / dimensional requirement	
4 Supplier has experienced man- power to carry out the job	
TOTAL / OUT OF POSSIBLE :	/ = %

Here

Score of 0 indicates	" No Capability"
Score of 1 indicates	" Requires continuous technical support of BHEL during execution of job"
Score of 2 indicates	" Occasional technical support from BHEL"
Score of 3 indicates	" Can handle BHEL's job without any technical assistance"

OR

TECHNICAL COMPETENCE

(Job Specific for jobs where performance specification is given by BHEL)

	Procedure 0 - 3	System - in - effect 0 - 3	Records 0 - 3	Remarks
1. Design Capability				
2. Adequacy of Quality Assurance Plan				
3. Process capability for the job				
4. Adequacy of testing				
TOTAL / OUT OF POSSIBLE :	/	=	%	