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
1	S.Sankar, DGM/ Purchase	04172 - 254958 94433 89063	04172 - 241131	ssankar@bhelrpt.co.in
2	C.Radhakrishnan, Sr. Manager/ Purchase	04172 - 254969 94430 34152	04172 - 241131	cr@bhelrpt.co.in
3	G.Chandrasekaran Manager/ Purchase	04172 - 254633 94433 44582	04172 - 241131	gchandr@bhelrpt.co.in

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?	



BHARAT HEAVY ELECTRICALS LIMITED BOILER AUXILIARIES PLANT RANIPET - 632 406

SUPPLIER DEVELOPMENT CELL

SUPPLIER REGISTRATION FORMS (INDIGENOUS SUPPLIERS)

ENCLOSED FORMS:-

 ${\bf 1.\ Part\ - A:\ Organisational\ Information}$

2. Part - B: Quality System form

3. Part - C: Technical competence



BHEL, BAP, RANIPET – 632 406

SUPPLIER DEVELOPMENT CELL SUPPLIER REGISTRATION FORM

(INDIGENOUS SUPPLIER)

PHONE: 04172-254333 **FAX** : 04172-241131 E-mail:

gchandr@bhelrpt.co.in

		ORGANISATIONAL INFORMATION	
1.0	GENERAL IN	NFORMATION:	FOR OFFICIAL
1.1	NAME OF CO	MPANY	USE
1.2		HEAD OFFICE:	
	ADDRESS :		
	TELEPHONE :		
	FAX :		
	E-MAIL :		
	WEB SITE :		
1.3	DETAILS OF I	FACTORY / WORKS :	
	ADDRESS :		
	TELEPHONE :		
	FAX :		
	E-MAIL :		
1.4	DETAILS OF E	BRANCH OFFICE :	
	ADDRESS :		
	TELEPHONE :		
	FAX :		
	E-MAIL :		
1.5	DETAILS OF I	MARKETING AGENT IF ANY :	
	ADDRESS :		
	TELEPHONE :		
	FAX :		
	E-MAIL :		
NO	TE : Please attac	ch separate sheets, if space available is inadequate	

For BHEL use only:

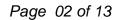
AUTHORISED SIGNATORY

SUPPLIER'S

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

REVIEWING

OFFICERS





	ORGAN	IISATIONAL INFORMATION	
2.0	OWNERSHIP INFORMATION	: DOCUMENTS TO BE FURNISHED.	FOR OFFICIAL USE
2.1	GOVT.OF INDIA UNDERTAKING	3 :	
	OR		
	STATE GOVT. UNDERTAKING	:	
	OR		
	LIMITED COMPANY OR	: MEMORANDUM & ARTICLES OF ASSOCIATION	
		: MEMORANDUM & ARTICLES OF ASSOCIATION	
	OR		
	CO-OPERATIVE SOCIETY	: SOCIETY RULES & BYE LAWS	
	OR		
	PARTNERSHIP FIRM	: PARTNERSHIP DEED	
	OR	: PROFESSION TAX REGN. & MUNICIPAL REGN.	
	ANY OTHER (SPECIFY)	:	
2.2	NATURE OF BUSINESS	:	
	- MANUFACTURING UNIT		
	- AGENTS		
	- DISTRIBUTORS		
	- STOCKISTS		
2.3	YEAR OF ESTABLISHMENT	:	
	PPLIER'S THORISED SIGNATORY		REVIEWING OFFICERS

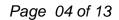
Score : Total / Out of possible = /3 = % SI. No. 2.1, 2.2, 2.3, carry One mark each for complete answers



ORGANISATIONAL INFORMATION					
3.0 FINANCI	AL INFORMATION	YEAR 1	YEAR 2	YEAR 3	FOR OFFICIAL
3.1 SHARE CAP	ITAL				USE
3.2 LOAN FROM INSTITUTIO					
3.3 INVESTMEN LAND & BUI					
PLANT AND	MACHINERY				
OTHER FIXE	ED ASSETS				
3.4 NET CURRE	ENT ASSETS				
3.5 SALES					
3.6 PROFIT BEF	FORE TAX				
3.7 PROFIT AFT	ER TAX				
	THE SUPPLIER HAS				
3.9 WHETHER	THE SUPPLIER IS				
POTENTIALL	Y SICK COMPANY				
3.10 WAGE SETTLEMENT DUE ON					
Copies of Annual Accounts for last three years along with Audit Report To be submitted.					
SUPPLIER'S					REVIEWING
AUTHORISED SI	AUTHORISED SIGNATORY				

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





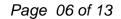
	ORGANISATIONAL INFORMATION	
4.0	REGISTRATION PARTICULARS :	FOR OFFICIAL
4.1	INCOME TAX	USE
	PERMANENT ACCOUNT NO. :	
	(ATTACH COPY OF CERTIFICATE)	
4.2	CENTRAL SALES TAX REGN. NO. :	
	(ATTACH COPY OF CERTIFICATE)	
4.3	STATE SALES TAX REGN. NO. :	
	(ATTACH COPY OF CERTIFICATE)	
4.4	EXCISE DUTY REGN. NO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

Score : Total / Out of possible = $\frac{8}{8}$ = $\frac{8}{100}$ SI. No. 4.1 to 4.8 - carry one mark each for complete answer.



ORGANISATIONAL INFORMATION						
5.0 ORGANIS	SATIONAL INF	ORMATION :				FOR OFFICIAL
5.1 NAME OF CHIEF EXECUTIVE/PROPRIETOR/						USE
PARTNEI	R ADDRESS	:				
	L TO BE CON	TACTED FOR				
CLARIFI	CATION :					
NAME						
DESIGN	IATION					
ADDRES	SS					
TELEPH	IONE NO.		FAX NO.			
5.4 TOTAL	ORGANISATIOI	N STRENGTH :				
(ATTA	CH ORGANISA	TION CHART)				
		GRADUATES	DIPLOMA	SKILLED	NON- SKILLED	
ADMINISTRAT						
ENGINEERING	3					
TECHNOLOG	Y					
MANUFACTUI	RING					
QUALITY						
MAINTENANCE						
SITE MANAGEMENT						
OTHERS						
TOTAL						
SUPPLIER'S						REVIEWING
AUTHORISED	SIGNATORY					OFFICERS

Score: Total / Out of possible = /3 = %. SI. No. 5.1 to 5.3 carry one mark each for complete answer





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

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 P	6.0 PRODUCTS / SYSTEMS / SERVICES FOR WHICH REGISTRATION							
IS	S APPLIED FOR:					OFFICIAL USE		
SL. NO	DESCRIPTION	SIZE & RANGE	MFG. STD IS / EN ETC.	LEAD TIME	REMARKS			
-1.0		202102						
	PLIER'S					REVIEWING OFFICERS		
AUTI	AUTHORISED SIGNATORY							

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 = %.

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



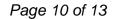
	ORGANISATIONAL INFORMATION						
7.0 L	FOR OFFICIAL USE						
SL. NO							
CLIC	DI JED?e						
	PLIER'S HORISED SIGNATORY				REVIEWING OFFICERS		

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.						FOR OFFICIAL USE	
SL. DESCRIPTION OF EQUIPMENT SIZE, RANGE, CAPACITY ACCURACY MAKE, CALIBRATION							
SUPPLIER'S AUTHORISED SIGNATORY						REVIEWING OFFICERS	

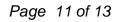
Score: Total / Out of possible = /4 = %. SI. No. 8.0 carry one mark for complete answer and balance 3 marks (Maximum) are allotted as per SI.No.10 of score sheet





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

Score: Total / Out of possible = 10 = %. SI. 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 SI.No.11 of score sheet



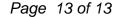


	ORGANISATIONAL INFORMATION	
9.6	DIRECTORS / PARTNERS, IF RELATED TO ANY BHEL EMPLOYEE	FOR OFFICIAL USE
	NAME :	
	STAFF NO. :	
	DESIGNATION :	
	DEPARTMENT :	
	RELATIONSHIP :	
9.7	IF ANY EX - BHEL PERSONNEL IS EMPLOYED BY THE COMPANY, MENTION HIS / HER DETAILS OF LAST POSTING	
	NAME :	
	STAFF NO. :	
	DESIGNATION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

Score: Total / Out of possible = /4 = %. Sl. No. 9.6 to 9.9 carry one mark each for complete answer and



ORGANISATIONAL INFORMATION				
I/ We give the undertaking that BHEL Drawings &	FOR OFFICIAL USE			
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.				
SUPPLIER'S	REVIEWING			
AUTHORISED SIGNATORY	OFFICERS			





ORGANISATIONAL INFORMATION **FOR** 10.0 PERCEPTION OF SUPPLIER'S CHIEF EXECUTIVE ABOUT BHEL. **OFFICIAL** USE 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. (USE SEPARATE SHEET IF REQUIRED) NOTE: This sheet is for BHEL's information only and no numerical rating is allotted for this. SIGNATURE OF CHIEF EXECUTIVE **REVIEWING OFFICERS**



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	System in Effect	Records	Remarks
		0-3	0-3	0-3	
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.				
To	tal/out of possible = / =	%		1	

ı		
•	ı	
	•	

		Procedure	System in Effect	Records	Remarks
		0-3	0-3	0-3	
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				



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

		Procedure	System in Effect	Records	Remarks
		0-3	0-3	0-3	
1.	System of calibration of Gauges, Fixtures & Instruments exists.				
2.	Master Gauges / Standards are traceable to recognized national standards.				



		Procedure	System in Effect	Records	Remarks
		0-3	0-3	0-3	
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.				



R 35-495 Page 05 of 05

		Procedure	System in Effect	Records	Remarks
		0-3	0-3	0-3	
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.				

	Procedure	System in Effect	Records	Remarks
	0-3	0-3	0-3	
 Determination of satisfaction in place through direct measures through surveys / focus groups . 				
Determination of satisfaction through indirect measures:				
 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 				

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

Score of 1 indicates

" No Capability"

" 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				
Adequacy of Quality Assurance Plan				
3. Process capability for the job				
4. Adequacy of testing				
TOTAL / OUT OF POSS	SIBLE :	/	=	%