

	<b>ANNEXURE-E GUIDELINES TO INDIAN SUPPLIERS FOR FILLING-UP SUPPLIER REGISTRATION FORM FOR OUTSOURCING- VENDOR(WITH BHEL MATERIALS)</b>	<b>BHEL-TRICHY-OUTSOURCING</b>
	Document No.	TRY:OS:SR:01
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1. Prospective Suppliers may also visit our web site [www.bhel.com](http://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 may be obtained from BHEL website [www.bheltry.co.in](http://www.bheltry.co.in).
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:*

SCDC, OUTSOURCING-, 79 BUILDING, Bharat Heavy Electricals Ltd, Trichy 620014

*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. The Supplier Registration Form has four parts:

Part A	Organisational Information	Form no. SRF(I)01 – page 1 to 8
Part B	Quality System	Form no. SRF(I)01 - page 9 to 10
Part C	Technical Competence	Form no. SRF(I)01 page 11 (if sent by BHEL)
Part D	Score Sheet (to be filled by BHEL)	Form no. SRF(I)01 page 11 to 15

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

7. 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.
8. 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.
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. Incomplete forms will be rejected.
12. Any information / clarification required by BHEL during evaluation must be given expeditiously.
13. 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 in line with Chapter VI.
14. Please fill up the check- list given on next page and send along with the Supplier Registration Forms to BHEL.
15. 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.

	<b>ANNEXURE-E</b> <b>Check List for Indian Supplier</b> <b>Registration Form</b> <b>OUTSOURCING- VENDOR(WITH</b> <b>BHEL MATERIALS)</b> <b><u>SUPPLIER REGISTRATION FORM</u></b>	BHEL-TRICHY-OUTSOURCING	
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Sl.No.	Check-Point	Yes/No
1.	Information against all points under "Organizational Information" (Part-A) has been given.	
2.	All enclosures, applicable checklist and supporting documents have been enclosed.	
3.	Summary list of enclosures has been furnished as per S.N.10 of Organisational Information from 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?	

Date :

Signature & seal  
 (Authorised Signatory)

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

**BHARAT HEAVY ELECTRICALS LIMITED**  
**SUPPLIER REGISTRATION FORM**

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**GENERAL INSTRUCTIONS:**

- INFORMATION WITH \* MARKS IS SCOREABLE.
- 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 ALONG WITH SEAL BY THE AUTHORISED SIGNATORY
- THIS FORM CONTAINS PART A, B & C

**PART- A: ORGANISATIONAL SOUNDNESS**

SL. NO	OSB RATE SCHEDULE CATEGORIES	MFG. STD/ IS / DIN /BS

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**ORGANISATIONAL INFORMATION**

**2.0 GENERAL INFORMATION : ( Additional sheet to be attached in case more units)**

2.11 NAME AND ADDRESS OF HEAD OFFICE IF ANY

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

ADDRESS : E - Mail

: TELEPHONE : Landline

: Mobile

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

- Clarifications and correspondence shall be sent only to the authorized signatory

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**  
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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 : .....

QUANTITY(NDT) : .....

COMMERCIAL /  
SERVICE AFTER SALES : .....

OTHERS : .....

TOTAL : .....

CONNECTED LOAD TO EB : KVA

\* 5.1 STAND BY ARRANGEMENT FOR POWER : YES/ NO  
(GIVE DETAILS)

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

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**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  
( ENCLOSURE 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

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## ORGANISATIONAL INFORMATION

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 WHOM SIMILAR PRODUCTS HAS BEEN SUPPLIED. PERFORMANCE / END USER CERTIFICATE/ RECENT PURCHASE ORDER COPIES MAY BE ATTACHED

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

6.13 The following information of B a n k 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 :

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**  
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<b>ORGANISATIONAL INFORMATION</b>					
<b>FINANCIAL INFORMATION FOR THE PREVIOUS FOUR YEARS</b>					
<b>9.0</b>	<b>Parameter</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
		(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 <u>Long term Debt</u> (9.2) <u>Net worth</u> (9.1)				
9.4	INVESTMENT IN: Land & Building				
	Plant & Machinery				
	Other Fixed Assets				
9.5*	NET CURRENT ASSETS				
	a) Cash on hand				
	1 b) Account receivable				
	c) Inventories				
	Total				
2	CURRENT LIABILITY				
	a) Sundry creditors				
	b) Interest accrued but not due				
	c) Other liabilities				
	Total				
3	* QUICK RATIO <u>CA - INVENT.</u> {9.5(1)-9.5(1)c} Current liability {9.5 (2)}				
	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
NOTE: 1. Copies of annual accounts (Balance Sheet) for the last four years (or from date of incorporation whichever is less) along with audit report are to be submitted. The above details shall be highlighted in the Balance Sheet.					
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.					
SUPPLIER'S AUTHORISED SIGNATORY			BHEL CERTIFIED ASSESSOR		

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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/ PROFESSION TAX REGN & MUNICIPAL REGN.	: YES / NO
(ii)	Copy of certificate of following:- <ul style="list-style-type: none"><li>• PERMANENT ACCOUNT NO</li><li>• CENTRAL SALES TAX REGN NUMBER</li><li>• STATE SALES TAX / TIN NUMBER</li><li>• EXCISE DUTY REGN NUMBER</li><li>• EXCISE CONTROL CODE NUMBER</li><li>• SERVICE TAX REGN NUMBER</li><li>• REGN NUMBER OF CATEGORY AS PER MSMED ACT</li></ul>	: YES / NO
(iii)	ORGANISATION CHART	: YES / NO
(iv)	If registered with any other BHEL Unit, <ul style="list-style-type: none"><li>• LETTER OF REGISTRATION WITH BHEL UNIT</li><li>• PROOF OF SUCCESSFUL EXECUTION OF ONE OR MORE PURCHASE ORDERS</li></ul>	: YES / NO
(v)	Letter of approval from ASME / NTPC / NPC / EIL / DGS&D / RAILWAYS /IBR / LLOYDS ETC	: YES / NO
(vi)	Accreditation certificate for <ul style="list-style-type: none"><li>• ISO: 9001</li><li>• TOC of Quality System Manual</li><li>• ISO : 14000</li><li>• OHSAS , ISO 18000</li></ul>	: 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

**11. UNDERTAKING / DECLARATION LETTER BY VENDOR:**

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**  
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**Part B (QUALITY SYSTEM):**

SI. 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					

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**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

BHEL CERTIFIED ASSESSOR

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**Part C: TECHNICAL COMPETENCE**

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

**(i) COMMON TECHNICAL COMPETENCE**

TECHNICAL COMPETENCE ( Based on the drawings given by BHEL supplier shall respond for the below )	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)		
<b>TOTAL MARKS OUT OF POSSIBLE</b>	<b>10</b>		

**(ii) PRODUCT TECHNICAL COMPETENCE**

**(Max Marks: 25)**

The checklist for each product/rate schedules are given in Annexure B. Supplier shall submit the checklist duly filled for each product. In order to qualify for a particular product/rate schedule the supplier has to fulfil all the mandatory conditions mentioned in the check list for each product/rate schedule.

Attach documentary evidence wherever applicable:

Documentary Proof for Machineries/Equipment: Purchase order copies / Photographs

Proof for Inspection equipment: Calibration details from NABL Approved lab for each equipment

**LIST OF ENCLOSURES:**

Maximum Marks = 35

Minimum Qualifying marks = 21

# 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:**

- Score Sheet shall be filled only by BHEL officials based on the documents submitted and the same has been attached only for information. Based on the score supplier shall be rejected or recommended for further processing.

**1. ORGANISATIONAL SOUNDNESS (for Manufacturers):**

S.N.	PARAMETER	CRITERIA	Maxm. Marks	Marks Awarded
1.	Whether all <b>relevant information</b> 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 : 2 No : 0	2	
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.	6.12 PENDING LEGAL ISSUES ON TECHNO – COMMERCIAL ASPECTS WITH CUSTOMER	Yes : -5 No : 0	0	
	<b>TOTAL</b>		<b>15</b>	

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**Part D: SCORE SHEET**

- **Score Sheet shall be filled only by BHEL officials based on the documents submitted and the same has been attached only for information. Based on the score supplier shall be rejected or recommended for further processing.**

**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> <u>Current liability {9.5 (2)}</u>	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	
	<b>TOTAL</b>		<b>25</b>	

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.

**BHEL CERTIFIED ASSESSOR**

**BHARAT HEAVY ELECTRICALS LIMITED**  
**SUPPLIER REGISTRATION FORM**

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**Part D : SCORE SHEET**

➤ Score Sheet shall be filled only by BHEL officials based on the documents submitted and the same has been attached only for information. Based on the score supplier shall be rejected or recommended for further processing.

**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	
	<b>TOTAL</b>		<b>25</b>	

BHEL CERTIFIED ASSESSOR

# **BHARAT HEAVY ELECTRICALS LIMITED**

## **SUPPLIER REGISTRATION FORM**

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

**ANNEXURE-E**  
Page 15 of 15

### **Part D: SCORE SHEET**

- Score Sheet shall be filled only by BHEL officials based on the documents submitted and the same has been attached only for information. Based on the score supplier shall be rejected or recommended for further processing.

### **4. TECHNICAL COMPETENCE**

#### **B. Product Specific Technical Competence**

For each checklist Max marks of 25 to be given based on the availability of the machineries and testing equipment's. Balance 10 marks for common technical competence under Part C.

TOTAL (A+B): 35 ( )

#### **SUMMARY:**

Sl. No	Criteria	Maxm Marks	Qualifying marks *	Marks obtained	Recommendation for registration
1.	Organisational Soundness	40	25		<b>Recommended :</b>  Permanent code /Development code/ Trial code <b>Not recommended</b>
	Financial Information				
2.	Quality System	25	15		
3.	Technical Competence	35	30		
	<b>TOTAL</b>	100	70		

**\*Minimum Qualifying Score in Each category is indicated above:**

#### **RECOMMENDATION:**

**BHEL CERTIFIED ASSESSOR**

**FACILITY CHECKLIST FOR OSB VENDOR REGISTRATION**

SL NO	CHECKLIST NAME
1	AUTO WELDED BEAMS AND BUCKSTAY
2	CEILING GIRDER
3	COAL FEEDERS & GRAVIMETRIC FEEDERS
4	COLUMN
5	DRAIN OIL TANK & DOOR
6	DUCTS
7	FOUNDATION MATERIALS
8	GATE AND ISOLATION GATES
9	GENERAL FABRICATION
10	HANGERS AND SUPPORTS
11	HFO HEATER SET
12	INSTRUMENT TAPPING
13	METTALIC EXPANSION BELLows & PLEATED PANNEL
14	OIL GUN ASSY
15	SEAL BOXES
16	VENTURI & AERO FOIL DUCTS
17	WIND BOX AND SOFA
18	PUNCHING PRESSING AND SHEARING
19	COILS AND LOOSE TUBES
20	PANELS
21	MACHINING

**Check List for Spot Visit - Autowelded Beams and Buck Stays**

Doc No: SVCL:024/00

Date : 15.10.2013

Vendor Name and Address:

**Part-A (Mandatory)**

Sl No	Parameter for evaluation	Minimum Required	As given by Firm	Actual observed in Audit	Remarks	Ok/ Not Ok
1	Land area . (If lease land 3 yrs with registered deed)	2 Acres				
2	Fencing/Compound wall	All around				
3	Auto welding M/C(SAW) with track facility and fixture 45 degree	2 Nos, Min 800 amps, track 20 mtr min				
4	Covered shed	12M X 14M				
5	Power (MIN)	100 Hp /630 kva (3 phase)				
6	Raw Material Clearance <b>(For ACF Vendors)</b>	Day Book Entry system or likewise.				
7	Raw Material Testing <b>(For ACF Vendors)</b>	Access to testing labs, BHEL or Any other NABL approved				
8	Material handling capacity(MIN)( Mobile crane/EOT & A frame with stability certificate)	20 MT				
9	Hydraulic warpage Removal M/c (Min 500 MT)	1 No				
10	Flux Baking oven and holding oven	1 NO EACH				
11	Electrode baking & holding oven	1 NO EACH				
	Flask Oven	2 No				
12	Gas cutting					
13	Bug Cutting M/c	2 Nos				
14	Manual cutting torch	2 Nos				
15	(SMAW)Welding M/c 400 Amps Inverter	5 Nos				

Sl No	Parameter for evaluation	Minimum Required	As given by Firm	Actual observed in Audit	Remarks	Ok/ Not Ok
16	Grinding M/c					
17	Bench Grinding	1 Nos				
18	Manual / Portable	2 Nos				
19	Drilling M/c (Min 25 mm dia)	2 Nos				
20	Air test facility -Air Compressor of 5HP rating, gun and U tube manometer combinations for painting	1 set				
21	LPI kit	1 Set				
22	MPI Unit	1 No				
23	Level II LPI/MPI qualified Personnel	1 Person				
24	Measuring Instruments (all calibrated)					
	Tape 3m,5m,20m	each 2 Nos				
	Vernier 0-200mm	1No.				
	Feeler Gauge	1No.				
	Weld fillet gauge 25 MM	1 no				
	Straight Edge	1 No				
	Try square	1 no				
	Sprit level	1 no				
	DFT meter for painting	1 no				
	Water level checking arrangement	1 no				
25	IT Pan Card	Original to be offered for verification				
26	TIN No	Original to be offered for verification				
27	Excise Registration Certificate	Original to be offered for verification				
28	Office room with 2 PC , internet facility and printer	Must				

SI No	Parameter for evaluation	Minimum Required	As given by Firm	Actual observed in Audit	Remarks	Ok/ Not Ok					
<b>Part-B ( Optional )</b>											
1	Standby Generator :										
	a Capacity ( HP)										
	b Owned or On rent										
2	PRESS BRAKE ( 25 MM)										
3	Spectrometer (applicable for alloy steel fabrication)	Inhouse/Outsourced									
4	ISO Certification										
<b>Part-C (Final Recommendation)</b>											
	NTPC/Non-NTPC										
	Material										
	Valid Upto										
Auditor-1:		Auditor-2:									
<b>Important Notes :</b>											
01	Part-A requirement is a must for qualifying the vendor. Hence, filling up all evaluation parameters is a must and shall be available at the time of spot										
02	Part-B is only optional and need not be considered for disqualifying the vendor.										

**Check List for Spot Visit - Ceiling Girders**

Doc No: SVCL:004/01

Date : 15.10.2013

**Vendor Name and Address:**

**Part-A (Mandatory)**

SI No	Paramter for evaluation	Minimum Required	As given by Firm	As observed in Audit	Remarks	Ok/ Not Ok
1	Land area . (If lease land 3 yrs with registered deed)	2 acres				
2	Fencing/Compound wall	All around				
3	Covered Shed	30 x40 m				
4	EB Power Capacity in HP	100 Hp /630 kva (3 phase)				
5	Raw Material Clearance ( <b>For ACF Vendors</b> )	Day Book Entry system or likewise.				
6	Raw Material Testing ( <b>For ACF Vendors</b> )	Access to testing labs, BHEL or Any other NABL approved				
7	<b>Material Handling</b>					
	Handling Facility for Column Assembly .(EOT/A frame/ Gantry Mobile)	To Handle 60 MT (Single piece)				
		Span: 12m				
8		Track Length :60 m				
	<b>Welding Machine Details</b>					
	Auto welding M/C(SAW) with track facility and fixture 45 degree	2 Nos, Min 800 amps, track 20 mtr min				
9	(SMAW)Welding M/c 400 Amps Inverter	5 Nos				
10	Roller stand	6 nos min.				
11	Pre heating & post weld HT	Burner with 10m min length.				

SI No	Paramter for evaluation	Minimum Required	As given by Firm	As observed in Audit	Remarks	Ok/ Not Ok
12	Flask Oven	2 No				
13	Electrode Baking & Drying Oven (Calibrated)	1No+1No				
14	Flux Baking Oven (Calibrated)	1No				
15	Grinding M/c					
16	Bench Grinding	1 Nos				
17	Manual / Portable	2 Nos				
18	Drilling M/c (Min 25 mm dia)	2 Nos				
19	Gas cutting					
20	Bug Cutting M/c	2 Nos				
21	Manual Cutting torch	2 Nos				
22	Band saw	1				
23	Measuring Instruments (all calibrated)					
	Tape 3m,5m,20m	Each 2 Nos				
	Vernier 0-200mm	1No.				
	Feeler Gauge	1No.				
	Weld fillet gauge 25 MM	1 no				
	Radiographic Testing facility with qualified personnel	1 No+ 1 person				
	Straight Edge	1 No				
	DFT Meter for painting	1 No				
	Try square	1 No				
	Sprit level	1 No				
	Water level checking arrangement	1 no				
24	Blasting Facility	Shot				

SI No	Paramter for evaluation	Minimum Required	As given by Firm	As observed in Audit	Remarks	Ok/ Not Ok
25	Air Compressor of 5HP rating,gun for painting	1 set				
26	IT Pan Card	Original to be verified				
27	TIN No	Original to be verified				
28	Excise Registration Certificate	Original to be verified				
29	Office room with 2 PC , internet facility and printer	Must				

**Part - B (Optional)**

	<b>Standby Generator</b>				
1	Capacity (HP)				
	Owned or On rent				
2	Stenciling				
3	Punching Machine				

**Part - C (Final Recommendation)**

<b>Boiler Rating (MW rating)</b>				
NTPC/Non-NTPC				
Valid Upto				

**Auditor-1:**

**Auditor-2:**

**Important Notes :**

01	1. Part-A requirement is a must for qualifying the vendor. Hence, filling up all evaluation parameters is a must and shall be available at
02	2. Part-B is only optional and need not be considered for disqualifying the vendor.

Check List for Spot Visit - Coal Feeders/Gravimetric Feeders								
Doc No: SVCL:017/00					Date : 15.10.2013			
Vendor Name and Address:								
Part-A (Mandatory)								
Sl No	Parameter for evaluation	Minimum Required	As given by Firm	Actual observed in Audit	Remarks	Ok/Not Ok		
1	Land area . (If lease land 3 yrs with registered deed)	2 Acres						
2	Office room with 2 PC , internet facility and printer	Must						
3	Fencing/Compound wall	All around						
4	Covered shed	10m x 15m						
5	EB Power	100 Hp /630 kva (3 phase)						
6	Handling Facility (EOT/A frame/ Gantry Mobile)	To Handle 10 MT						
7	Full fledged covered storage for electrical &sub delivery items	Racks with proper traceability						
8	(SMAW)Welding M/c 400 Amps Inverter	Min 4 Nos.						
9	CNC Floor Boring Machine	Min 1 No.						
10	Puck cutting sets	Min 2 sets						
11	Shearing Machine/ Plasma cutting machine for SS materials for thickness of 6mm and 10 mm	Min 1 No.						
12	Grinding Machine - AG-7	Min 5 Nos						
13	Bench Grinder for tools	1 no						
14	Bending machine or Rolling Machine	1 no						

Sl No	Parameter for evaluation	Minimum Required	As given by Firm	Actual observed in Audit	Remarks	Ok/Not Ok
15	Bandsaw cutting machine	1 no				
16	Flat Base Plate (25 mm) 500 mm raised level of size 3m x 4 m for feeder reference setting	2 Nos				
17	Table type drilling	1 no				
18	Radial Drilling	3 nos				
19	Lathe for holding bigger dia jobs ( 600 mm dia )	1 no				
20	Lathe for doing small jobs in parallel like pins and so on	1 no				
21	Milling machine	1 no				
22	Taps for threading (M24,M20,M16,M12, M10)	1 set				
23	Tool Box with all ranges of spanners for assembly of GR feeders	1 set				
24	Air Compressor of 5HP rating,gun for painting	1 set				
25	IT Pan Card	Original to be Offered for verification				
26	TIN No	Original to be Offered for verification				
27	Excise Registration Certificate	Original to be Offered for verification				
<b>Inspection Facilities</b>						

Sl No	Parameter for evaluation	Minimum Required	As given by Firm	Actual observed in Audit	Remarks	Ok/Not Ok
28	Measuring device set (tape, vernier , Dial gauge and micrometers,height guages with calibn)	Min 1 No each				
29	MPI machine -prod type with calibration	1No				
30	LPI sets with required claibration	1 No				
31	Level II LPI/MPI qualified Personnel	1 Person				
32	Surface table for marking machining components	1 No				
33	DFT Meter for Painting	1 No				
34	Fit up bench and Spiders for shell welding	1 No				
35	End door fixture	1 No				
36	Inlet collar fixture	1 No				
37	Fixture for Rail upper Guide & Rail lower guide	1 No				
38	Chain link fixture	1 No				
39	Frame LH & RH Fixture	1 No				
40	Plate end door fixture	1 No				
41	Block machining Fixture	1 No				
42	Jig for table type drilling	1 No				
43	Jig for radial drilling	1 No				
44	Electronic weighing machine with calibration records	1 No				
45	U tube mano meter	1 Set				

Sl No	Parameter for evaluation	Minimum Required	As given by Firm	Actual observed in Audit	Remarks	Ok/Not Ok
<b>Part-B ( Optional )</b>						
	Standby Generator					
1	Capacity (HP)					
	Owned or On rent					
2	Cylindrical Grinding	Inhouse/ Outsourced				
3	ISO Certification					

**Part-C (Final Recommendation)**

NTPC/Non-NTPC				
Material				
Valid Upto				

**Auditor-1:**

**Auditor-2:**

Prepared by:

Approved By

<b>Important Notes :</b>	
01	Part-A requirement is a must for qualifying the vendor. Hence, filling up all evaluation parameters is a must and shall be available at the time
02	Part-B is only optional and need not be considered for disqualifying the vendor.

**Check List for Spot Visit - Columns**

Doc No: SVCL:001/02

Date : 02.01.2015

Vendor Name and Address:

**Part-A - (Mandatory)**

Sl No	Paramter for evaluation	Minimum Required	As Given by Firm	Actual Observed in Audit	Remarks	Ok/Not Ok
01	Land area . (If lease land 3 yrs with registered deed)	2 Acres				
02	Fencing/Compound wall	All around				
03	Covered shed	12m X 20m				
04	EB Power	100 Hp /630 KVA (3 phase)				
05	Raw Material Accounting & traceability ( <b>For ACF Vendors</b> )	Day Book Entry system or likewise.				
06	Raw Material Testing ( <b>For ACF Vendors</b> )	Access to testing labs, BHEL or Any other NABL approved				
07	(SMAW)Welding M/c 400 Amps Inverter	5 Nos				
08	Hydraulic warpage Removal M/c (Min 500 MT)	1 No				
09	Bug Cutting M/c	2 Nos				
10	Manual gas cutting torch	2 Nos				
11	Roller Supports for Individual Column Pieces - Column Assembly	14 Nos. ( Open area length Min :85 M)				
12	End machining set up to obtain rest plate/ cap plate flatness of 0.1 mm accuracy	1No				
13	Auto welding M/C(SAW) with track facility and 45 degree fixture	2 Nos, Min 800 amps, track 20 mtr min				
14	Pre heating	Burner with 10m min length.				
15	Flask Oven	2 No				
16	Electrode Baking & Drying Oven (Calibrated)	1No+1No				
17	Flux Baking Oven (Calibrated)	2Nos				
18	Material Handling Facility for column fabrication and assembly	To Handle 60 MT (Single piece) (combination of multiple cranes with minimum capacity of 20 MTs each crane is also considered)				
19	MPI machine -prod type with calibration	1No				

Sl No	Paramter for evaluation	Minimum Required	As Given by Firm	Actual Observed in Audit	Remarks	Ok/Not Ok
20	LPI Kit & MPI Kit	1 Set each				
21	Level II LPI & MPI qualified Personnel	1 Person for each type.				
22	Drilling machine - Column Assembly	Radial /Column Drilling M/C, -1 no Portable (Magnet)- 2 Nos				
23	Measuring Instruments (all calibrated)					
	Tape 3m,5m,20m	each 2 Nos				
	Vernier 0-200mm	1No.				
	Feeler Gauge	1 set				
	Weld fillet gauge 25 MM	1 no				
	Straight Edge	1 No				
	Try square	1 no				
	Sprit level	1 no				
	Water level checking arrangement	1 no				
24	Air Compressor of 5HP rating	1 set				
25	Office room with 2 PC , internet facility and printer	Must				
26	IT Pan Card	Original to be offered for verification				
27	TIN No	Original to be offered for verification				
28	Excise Registration Certificate	Original to be offered for verification				

Sl No	Paramter for evaluation	Minimum Required	As Given by Firm	Actual Observed in Audit	Remarks	Ok/Not Ok
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### Part-A1 - (Mandatory)

#### Minimum Experience required for Column Fabrication

01	Past experience in fabricating similar jobs (Min 20 MT as assembly using plate above 40 mm thro' SAW process) for power projects at least 250MW /other projects structures accompanied by P.O copy,Inspection report with dimensions issued by customer (or) client or Track record for at least 2 BHEL- POs or 100MT completion for Auto welded Beams/Buckstays .
02	Spot evaluation of firm's quality including personnel by BHEL QC on fulfilment of the above requirement.

### Part - B (Optional)

01	ISO Certification					
02	Stenciling	Off cuts identification (using metal markers). Spectro machine preferable				
03	Post welding Heat Treatment Facilities (Electrical Resistiance upto 40 mm and induction heating above 40 mm	Inhouse/Out sourced				
04	Templates and Shop made gauges	As per product requirements				
05	UT/RT	Inhouse/Out sourced				
06	Blast cleaning	Commercial blasting				
07	Punching Machine					
08	CNC cutting machine					
09	<b>Standby Generator</b>					
	Capacity (HP)					
	Owned or On rent					
10	LOCAL SR ( OWN / OUTSOURCED)					

### Part-C (Final Recommendation)

Auditor-1:	Auditor-2:
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#### Important Notes :

01	Part-A requirement is a must for qualifying the vendor. Hence, filling up all evaluation parameters is a must and shall be available at the time.
02	Part-B is only optional and need not be considered for disqualifying the vendor.

**Check List for Spot Visit - Drain Oil Tank and Doors**

Doc No: SVCL:023/00

Date : 15.10.2013

Vendor Name and Address:

**Part-A (Mandatory)**

SI No	Parameter for evaluation	Minimum Required	As given by Firm	Actual observed in Audit	Remarks	Ok/Not Ok
1	Land area . (If lease land 3 yrs with registered deed)	2 Acres				
2	Fencing/Compound wall	All around				
3	Full fledged covered storage for electrical &sub delivery items	Racks with proper traceability				
4	Covered shed	10M x 5M				
5	Centre Lathe 3 feet	1 No				
6	TIG welding equipment	1 No				
7	Grinding machine - AG 5, AG 7	1 No each				
8	Pump for hydro testing upto. 50 Kgs / Cm <sup>2</sup> with calibrated pressure gauges	1 No				
9	Bench Drilling machine & magnet base drilling m/c	1 No each				
10	(SMAW)Welding M/c 400 Amps Inverter	2 Nos				
11	Electrode baking & holding oven	1 NO EACH				
12	Flask Oven	2 No				
13	Wire Wheel - for power tool cleaning	1 No				
14	LPI kit	1 Set				
15	MPI Unit	1 No				
16	Level II LPI/MPI qualified Personnel	1 Person				
17	Shearing Machine	upto 12 mm thickness				
18	Gas cutting equipment for bottom plates	2 Nos				
19	Handling	12T hydra mobile crane				

SI No	Parameter for evaluation	Minimum Required	As given by Firm	Actual observed in Audit	Remarks	Ok/Not Ok
20	Air Compressor of 5HP rating with gun for painting	1 set				
21	IT Pan Card	Original to be offered for verification				
22	TIN No	Original to be offered for verification				
23	Excise Registration Certificate	Original to be offered for verification				
24	EB Power	A must				
25	Office room with 2 PC , internet facility and printer	Must				

SI No	Parameter for evaluation	Minimum Required	As given by Firm	Actual observed in Audit	Remarks	Ok/Not Ok
<b>Part-B ( Optional )</b>						
1	Rolling/bending machine	upto 20 mm thickness				
2	Standby Generator					
	Capacity (HP)					
	Owned or On rent					
3	ISO Certification					

**Part-C (Final Recommendation)**

NTPC/Non-NTPC				
Material				
Valid Upto				

**Auditor-1:**

**Auditor-2:**

**Important Notes :**

01	Part-A requirement is a must for qualifying the vendor. Hence, filling up all evaluation parameters is a must and shall be available at the time
02	Part-B is only optional and need not be considered for disqualifying the vendor.

### Check List for Spot Visit - Ducts & Truss Assembly

Doc No: SVCL:002/01				Date : 15.10.2013
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Vendor Name and Address:

#### Part-A (Mandatory)

Sl No	Paramter for evaluation	Minimum Required	As given by Firm	Actual observed in Audit	Remarks	Ok/Not Ok
1	Land area . (If lease land 3 yrs with registered deed)	2 Acres				
2	Fencing/Compound wall	All around				
3	Covered shed	10 M X 10 M				
4	EB Power	100 Hp /630 kva (3 phase)				
5	Raw Material Clearance ( <b>For ACF Vendors</b> )	Day Book Entry system or likewise.				
6	Raw Material Testing ( <b>For ACF Vendors</b> )	Access to testing labs, BHEL or Any other NABL approved				
7	(SMAW)Welding M/c 400 Amps Inverter	4 Nos				
8	Three roller bending	Min 7 mm				
9	LPI kits	1 No.				
10	Drilling machine (Min 16 mm)	1 Nos				
11	Portable Drilling Min 16 mm dia	1 Nos				
12	Gas Cutting/ Shearing	1 No.				
13	Grinding M/c					
14	Bench Grinding	1 Nos				
15	Manual / Portable AG 5&7	2 Nos Each				
16	Material Handling					
	A-Frame with stability cert or Mobile Crane	10 MT				
	Crane capacity for Trail Assembly	Boom length adequate to handle upto 15 m height				

Sl No	Paramter for evaluation	Minimum Required	As given by Firm	Actual observed in Audit	Remarks	Ok/Not Ok
	Leased Mobile crane	Lease agreement				
17	<b>Measuring Instruments (all calibrated)</b>					
	Tape 3m,5m,20m	each 2 Nos Make Tazima				
	Vernier 0-150mm	1No.				
	Weld fillet gauge	1 No.				
	Try square	1 No.				
	Sprit level	1 No.				
18	Water level checking arrangement	1 No.				
19	Air test facility -Air Compressor of 5HP rating , gun and U tube manometer combinations for painting	1 set				
20	IT Pan Card	Originals to be offered for verification				
21	TIN No	Originals to be offered for verification				
22	Excise Registration Certificate	Originals to be offered for verification				
23	Office room with 2 PC , internet facility and printer	Must				

### Part-B ( Optional )

1	Standby Generator				
	Capacity (HP)				
	Owned or On rent				
2	Machine Stenciling (Template)				
3	PRESS BRAKE ( 10 MM)				
4	Punching Machine				

### Part-C (Final Recommendation)

NTPC/Non-NTPC				
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Sl No	Paramter for evaluation	Minimum Required	As given by Firm	Actual observed in Audit	Remarks	Ok/Not Ok
	Material					
	Valid Upto					
<b>Auditor-1:</b>		<b>Auditor-2:</b>				

**Important Notes :**

01	Part-A requirement is a must for qualifying the vendor. Hence, filling up all evaluation parameters is a must and shall be available at the time of spot visit
02	Part-B is only optional and need not be considered for disqualifying the vendor.

**Check List for Spot Visit - Foundation Materials**

Doc No: SVCL:021/00

Date : 15.10.2013

Vendor Name and Address:

**Part-A (Mandatory)**

Sl No	Parameter for evaluation	Minimum Required	As given by Firm	Actual observed in Audit	Remarks	Ok/Not Ok
1	Land area . (If lease land 3 yrs with registered deed)	1 Acres				
2	Fencing/Compound wall	All around				
3	EB Power	100 HP (3 Phase)				
4	Covered shed	10M x 5 M				
5	Centre Lathe - 6' - with threading facility.(80 mm Dia / Thread Rolling Machine.)	2 Nos				
6	Welding machine (SMAW)400 Amps.	2 Nos				
7	Electrode Baking Oven & Flask	1 Nos				
8	Grinding M/c					
9	Bench Grinding	1 Nos				
10	Manual / Portable AG 5/7	2 Nos				
11	LPI kit	1 Set				
12	MPI Unit	1 No				
13	Level II LPI/MPI qualified Personnel	1 Person				
14	Wire Wheel ( for power tool cleaning)	1 Nos				
15	Cutting equipment- power saw cutting & gas cutting (for rod and bottom plates)	1 No each				
16	Air Compressor of 5HP rating ,gun for painting	1 set				
	Measuring Instruments (all calibrated)					
	Tape 3m,5m,20m	each 2 Nos				

SI No	Parameter for evaluation	Minimum Required	As given by Firm	Actual observed in Audit	Remarks	Ok/Not Ok
17	Micro Dial Gauge	2 Nos				
	Vernier 0-200mm	1No.				
	Weld fillet gauge 25 MM	1 no				
	Ring Gauge/ Plug Gauges	As per Drg				
	Straight Edge	1 No				
	Try square	1 no				
	Sprit level	1 no				
18	IT Pan Card	Original to be offered for verification				
19	TIN No	Original to be offered for verification				
20	Excise Registration Certificate	Original to be offered for verification				
21	Office room with 2 PC , internet facility and printer	Must				

SI No	Parameter for evaluation	Minimum Required	As given by Firm	Actual observed in Audit	Remarks	Ok/Not Ok
<b>Part-B ( Optional )</b>						
1	Standby Generator					
	Capacity (HP)					
	Owned or On rent					
2	Furnace for Heat Treatment					
3	ISO Certification					

**Part-C (Final Recommendation)**

NTPC/Non-NTPC				
Material				
Valid Upto				

**Auditor-1:**

**Auditor-2:**

01	Part-A requirement is a must for qualifying the vendor. Hence, filling up all evaluation parameters is a must and shall be available at the time
02	Part-B is only optional and need not be considered for disqualifying the vendor.

**Check List for Spot Visit - Raw Coal Gates / Isolation Gates/Needle Gates**

Doc No: SVCL:020/00

Date : 15.10.2013

**Vendor Name and Address:**

**Part-A (Mandatory)**

SI No	Parameter for evaluation	Minimum Required	As given by Firm	Actual observed in Audit	Remarks	Ok/Not Ok
1	Land area . (If lease land 3 yrs with registered deed)	1 Acre, 0.5 Acre for an exclusive unit				
2	Fencing/Compound wall	All around				
3	Covered Shed	10m x 15m				
4	Full fledged covered storage for electrical & sub delivery items	Racks with proper traceability				
5	EB Power availability -	70 HP with 35 HP power for the exclusive unit				
6	Overhead Crane/ Mobile Crane/ A -Frame	Min Mobile Crane with 12T capacity				
7	Lathe (80 mm Dia)	Min 1 No.				
8	Grinding Machine	AG5-2 nos, AG7-2nos, Bench type for tool grinding-1 no.				
9	(SMAW)Welding M/c 400 Amps Inverter	4 Nos				
10	Plasma Cutting Machine	1 No				
11	Shearing/Pug Cutting Machine	1 No				
12	Electrode baking & holding oven	1 NO EACH				
13	Flask Oven	2 No				
14	Radial Drilling Machine with capacity for diameter of 32mm	1 No				
15	Air Compressor of 5HP rating, gun for painting	1 set				
	Measuring Instruments (all calibrated)					

Sl No	Parameter for evaluation	Minimum Required	As given by Firm	Actual observed in Audit	Remarks	Ok/Not Ok
16	Tape 3m,5m,20m	each 2 Nos				
	Vernier 0-300mm	1No.				
	Micrometer 0-75mm	1No.				
	Feeler Gauge	1 Set				
	Weld fillet gauge 25 MM	1 no				
	Surface finish comparator	1 Set				
	Try square	1 no				
17	Spirit level	1 no				
18	LPI kit	1 Set				
19	MPI Unit (1000A)	1 No				
20	Level II LPI/MPI qualified Personnel	1 Person				
21	IT Pan Card	Original to be offered for verification				
22	TIN No	Original to be offered for verification				
23	Excise Registration Certificate	Original to be offered for verification				
23	Office room with 2 PC , internet facility and printer	Must				

### Part-B ( Optional )

1	Universal Milling M/c /Gear Hobbing M/c	Inhouse /Outsourced			
2	Nitriding	Inhouse /Outsourced			
3	Hardness Testing facility	Inhouse /Outsourced			
4	Standby Generator				
	Capacity (HP)				
	Owned or On rent				
5	ISO Certification				

Sl No	Parameter for evaluation	Minimum Required	As given by Firm	Actual observed in Audit	Remarks	Ok/Not Ok
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**Part-C (Final Recommendation)**

NTPC/Non-NTPC				
Material				
Valid Upto				

**Auditor-1:**

**Auditor-2:**

**Important Notes :**

01	Part-A requirement is a must for qualifying the vendor. Hence, filling up all evaluation parameters is a must and shall be available at the time of spot visit
02	Part-B is only optional and need not be considered for disqualifying the vendor.

**Check List for Spot Visit - General Fabrication and Stairs**

Doc No: SVCL:026/00

Date : 15.10.2013

Vendor Name and Address:

**Part-A (Mandatory)**

SI No	Parameter for evaluation	Minimum Required	As given by Firm	Actual observed in Audit	Remarks	Ok/Not Ok
1	Land area . (If lease land 3 yrs with registered deed)	2 acres				
2	Fencing/Compound wall	All around				
3	Covered Shed	10 M X 10 M				
4	Power (MIN)	100 Hp /630 kva (3 phase)				
5	Material Handling					
	A-Frame with stability cert or Mobile Crane	10 MT				
	Leased Mobile crane	Lease agreement				
6	Electrode baking & holding oven	1 NO EACH				
7	Flask Oven	1 No				
8	Manual Gas cutting	2 No				
9	Grinding M/c					
10	Bench Grinding	1 Nos				
11	Manual / Portable AG 5&7	2 Nos Each				
12	(SMAW)Welding M/c 400 Amps Inverter	2 Nos				
13	Drilling machine (Min 25 mm	1 Nos				
14	Level II LPI/MPI qualified Personnel	1 Person				
15	Painting Facility (5 HP compressor with Gun)	1 No.				
16	Office room with 2 PC , internet facility and printer	Must				
	Measuring Instruments (all calibrated)					

SI No	Parameter for evaluation	Minimum Required	As given by Firm	Actual observed in Audit	Remarks	Ok/Not Ok
17	Tape 3m,5m,20m	each 2 Nos				
	Vernier 0-200mm	1No.				
	Feeler Gauge	1No.				
	Weld fillet gauge 25 MM	1 no				
	Straight Edge	1 No				
	Try square	1 no				
	Sprit level	1 no				
	Water level checking arrangement	1 no				
18	Raw Material Clearance ( <b>For ACF Vendors</b> )	Day Book Entry system or likewise.				
19	Raw Material Testing ( <b>For ACF Vendors</b> )	Access to testing labs, BHEL or Any other NABL approved				
20	IT Pan Card	Original to be offered for verification				
21	TIN No	Original to be offered for verification				
22	Excise Registration Certificate	Original to be offered for verification				

SI No	Parameter for evaluation	Minimum Required	As given by Firm	Actual observed in Audit	Remarks	Ok/Not Ok
<b>Part-B ( Optional )</b>						
1	Standby Generator					
	Capacity (HP)					
	Owned or On rent					
2	ISO Certification					

**Part-C (Final Recommendation)**

NTPC/Non-NTPC				
Material				
Valid Upto				

**Auditor-1:**

**Auditor-2:**

<u>Important Notes :</u>	
01	Part-A requirement is a must for qualifying the vendor. Hence, filling up all evaluation parameters is a must and shall be available at the time
02	Part-B is only optional and need not be considered for disqualifying the vendor.

### Check List for Spot Visit - Hangers and Supports

Doc No: SVCL:003/01

Date : 15.10.2013

Vendor Name and Address:

#### Part-A (Mandatory)

Sl No	Paramter for evaluation	Minimum Required	As given by Firm	Actual Observed in Audit	Remarks	Ok/Not Ok
1	Open area	1 Acre				
2	Covered shed	12m X 20m				
3	EB Power	70 Hp (3 Phase)				
4	Raw Material Clearance (For ACF Vendors)	Day Book Entry system or likewise.				
5	Raw Material Testing (For ACF Vendors)	Access to testing labs, BHEL or Any other NABL approved				
6	Lathe	Minimum 4 Nos, Spindle bore dia ranging from bore dia 25 to 100(minimum one lathe bore dia 100mm)				
7	Thread Rolling M/C/Thread chasing M/C	Dia upto dia 63 mm -1No				
8	Gas cutting/Manual cutting torch	1 No				
9	Grinding M/C	2 Nos (AG7 & Bench Type)				
10	Welding M/C	8 Nos.				
	TYPE	RECTIFIER / INVERTOR				
	Capacity	400 Amps				
11	Electrode Oven (Calibrated)	2 Nos				
12	Drilling Machine	1 No. (Dia -2inch)				
13	Heat Treatment Furnace with PID controller OWN	1 No.				
	Size	1m x 1m x 1m				
14	Air test facility -Air Compressor of 5HP rating, gun and U tube manometer combinations for painting	1 set				
15	RT/UT	Inhouse/Outsorced				
16	LPI&MPI Testing facility	one set				
17	Vernier	0-300mm				
18	Bevel protractor	1 No				
19	Tape 3m,5m,20m	each 1				

SI No	Paramter for evaluation	Minimum Required	As given by Firm	Actual Observed in Audit	Remarks	Ok/Not Ok
20	Thread gauges	1 No				
21	Rod straightening machine	1No				
22	IT Pan Card	Original to be offered for verification				
23	TIN No	Original to be offered for verification				
24	Excise Registration Certificate	Original to be offered for verification				
25	Office room with 2 PC , internet facility and printer	Must				

### Part-B (Optional)

1	Standby Generator availability				
	Capacity				
	Own/Registered/Lease				
2	Engraving/Dot punching type				
3	Stenciling Machine				

### Part-C (Final Recommendation)

Max Weight				
NTPC/Non-NTPC				
Valid Upto				

**Auditor-1:**

**Auditor-2:**

<u>Important Notes :</u>	
01	Part-A requirement is a must for qualifying the vendor. Hence, filling up all evaluation parameters is a must and shall be available at the time of
02	Part-B is only optional and need not be considered for disqualifying the vendor.

**Check List for Spot Visit - OIL SYSTEM (HFO/LFO/ HFO Heater Set/Burner Skid Assy)**

Doc No: SVCL:014/00

Date : 15.10.2013

Vendor Name and Address:

**Part-A (Mandatory)**

Sl No	Parameter for evaluation	Minimum Required	As given by Firm	Actual observed in Audit	Remarks	Ok/Not Ok
1	Surface area of land	1 Acre, 0.5 Acre for an exclusive unit				
2	Fencing/Compound wall	All around				
3	Covered Shed	10m x 12m				
4	Full fledged storage for electrical & sub delivery items	Racks with proper traceability for items stores				
5	EB Power availability	70 HP with 35 HP power for the exclusive unit				
6	Overhead Crane/ Mobile Crane/ A-Frame	Min 12T capacity				
7	Lathe for tube sheet, shell end cover & steam channel machining	Min 1 No. (swing over bed 300mm),				
8	Grinding Machine	AG5-2 nos, AG7-2nos, Bench type for tool grinding-1 no.				
9	Welding Machine Invertor/Rectifier type with 400A	4 Nos.				
10	TIG Welding M/c and with accessories	1 No				
11	Oil bath with heating arrangement upto 500 degree celsius	1 No				
12	Plasma Cutting Machine	1 No				
13	Shearing/Pug Cutting Machine	1 No				
14	Electrode Oven Calibrated	1 No				

Sl No	Parameter for evaluation	Minimum Required	As given by Firm	Actual observed in Audit	Remarks	Ok/Not Ok
15	Radial Drilling Machine with capacity for diameter of 32mm	1 No - With reamer and groover tools				
16	Tube expander with torque M/c with expansion tool	Holding capacity size 17mm-1no , Tool Size 17mm - 5 nos				
17	Tube Bending m/c with former (D21.3, R 45 &60 )	1 No				
18	Hydro test facilities with capacity 50 – 75 Kg/ sq cm , and pressure gauges	1 No, with 3 gauges (calibrated)				
19	Air Compressor of 5HP rating, gun for painting	1 set				
20	Measuring Instruments	Bore Dial Gauge 10-20mm - 1 No, Dial Gauge - 1 No, Micrometer 0-25mm - 1No, Vernier 0-600m - 1 No, Measuring Tape 3m - 1 No, 15m - 1 No.				
21	NDE Facilities	LPI Kits - 2 Nos, MPI Kit-1 No (1000A). NDE Personnel level-II				
22	IT Pan Card	Original To be Offered for verification				
23	TIN No	Original To be Offered for verification				
24	Excise Registration Certificate	Original To be Offered for verification				
25	Office room with 2 PC , internet facility and printer	Must				

### Part-B ( Optional )

1	Standby Generator				
	Capacity (HP)				
	Owned or On rent				
2	ISO Certification				

Sl No	Parameter for evaluation	Minimum Required	As given by Firm	Actual observed in Audit	Remarks	Ok/Not Ok
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**Part-C (Final Recommendation)**

NTPC/Non-NTPC				
Material				
Valid Upto				

**Auditor-1:**

**Auditor-2:**

**Important Notes :**

01	Part-A requirement is a must for qualifying the vendor. Hence, filling up all evaluation parameters is a must and shall be available at the time
02	Part-B is only optional and need not be considered for disqualifying the vendor.

**Check List for Spot Visit - Instrument Tapping (Pressure/Temperature)**

Doc No: SVCL:018/00

Date : 15.10.2013

Vendor Name and Address:

**Part-A (Mandatory)**

SI No	Parameter for evaluation	Minimum Required	As given by Firm	Actual observed in Audit	Remarks	Ok/Not Ok
1	Land area . (If lease land 3 yrs with registered deed)	2 Acres				
2	Fencing/Compound wall	All around				
3	Covered Shed	10m x 12m				
4	Abrasive cutting equipment - for pipe cutting	1 No				
5	Lathe 3 feet - for threads forming and turning (100 mm Dia)	1 No				
6	Portable Grinding machine - AG-7	2 Nos				
7	Welding machine with 400 Amps	2 Nos				
8	Bench Drilling machine	1 No				
9	Electrode Baking Oven & Flask	1 No each				
10	LPI kit	1 Set				
11	MPI Unit	1 No				
12	Level II LPI/MPI qualified Personnel	1 Person				
13	Measuring Instruments (all calibrated)					
	Tape 3m,5m,20m	each 2 Nos				
	Ring Gauge/ Plug Gauges	As per Drg				
	Vernier 0-200mm	1No.				
14	Wire Wheel - for power tool cleaning	1 No				
15	Air Compressor of 5HP rating, gun and for painting	1 set				

Sl No	Parameter for evaluation	Minimum Required	As given by Firm	Actual observed in Audit	Remarks	Ok/Not Ok
16	Raw Material Clearance ( <b>For ACF Vendors</b> )	Day Book Entry system or likewise.				
17	Raw Material Testing ( <b>For ACF Vendors</b> )	Access to testing labs, BHEL or Any other NABL approved				
18	Office room with 2 PC , internet facility and printer	Must				

Sl No	Parameter for evaluation	Minimum Required	As given by Firm	Actual observed in Audit	Remarks	Ok/Not Ok
<b>Part-B ( Optional )</b>						
1	Fencing/Compound wall	All around				
2	Standby Generator					
	Capacity (HP)					
	Owned or On rent					
3	ISO Certification					

**Part-C (Final Recommendation)**

NTPC/Non-NTPC				
Material				
Valid Upto				

**Auditor-1:**

**Auditor-2:**

**Important Notes :**

01	Part-A requirement is a must for qualifying the vendor. Hence, filling up all evaluation parameters is a must and shall be available at the time
02	Part-B is only optional and need not be considered for disqualifying the vendor.

### Check List for Spot Visit - Metallic expansion Bellows

Doc No: SVCL:005/01

Date : 15.10.2013

Vendor Name and Address:

#### Part-A (Mandatory)

Sl No	Paramter for evaluation	Minimum Required	As Given by Firm	Actual Observed in Audit	Remarks	Ok/Not Ok
1	Open area	1 Acres				
2	Fencing/Compound wall	All around				
3	Covered shed	12m X 14m				
4	EB Power	100 Hp /630 kva (3 phase)				
5	Raw Material Clearance ( <b>For ACF Vendors</b> )	Day Book Entry system or likewise.				
6	Raw Material Testing ( <b>For ACF Vendors</b> )	Access to testing labs, BHEL or Any other NABL approved				
7	Shearing Machine	4mm Thick and 3m width				
8	Press Brake /Hydaraulic press with appropriate tooling to handle different varieties as per drawing	4mm Thick and 3m width (Min 1 no 50-100 MT)				
9	(SMAW)Welding M/c 400 Amps Inverter	2 Nos				
10	Measuring Instruments (all calibrated)					
	Tape 3m,5m,20m	each 2 Nos				
	Try square	1 no				
	Sprit level	1 no				
	Vernier 0-200mm	1No.				
	Straight Edge	1 No				
11	Grinding M/c					
12	Manual / Portable	1 No				
13	Material handling capacity(MIN)( Mobile crane/EOT & A frame with stability certificate)	10 MT				

Sl No	Paramter for evaluation	Minimum Required	As Given by Firm	Actual Observed in Audit	Remarks	Ok/Not Ok
14	IT Pan Card	Originals to be offered for verification				
15	TIN No	Originals to be offered for verification				
16	Excise Registration Certificate	Originals to be offered for verification				
17	Office room with 2 PC, internet facility and printer	Must				

### Part-B (Optional)

1	Horizontal bending using formers for Round corners	<b>Min 1 No.</b>				
2	Spectro Testing (AS/SS)	<b>Access to testing labs, other NABL approved labs</b>				
3	Furnace Heat Treatment	Inhouse / Outsourced				
4	Knowledge on designing forming tools/dies					

### Part-C (Final Recommendation)

<b>NTPC /Non-NTPC</b>	
<b>Material</b>	
<b>Valid Upto</b>	

**Auditor-1:**

**Auditor-2:**

<b>Important Notes :</b>	
01	Part-A requirement is a must for qualifying the vendor. Hence, filling up all evaluation parameters is a must and shall be available at the
02	Part-B is only optional and need not be considered for disqualifying the vendor.

**Check List for Spot Visit - Oil Gun Assy**

**Doc No: SVCL:022/00**

**Date : 15.10.2013**

**Vendor Name and Address:**

**Part-A (Mandatory)**

<b>SI No</b>	<b>Parameter for evaluation</b>	<b>Minimum Required</b>	<b>As given by Firm</b>	<b>Actual observed in Audit</b>	<b>Remarks</b>	<b>Ok/Not Ok</b>
1	Surface area of land	1 Acre, 0.5 Acre for an exclusive unit				
2	Fencing/Compound wall	All around				
3	Covered Shed	10m x 15m				
4	Full fledged covered storage for electrical & sub delivery items(covered shed for electrical items)	With racks and records for proper traceability				
5	EB Power availability	70 HP with 35 HP power for the exclusive unit				
6	Lathe (Dia 200 mm)	Min 1 No.				
7	Grinding Machine	AG5-2 nos, AG7-2nos, Bench type for tool grinding-1 no.				
8	Welding Machine Invertor/Rectifier type with 400A	4 Nos.				
9	TIG Welding M/c and with accessories	1 No				
10	Plasma Cutting Machine	1 No				
11	Shearing/Pug Cutting Machine	1 No				
12	Electrode Oven Calibrated	1 No - for Baking and 1 No- for drying				
13	Portable Drilling Machine with capacity for diameter of 32mm	1 No				
14	Vertical Milling Machine	1 No				
15	Precision Drilling Machine Dia 8 mm	1 No				
16	Hydro test facilities for a pressure at least upto 75-100 kg/sq.cm	1 No with 3 calibrated gauges to suit the test pressure				

Sl No	Parameter for evaluation	Minimum Required	As given by Firm	Actual observed in Audit	Remarks	Ok/Not Ok
17	Measuring Instruments	Bore Dial Gauge - 1No, Digital Vernier 0-300mm - 1 No, Measuring Tape 3m - 1 No, 15m - 1 No.				
18	NDE Facilities	LPI Kits - 2 Nos, MPI Kit-1 No (1000A). NDE qualified Personnel level-II				
19	IT Pan Card	Originals to be offered for verification				
20	TIN No	Originals to be offered for verification				
21	Excise Registration Certificate	Originals to be offered for verification				
22	Office room with 2 PC , internet facility and printer	Must				

Sl No	Parameter for evaluation	Minimum Required	As given by Firm	Actual observed in Audit	Remarks	Ok/Not Ok
<b>Part-B ( Optional )</b>						
1	Standby Generator					
	Capacity (HP)					
	Owned or On rent					
2	Nitriding	Outsourced				
3	Hardness testing Facility	Inhouse/ Outsourced				
4	ISO Certification					

**Part-C (Final Recommendation)**

NTPC/Non-NTPC				
Material				
Valid Upto				

**Auditor-1:**

**Auditor-2:**

**Important Notes :**

01	Part-A requirement is a must for qualifying the vendor. Hence, filling up all evaluation parameters is a must and shall be available at the time
02	Part-B is only optional and need not be considered for disqualifying the vendor.

**Check List for Spot Visit - Seal Boxes (CS,AS and SS)**

Doc No: SVCL:025/00

Date : 15.10.2013

Vendor Name and Address:

**Part-A (Mandatory)**

SI No	Parameter for evaluation	Minimum Required	As given by Firm	Actual observed in Audit	Remarks	Ok/Not Ok
1	Land Area	2 acres				
2	Fencing/Compound wall	All around				
3	Press Brake machine	Pressing capacity for plate thickness of 12 mm				
4	Covered shed	10M x 5M				
5	Shearing machine 2.5 m width	Thickness Max 12 mm				
6	Welding machine (SMAW) 400 Amps	4 Nos				
7	Electrode Baking Oven & Flask	1 No Each				
8	Manual Rolling Machine 3 Rollers (Dia 300 mm)/ - Screw type	1 No				
9	Material handling capacity(MIN)( Mobile crane/EOT & A frame with stability certificate)	10 MT				
10	Wire Wheel - for power tool cleaning	1 No				
11	Gas cutting equipment -	1 No				
12	Air Compressor of 5HP rating, gun for painting	1 set				
13	Portable Grinding machine - AG 7	2 Nos				
14	Bench Drilling machine	1 No				
15	LPI kit	1 Set				
16	MPI Unit	1 No				
17	Level II LPI/MPI qualified Personnel	1 Person				
18	Measuring Instruments (all calibrated)					
	Tape 3m,5m,20m	each 2 Nos				

SI No	Parameter for evaluation	Minimum Required	As given by Firm	Actual observed in Audit	Remarks	Ok/Not Ok
	Vernier 0-200mm	1No.				
	Weld fillet gauge 25 MM	1 no				
	Straight Edge	1 No				
	Try square	1 no				
	Spirit level	1 no				
19	Electricity	100 HP (3 Phase)				
20	Plasma Cutting for SS material	1 No				
21	Raw Material Clearance ( <b>For ACF Vendors</b> )	Day Book Entry system or likewise.				
22	Raw Material Testing ( <b>For ACF Vendors</b> )	Access to testing labs, BHEL or Any other NABL approved				
23	Office room with 2 PC , internet facility and printer	Must				

SI No	Parameter for evaluation	Minimum Required	As given by Firm	Actual observed in Audit	Remarks	Ok/Not Ok
<b>Part-B ( Optional )</b>						
1	Standby Generator					
	Capacity (HP)					
	Owned or On rent					
2	ISO Certification					
3	Spectro Testing (AS/SS)	<b>Access to testing labs, other NABL approved labs</b>				

**Part-C (Final Recommendation)**

NTPC/Non-NTPC				
Material				
Valid Upto				

**Auditor-1:**

**Auditor-2:**

<b>Important Notes :</b>	
01	Part-A requirement is a must for qualifying the vendor. Hence, filling up all evaluation parameters is a must and shall be available at the time
02	Part-B is only optional and need not be considered for disqualifying the vendor.

## Check List for Spot Visit - Venturi & Aerofoil Duct

Doc No: SVCL:027/00

Date : 15.10.2013

Vendor Name and Address:

### Part-A (Mandatory)

Sl No	Parameter for evaluation	Minimum Required	As given by Firm	Actual observed in Audit	Remarks	Ok/Not Ok
1	Land area . (If lease land 3 yrs with registered deed)	2 Acres				
2	Fencing/Compound wall	All around				
3	Covered shed	10m X 20m				
4	EB Power	100 Hp /630 kva (3 phase)				
5	Raw Material Clearance <b>(For ACF Vendors)</b>	Day Book Entry system or likewise.				
6	Raw Material Testing <b>(For ACF Vendors)</b>	Access to testing labs, BHEL or Any other NABL approved labs.				
7	Three roller bending machine	1 Nos				
8	(SMAW)Welding M/c 400 Amps Inverter	3 Nos				
9	Drilling machine (Min 16 mm)	1 Nos				
10	Portable Drilling Min 16 mm dia	1 Nos				
11	LPI kits	1 No.				
12	Gas Cutting/ Shearing machine	1 No.				
13	Grinding M/c					
14	Bench Grinding	1 Nos				
15	Manual / Portable AG 5&7	2 Nos Each				
16	Material Handling					

SI No	Parameter for evaluation	Minimum Required	As given by Firm	Actual observed in Audit	Remarks	Ok/Not Ok
	Handling Facility (EOT/A frame with stability cert/ Gantry /Mobile)	10 MT				
	Crane capacity for Assembly	Boom length upto 15 m height				
	Leased Mobile crane	Lease agreement				
17	<b>Measuring Instruments (all calibrated)</b>					
	Tape 3m,5m,20m	each 2 Nos				
	Vernier 0-300mm	1No.				
	Feeler Gauge	1No.				
	Weld fillet gauge	1 No.				
	Try square	1 No.				
	Sprit level	1 No.				
18	Water level checking arrangement	1 No.				
19	Painting Facility (5 HP compressor with Gun)	1 No.				
20	IT Pan Card	Original to be offered for verification				
21	TIN No	Original to be offered for verification				
22	Excise Registration Certificate	Original to be offered for verification				
23	Office room with 2 PC , internet facility and printer	To be verified				

SI No	Parameter for evaluation	Minimum Required	As given by Firm	Actual observed in Audit	Remarks	Ok/Not Ok
<b>Part-B ( Optional )</b>						
1	Blasting Facility	1 No.				
2	Standby Generator					
	Capacity (HP)					
	Owned or On rent					
3	Stenciling					
4	Punching Machine					

**Part-C (Final Recommendation)**

NTPC/Non-NTPC				
Material				
Valid Upto				

**Auditor-1:**

**Auditor-2:**

**Important Notes :**

01	Part-A requirement is a must for qualifying the vendor. Hence, filling up all evaluation parameters is a must and shall be available at the
02	Part-B is only optional and need not be considered for disqualifying the vendor.

**Check List for Spot Visit - Wind Box and Sofa**

**Doc No: SVCL:015/00**

**Date : 15.10.2013**

**Vendor Name and Address:**

**Part-A (Mandatory)**

<b>SI No</b>	<b>Parameter for evaluation</b>	<b>Minimum Required</b>	<b>As given by Firm</b>	<b>Actual observed in Audit</b>	<b>Remarks</b>	<b>Ok/Not Ok</b>
1	Covered shed to handle the job	14m X 20m				
2	Fencing/Compound wall	All around				
3	EB Power	100 Hp (3 phase)				
4	Land area . (If lease land 3 yrs with registered deed)	2 Acre				
5	Full fledged covered storage for sub delivery items ( Within Shed )	Racks with proper traceability				
6	Sub Critical : Bug cutting m/c OTSC: CNC Cutting	1 nos				
7	(SMAW)Welding M/c 400 Amps Inverter	4 Nos				
8	Lathe (Max 100 mm Dia) OTSC : CNC Lathe	1 No				
9	Handling Facility for Assembly .(EOT/A frame/ Gantry /Mobile)	Combined 40 MT				
10	CNC plasma for SS plate cutting	1 no				
11	Core Drilling M/c for Sub critical.Drilling (32 mm Dia) m/c magnet base / pillar type	1 No				
12	Base Frame/Platform Min : 12x4 m	2 No				
13	Electrode Baking Oven + Flask	2 Nos + 4 Nos				
14	Grinding machine AG-5, AG-7	2 Nos each				
15	Painting Facility (5 HP compressor with Gun)	1 No.				

SI No	Parameter for evaluation	Minimum Required	As given by Firm	Actual observed in Audit	Remarks	Ok/Not Ok
16	MPI machine -prod type with calibration	1No				
17	LPI Kit	1 No				
18	Level II LPI/MPI qualified Personnel	1 Person				
19	Measuring Instruments (all calibrated)					
	Tape 3m,5m,20m	each 2 Nos				
	Vernier 0-150mm	1No.				
	Micrometer 0-25mm	1No.				
	Feeler Gauge	1 set				
	Weld fillet gauge 25 MM	1 no				
	Surface finish Comparator for OTSC	1 No				
	Pistol Caliper	1 No				
	Try square	1 no				
	Sprit level	1 no				
	Bevel Protractor	1 No				
	Water level checking arrangement	1 No.				
20	IT Pan Card	Original to be offered for verification				
21	TIN No	Original to be offered for verification				
22	Excise Registration Certificate	Original to be offered for verification				
23	Office room with 2 PC , internet facility and printer	Must				

SI No	Parameter for evaluation	Minimum Required	As given by Firm	Actual observed in Audit	Remarks	Ok/Not Ok
<b>Part-B ( Optional )</b>						
1	Press Brake machine with forming dies	capacity for 10mm plate				
2	Shearing Machine	upto 12 mm				
3	Rolling Machine (3 Rollers)	capacity for 12mm plate				
4	Base Frame/Platform Min : 12x4 m (ISMB 600x220)	2 No				
5	Fixture , templates , shop made gauges	As per product Requirements				
6	Stand by Generator					
	Capacity (HP)					
	Owned or On rent					
7	ISO Certification					

**Part-C (Final Recommendation)**

NTPC/Non-NTPC				
Material				
Valid Upto				

**Auditor-1:**

**Auditor-2:**

<b>Important Notes :</b>	
01	Part-A requirement is a must for qualifying the vendor. Hence, filling up all evaluation parameters is a must and shall be available at the
02	Part-B is only optional and need not be considered for disqualifying the vendor.

Check List for Spot Visit - Pressing, Punching, Shearing and SS Fabrication including welding										
Doc No: SVCL:016/01			Date : 17.12.2014							
Vendor Name and Address:										
Part-A (Mandatory)										
SI No	Paramter for evaluation	Minimum Required	As given by Firm	Actual observed in Audit	Remarks	Ok/Not Ok				
01	Area required	0.5 Acre								
02	Office room with 2 PCs with Internet Facility and printer	A Must								
03	EB Power	75 HP								
04	System for Raw Material Clearance <b>(For ACF Vendors)</b>	A must								
05	System for Raw Material Testing <b>(For ACF Vendors)</b>	A must								
06	welding machines (Rectifier/Invertor type) - 400 A	2 Nos								
07	Heating and holding Oven with calibration	Each 1 no.								
08	Press Brake min.2.5M width, min. 50MT capacity for a thickness upto 10mm	1 No.								
09	Drilling Machine for Dia upto 32mm	1 No								
10	Grinding Machine (AG-7 & AG-4)	2 Nos.								
11	Gas Cutting machine for a thickness of 10mm and width of min 2.5M	1 No								
12	Shearing machine for a thickness of 10mm and width of min.2.5M	1 No								
13	<b>Measuring Instruments</b>									
	Tape 3m,5m,20m - with calibration	1 No								

	Vernier 0-300mm - with calibration	1 No				
	Feeler Gauge	1 No				
	Weld fillet gauge	1 No				
	Try square	1 No				
	Spirit level	1 No				
14	LPI kits	2 Nos.				
15	Punching Machine min. 100T	1 No				
16	Painting Facility	1 No				
17	IT Pan Card	Originals to be offered for verification				
18	TIN No	Originals to be offered for verification				
19	Excise Registration Certificate	Originals to be offered for verification				

**Part-B ( Optional )**

01	Fencing/Compound wall	All around				
02	Preheating Burner					
03	Standby Generator					
	Capacity (HP)					
04	Owned or On rent					
04	Stenciling					

**Part-C (Final Recommendation)**

NTPC/Non-NTPC				
Material				
Valid Upto				

**Auditor-1:**

**Auditor-2:**

Prepared by:

Approved By

**Important Notes :**

01	Part-A requirement is a must for qualifying the vendor. Hence, filling up all evaluation parameters is a must and shall be available at the time of spot visit
02	Part-B is only optional and need not be considered for disqualifying the vendor.

## Check List for Spot Visit - Panels

Doc No: SVCL:011/01

Date : 17.12.2014

Vendor Name and Address:

### Part-A (Mandatory)

SI No	Paramter for evaluation	As given by Firm	As observed in Audit	Remarks	Ok/Not Ok
01	Land -1 acre ( 43559 sq ft)				
02	Covered shed Area - 8000 sq ft with concrete flooring				
03	Office with PC (Min 2 Nos) & internet facility				
04	Firm approval for boiler pressure parts by IBR				
05	IBR qualified welders. CS/AS - Min One for each category				
06	Panel Processing Machine (SAW/ FCAW)				
07	Fin decoiler				
08	Fin calibratlon facility				
09	Blast cleaning facility (Inhouse/Outsourced)				
10	Tube cutting machine				
11	Tube bending machine - capable of bending 63.5 mm dia tubes.				
12	Preheating/Post Heating burner facilities (Min 3 nos.)				
13	Heating torches for bow correction. (Min 2 Nos.)				
14	Rectifier/inverter welding machine for SMAW process				
15	TIG welding machines for tube butt joints - (Min 2 Nos.)				
16	Electrode baking & holding oven with calibration - Each 1 No.				
17	Hot flask for electrodes - (Min 3 Nos.)				
18	Flux oven (in case of SAW process)				
19	Hydro testing pumps - Min 400 Kg/Sq Cm				
20	Heat treatment furnace with IBR approval & with valid calibration (Inhouse/ Outsourced - 4m x 4m, capability to handle length of 16 to 24 m. Temperatuue range 600 - 720 deg C)				
21	Local stress relieving (Inhouse/Outsourced)				
22	NDE facility for PT,MT,UT and RT with IBR approval (inhouse/outsourced - PT, MT must be inhouse and UT & RT can be outsourced).				
23	Qualified NDE personnel -Level-II for MT,PT,UT and RT				
24	Supporting stands (Min - 10 stands)				
25	Grinding M/Cs - portable ( 5 Nos.)				
26	Spectrotesting M/c (Inhouse/Outsourced)				
27	5m, 30m measuring tape with calibration				

28	Tube chamferring machine capable of machining upto OD 63.5 mm				
29	D meter for thickness measurement				
30	Vernier calipers with calibration - 150 mm minimum				
31	3 phase power connection (100 HP)				
32	EOT / mobile cranes - 5 T min (2 Nos)				
33	Ball & Sponge Test Facility with compressor				
34	Spray painting facility				
35	Paint coating thickness meter				

**Part-B (Optional)**

1	Stenciling/Engraving/Dot punching facility				
2	Gang bending m/c for bend panels.				
3	Gang bend layout checking facility				
4	Gen. set				

**Part-C (Final Recommendation)**

Pannel size (length, width)			
Material Specification			

**Auditor-1:**

**Auditor-2:**

Prepared by:

Approved By

**Important Notes :**

01	Part-A requirement is a must for qualifying the vendor. Hence, filling up all evaluation parameters is a must and shall be available at the time of spot visit
02	Part-B is only optional and need not be considered for disqualifying the vendor.

**Check List for Spot Visit - Coils, loose tubes**

**Doc No: SVCL:010/01**

**Date : 17.12.2014**

**Vendor Name and Address:**

**Part-A (Mandatory)**

SI No	Paramter for evaluation	As given by Firm	As observed in Audit	Remarks	Ok/Not Ok
01	Land - 1 Acre ( 43559 sq ft)				
02	Covered shed area - 8000 sq ft with concrete flooring				
03	Office with PC (Min 2 Nos) & internet facility				
04	Firm Approval for boiler pressure parts by IBR				
05	IBR qualified welders. CS/AS - Min one person for each category				
06	Tube cutting machine				
07	Tube bending machine - capable of bending 76.1 mm dia tubes.				
08	Tube chamferring machine (Min: 2 Nos.)				
09	Rectifier/inverter welding machine for SMAW process				
10	TIG welding machines for tube butt joints - (Min 2 Nos.)				
11	Electrode baking & holding oven with calibration - Each 1 No.				
12	Hot flask for electrodes - (Min 3 Nos.)				
13	Preheating/post heating - fuel & burner facilities - Min one for each welding centre				
14	Heat treatment furnace with IBR approval & with valid calibration - (Inhouse/Outsourced) - 4m X 4m capability to handle length of 16 to 24m. Temperature range :600 -780 °C				
15	Local SR facility (Inhouse/Outsourced)				
16	Layout marking facilities required				
17	NDE facility for PT,MT,UT & RT with IBR approval (inhouse/outsourced)-PT & MT inhouse must. UT & RT can be outsourced to IBR approved firms				
18	Qualified NDE personnel - Level-II for PT, MT, UT & RT				
19	Grinding M/Cs (AG 7 AND AG 5 , each: 5 nos )				
20	Spectrotesting M/C (Inhouse/Outsourced)- Portable type				
21	Ball & Sponge Test Facility with compressor				
22	Spray painting facility				
23	Paint coating thickness meter				
24	D-Meter (for thickness checking)				
25	Vernier caliper with calibration - 150 mm minimum				
26	5m, 30m measuring tape with calibration				
27	Hydro testing pumps - Min 400 Kg/Sq Cm				
28	3 Phase power connection (100 HP)				
29	EOT crane (10 T)				

**Part-B (Optional)**

01	Gen. set				
02	Stenciling/Engraving/Dot punching facility				
03	Stud welding machine				

<b>Note</b>	If facility is outsourced, details of facility available with the outsoucer and their concurrence to provide service to vendor in 'outsourcer letter head shall be enclosed without fail.
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**Part-C (Final Recommendation)**

Recommended for	Coils/ loose tubes		
Material Specification			

**Auditor-1:****Auditor-2:**

Prepared by:

Approved By

**Important Notes :**

01	Part-A requirement is a must for qualifying the vendor. Hence, filling up all evaluation parameters is a must and shall be available at the time of spot visit
02	Part-B is only optional and need not be considered for disqualifying the vendor.

### Check List for Spot Visit - Machining (IBR/ Non IBR )

Doc No: SVCL:013/01

Date : 17.12.2014

Vendor Name and Address:

#### Part-A (Mandatory)

SI No	Parameter for evaluation	As given by Firm	As observed in Audit	Remarks	Ok/Not Ok
01	Land Area (Own/Lease/Rent) -4000 Sq. ft				
02	Office with PC (Min 2 Nos) & internet facility				
03	Cover Shed with asbestos roofing - 2000 Sq. ft				
04	Fencing/Compound wall - All around				
05	3 Phase Electricity (Min 20 HP)				
06	Surface table for marking 1m X 1m				
07	Firm approval for machining of boiler components by IBR (Applicable for IBR Machining only)				
08	Measuring tape - 3 m with calibration				
09	Vernier caliper - 300 mm with calibration				
10	Straight edge				
11	Micrometer with calibration				
12	Steel rule				
13	Spirit Level				
14	Comparators for surface finish of machining components				
15	Drilling machine - to drill upto 40 mm dia				
16	Lathe - 6 feet minimum (Min: 2 nos.)				
17	Spectrotesting M/c (Inhouse/Outsourced)				

#### Part-B (Optional)

01	Painting facility				
02	Milling Machine				
03	Horizontal Boring				
04	Vertical boring Machine				
05	CNC lathe				
06	Stenciling/Engraving/dot punching facility				

07	Standby Generator				
08	Material Handling (Crane capacity- 1 tonne minimum)				

### Part-C (Final Recommendation)

Recommended for turning, chasing, milling, boring, etc.

**Auditor-1:**

**Auditor-2:**

#### Important Notes :

01	Part-A requirement is a must for qualifying the vendor. Hence, filling up all evaluation parameters is a must and shall be available at the time of spot visit
02	Part-B is only optional and need not be considered for disqualifying the vendor.