

OUTSOURCING DEPARTMENT

ENQUIRY NO. OS/ACF/008
DATED: 23.05.08



M/s.

ENQUIRY FOR SUPPLY OF STRUCTURES, COLUMNS AND DUCTS FOR
BOILER PROJECTS AS PER BHEL ENGINEERING DRAWINGS, QUALITY
DOCUMENTS AND TECHNICAL SPECIFICATION.

TENDER OPENING DATE: **16.06.08** AT **14.30 HRS.**

Gentlemen,

Sub: Supply of General Fabrication Structures, Auto Weld, Columns and Ducts with vendor's material.

0.0 INTRODUCTION:

We have pleasure in sending this Tender Enquiry for supply of General Fabrication Structures, Auto Weld Beams and Boxes, Columns and Ducts (Boiler Components) as per BHEL Drawings, Quality documents with raw materials and components procured by vendor. The vendors shall quote their rate for the Schedules as per the **ANNEXURE "T"**. In this regard, please note the following essential features and specific guidelines:

1.0 ESSENTIAL FEATURE AND SPECIFIC GUIDELINES:

1.1 The broad scope of work is indicated at 2.0. The actual drawings of the Project or representative drawings of a similar Project are available at our end in a CD. The

interested parties can get the tender documents from the Office of SDGM/ACF/OS, First Floor, Bldg. 79, BHEL / Tiruchy-14 on all working days by remitting Rs.1, 125- towards the cost of tender document either by Cash or A/C. Payee Demand Draft in favour of M/s. Bharat Heavy Electricals Limited, Tiruchy-14. Money Orders, Cheques and Postal Orders will not be accepted.

1.2 It will be the vendor's responsibility to ensure that the Tender Documents, Drawings, Quality Documents and related conditions are studied before submitting the offer. The Quality Work instructions (QWIs) are indicated as **Annexure "B"**. The Vendor shall have to study the drawings in detail for understanding the Scope of Work and the processes involved. **Any Technical Clarification required can be sought in person with prior intimations as well as by e-mail well before the scheduled tender opening date.**

1.3 Vendors have to procure raw materials / components / consumables as per the TDC:0:313 Rev: 01 specification indicated in the drawings or elsewhere; from the approved sources as detailed in the **Annexure "A", "C" & "D"**. The raw materials / components / consumables have to be procured with relevant TCs in original and these are to be produced at the time of inspection.

1.4 While quoting, the vendor shall ensure to quote their rate inclusive of raw material / components, painting and other consumables; as per our Standard Quality Plan / customer approved Quality Plan as the case may be.

1.5 The rate quoted shall be per MT (Metric Tonne) as applicable for supply of these Boiler Components. The rate will be subject to variation or escalation in the cost of steel raw materials and the **"BASE PRICE"** on the date of finalisation of tender shall

remain firm for a period of one year from the date of finalisation of tender. The Vendor shall furnish the details of applicable statutory levies if any, in the quotation as applicable for supply of boiler components in line with Clause 3.1 & 5.1

1.6 Wherever vendor approvals are required by customer /NTPC Etc., for execution of orders, vendors should fill in customer vendor registration forms and subject themselves to audit/inspection. For this they will have to equip themselves with facilities and inspection requirements of Customer etc., as and when required, based on the order/s received by BHEL.

1.7 The Vendor shall have to submit their offer as per **“ANNEXURE ‘T’** in a sealed cover. No deviation in the tender conditions will be entertained and BHEL reserves the right to reject such offers.

1.8 The tender is in **TWO** parts. One part consisting of commercial and technical conditions for supply in line with our Standard quality Plan / Customer Quality Plan. Techno – Commercial bid and price bid are to be submitted in separate sealed covers. In addition to technical and commercial conditions, vendors have to submit the filled in Supplier Registration Forms along-with the technical bid. **Based on these and other conditions, as well as capacity and capability to deliver min 300 MT per month, vendors will be short-listed.** Both these covers are to be put in a single cover duly super scribing the Enquiry Number. This will be opened on ...**16.06.08**...at **14.30**...hrs; and based on the acceptance of technical bid only, the price bid of the said vendors will be opened on a suitable date with due intimation.

Following will be criteria for short-listing the vendors

(1) Evaluation of the Supplier Registration Forms

(2) Availability of adequate manufacturing, handling, testing and measuring facilities as detailed in the Supplier Registration Form. *Vendors who do not have adequate Auto Welding machines will not be considered.*

(3) BHEL will have the right for spot assessment of the facilities

(4) Facilities and capability to deliver Min. 300MT/month

(5) Vendors already registered with BHEL / Tiruchy for conversion job with free issue materials will be considered for this tender based on the following undertaking to be submitted along with the technical bid.

“In case we, M/s..... becomes a successful bidder for this tender for supply of Boiler Components with our own materials, we will undertake / execute order/s of BHEL / Tiruchy in a separate OR exclusive Unit / Premises”

(6) For new vendors who become competitive in this tender, trial order/s will be released initially. Based on the performance only further orders will be released.

THE OTHER DETAILS OF THE ENQUIRY ARE AS FOLLOWS:

2.0 SCOPE:

The quantum of work is supply of around 60,000 MT of Structures, Auto Weld Beam & Boxes; Columns including assembly and Ducts. The break up is as per ***Annexure ‘H’***. This is tentative and might vary during the execution of the contract, depending on the document release and project requirements. The tentative break up of quantum of work Product Group Main Assembly wise (PGMA) along with description for a typical 250 MW and 500 MW is enclosed at ***Annexure ‘L’ & ‘M’***. It is to be noted that the quantity at ***Annexure ‘L’ & ‘M’*** is only indicative and the actual quantum under each PGMA may vary and will depend upon the Project requirement and corresponding drawings released by Engineering. The PGMA and Rate Schedule break up are indicated in these

Annexures. These have been arrived at for a typical 250 MW & 500 MW. The Work Content of each Rate Schedule is detailed in [Annexure “N”](#). These are broad descriptions. However, the work has to be executed as per the drawings and Group Manufacturing Specification (GMS) released by BHEL for each PGMA. Vendors have to study the typical drawings available in the CD enclosed and quote their rates inclusive of raw materials, consumables, components procured from approved sources as per TDC: 313:01, fabrication as per BHEL Drawings, Quality Plan and Specification. Many of the Projects require customer (including NTPC) inspection and or BHEL, in addition to third party inspection. Some of the Projects require surface preparation by blast cleaning before application of paints as detailed in the SIP: PP: 22 Rev: 04 (or latest revision) OR Special Paints as detailed in [Annexure B](#) as applicable to various Projects. For such of these cases, vendors have to quote the rate per MT for surface preparation by blasting as required in [Annexure “T”](#).

Some of the Projects require special paints, such as Epoxy, Rubberized Chlorinated paints. Vendors have to quote their rate taking into account all these exigencies.

Quotations are invited under two Categories. For boiler ratings upto 270 MW that includes 250 MW ratings and industrial Boilers as well; Quotation is invited under 250 MW head. For Boiler ratings 500MW and above quotation is invited under 500MW head. Quotation is invited under the following categories:

- (a) General Fabrication Structures
- (b) Auto Welded Beams & Boxes
- (c) Columns including assembly

(d) Duct

(e) Freight charges- Rate / MT / KM

(f) Rate for Surface Blasting – finish Sa2 ½ (before painting) – Rate / MT

BHEL proposes to order on the successful Bidder/s PGMA wise for supply of the above items. The details of schedules, quantity and Projects planned are as per **Annexure “H”**. The quantity in each schedule and projects are only indicative. However, these might vary as and when the documents get released during the course of the execution of the Projects. *We are looking for vendors who have more sparable capacity for Auto welded boxes & Beams, Columns and Ducts as compared to mere General Fabrication*. In view of this major quantum of 300MT/month –Min. stipulated sparable capacity should be from these schedules. Each PGMA will have the work content as detailed in the **Annexure “N”**, which are only indicative and not exhaustive. Ordering is proposed to be on PGMA basis. On perusal of some of the PGMA's it can be noticed that the work content involves both General fabrication and Auto Welding. The allocation of Schedule for a PGMA will be as per **Annexure “L” & “M”** which will be subject to variation at the time of document release. Decision of BHEL on the applicability of Schedule is final and binding.

Detailed scope is as under:-

2.1 Raw materials and consumables required for supply including all consumables (including Special paints) for welding and Painting as stipulated in the drawings / QWIs / Welding procedures. Stenciling as per Clauses 6.0 referred below:

2.2 All charges of MPI/LPI & other NDT wherever called for in the Drawings/QWIs.

2.3 The rate will be subject to variation / escalation in the raw material price as per PVC formula in **Annexure “P”**.

2.4 The weights of items indicated in the Drawing / GMS as per standard section weights. However, this might vary depending on the raw material. For purpose of billing as well as transportation; weight indicated in the GMS shall be final and binding. Loading of finished goods on Truck / Trailer for safe transportation including packing, lashing wherever required is in the scope of the vendor. Despatch of finished goods is to be made BY ROAD as per despatch instructions to be issued by BHEL from time to time. Wherever Road Permits/Way Bills are required for Inter State movement, the same will be made available by BHEL from their Customers based on the communication from the vendor in advance. Vendor has to furnish details of utilization of these Road Permits/Way Bills from time to time. Any further requirement of Road Permits can be given based on this statement only. Transit insurance is in the scope of BHEL. Vendors have to communicate in writing to the insurance agency as indicated in the despatch instruction, the despatch details to enable them to cover the transit insurance. Vendors have to quote their rate towards freight per MT / KM. The distance of the Project Site between two places for freight payment will be determined by the shortest route arrived at with reference to Road Map of India published by survey of India and Motoring Guide (Latest Edition). The distance chart for some of the projects is as per Annexure "O". As and when the Projects are added, this distance Chart will be updated. Freight rate to include Service Tax and or entry tax if any. Freight rate and blasting rate form integral part of the quotation. *Any offer, which does not include quotes for these two schedules, will not be considered.*

2.5 **Any revision in the documents by our Engineering is to be carried out without any extra cost.**

- 2.6 Ducts have to be fabricated and supplied as per the relevant drawings and as detailed in the “Duct Manual”. Some of the Duct assemblies require 15 M length and 8 M height space for assembly and appropriate handling facility (both Hydra and Gantry Cranes).
- 2.7 For butt joints in Plates for thickness > 32 mm., the radiographic testing is required. Similarly, for Plates thickness 38 mm. and above; 100% MPI is to be done for the Gas Cut edges. Similarly for Plates thickness 25 mm. To 38 mm.; 10% MPI is to be carried out for the Gas Cut edges. For all butt joints, back gouging and 100% LPI to be done. However the requirements in Quality documents shall be binding.
- 2.8 . Auto welding is to be carried out in covered shed only (Min. 12 Mtr length). For all Auto welding, 100% MPI is to be carried out
- 2.9 For thickness more than 50 mm; after butt-welding, Stress Relieving(SR) is to be carried out by BHEL approved agencies.
- 2.10 All raw material plates > 40 mm. are to be procured in normalized condition with UT as per ASTM A435. However, for Non-NTPC contracts, these Plates can be procured with on line normalized rolling process controlled cooling.
- 2.11 The Ultrasonic Testing, Radiographic Testing and Stress Relieving are to be carried out by approved agency of BHEL. Approved agencies are as per **Annexure”T“**. In case there is no approved agency near vendor’s works, vendor has to locate suitable agency for RT, MPI, LPI, SR and UT and get them approved by BHEL before commencing the job. For such approval, the agency has to fill up the Vendor Registration Form as per **Annexure “Q & R“**. The Vendor shall have in house LPI, MPI facilities (equipments and qualified personnel).

2.11.1 Only Class 1 measuring tapes shall be used, procured from M/s. Tajima, Hyderabad, which shall be calibrated at BHEL Lab or any NABL, approved Lab before use.

2.12 For approval of Auto welding, WPS for welding has to be qualified and a trial piece is to be welded and approved by BHEL before commencing production.

2.13 For Auto welded boxes, separate edge preparations as detailed in

Annexure “S “, are required to be carried out.

2.14 Column assembly is to be carried out on pedestal / rollers. Column rest plates are to be machined either by grinding or by end milling for blue matching of the surfaces. Column assembly and Bracing assembly are to be carried out as per Quality Plan SQP: NP06 (latest revision) and or CQP: 1478 (latest revision). Black bolts required for fastening the Splice plate to Column Pcs before despatch is in the scope of vendor. Any other item/s required for safe despatch is included in the scope.

2.15 Handling equipments for movement of finished goods.

2.16 All indirect materials fall within the scope of the Vendor for completion of the jobs.

2.17 All NDT requirements as per Quality Plan of each Project are included in the scope of the vendor.

2.18 BHEL does not guarantee ordering of any minimum quantity.

3.0 TENDER EVALUATION AND ORDERING:

3.1 Tender will be evaluated for competitiveness for the individual items under **Annexure-I**. Vendors have to quote for transportation of these boiler components at rate / MT / KM. BHEL reserves the right to decide to transport these finished goods either to various Project Sites OR to Tiruchy as the case may be. **Ordering for supply**

of these items and freight rate / KM / MT with or without blast cleaning form an integral part of the quotation. Ordering will be based on the following formula:

$$\frac{\text{BASE RATE PER MT (FOR EACH SCHEDULE)} + \text{FREIGHT RATE}}{\text{MT / KM X DISTANCE}}$$

as well as on the basis of net cash outflow to BHEL.

It may please be noted that the distance will be dependent on the Project to which materials are to be sent and will be calculated as per the Distance Chart **Annexure “O”** on case-to-case basis.

As on date, BHEL has Sales Tax registration in the following States:

TAMILNADU / WEST BENGAL / CHATTISGARH / GUJARAT.

Accordingly, for vendors in these States, local VAT is applicable. BHEL has plans to register for Sales Tax at other States also.

3.2 Ordering on the successful bidder/s is proposed to be on PGMA-wise depending on the monthly sparable capacity for each Schedule. The applicable PGMA's for each Schedule are detailed in **Annexure “L” & “M”**. However, these are not exhaustive and might vary during the course of design document release for each Project. On perusal of these Annexures, it can be seen that each PGMA has a break up of Rate Schedules with Quantity (weight in MT). Broad Work content in each Rate Schedule is as per **Annexure “N”**.

3.3 Considering the quantum of 60,000 MT to be ordered and in order to meet the customer requirement; Ordering for supply of these Boiler Components will be based on criticality of the items, nature of the items, capacity and capability of vendor and consistent performance of the vendor/s. As the quantum to be completed is high and delivery requirements are concurrent for various Projects, it is proposed to counter

offer the acceptable L1 rate to the other competitive vendors. Ordering on the vendors will be based on the spare capacity to BHEL in each Schedule as committed while quoting the rates as per **Annexure-“T”**. Delivery dates in the PO to be released will be based on their spare capacity. Vendors are required to return one copy of the PO duly signed and stamped within 5 days from the date of receipt of the PO, that the said goods will be delivered by the date indicated in the PO. If the acceptance is not received within this stipulated time, it will be construed that these delivery dates are acceptable. No correspondence on this subject will be entertained after this date.

3.4 **TENDER QUANTITY**: The quantity planned for various Projects in each Schedule are as **per Annexure “H”**. However, these might vary during execution of the contract depending on the criticality of the Project availability of documents and customer requirements. These are to be taken as a guideline only while quoting the rates.

4.0 RATES:

Please quote your rate per MT inclusive of Raw materials, Consumables for supply of the Boiler Structures, Auto Weld, Columns and Ducts as per our Drawings and specifications. Also the freight rate / KM / MT is to be quoted. These base rates shall be firm for a period of one year from the date of finalization of the tender subject to the price variation clause as detailed in **Annexure “ P “**. Escalation in the raw material price is proposed to be compensated as per the PVC formula. The “**BASE PRICE**” as on May 2008 for each Schedule viz. General Fabrication, Auto Weld, Column and Ducts are as detailed in the **Annexure “P”** (10 pages). Weighted average prices of major raw materials that go into each schedule has been arrived at. Suitably “**BASE PRICE**” for each month will be

computed based on the MOU steel price of SAIL / JINDAL. Any escalation / descalation as per the PVC formula will be admitted on a quarterly basis, based on the invoices to be submitted linking the original supply invoice.

5.0 QUALITY PLAN:

5.1 Raw materials are to be procured as per our technical delivery conditions specified vide **TDC:0: 313** (latest Revision)

5.2 Raw materials are to be procured from BHEL approved sources only.

5.3 Incoming materials are to be verified by the vendors based on established sampling plan.

5.4 The system for storing and issuing materials shall be available with vendors for easy traceability.

5.5 Periodic audit of system of purchasing, storing and issue, etc. will have to be carried out by the vendors. BHEL will also audit the same.

5.6 Performance monitoring of the supplier will be carried out periodically. This will be one of the criteria for ordering.

5.7 Supply of components is to be as per our Standard Quality Plan (**SQP: NP:06, SQP: NP:07 & CQP: 1476** (latest revision)).

6.0 DELIVERY TERMS:

FOR Destination basis. The finished components are to be despatched as per the despatch instruction issued by BHEL from time to time. **BHEL reserves the right to issue instruction for despatch to Project Site/s OR Tiruchy.** Vendors have to arrange for despatch of these finished goods to Project Site or Trichy as the case may be; either in Trucks OR Trailer for safe delivery through registered transport carriers. Safe delivery of the goods to Project authorities is in the scope of the

vendor. As soon as the despatches are made, vendors have to fax copy of LR, DC, IR & Excise Invoice. One such set has also be couriered to BHEL. Vendor has to arrange for acknowledgment of the finished goods in good condition after due verification. The original acknowledgment has to be submitted to BHEL along-with the Invoice. However, a copy of the acknowledgment is to be faxed or couriered to BHEL immediately on receipt.

7.0 **PAINTING AND STENCILING:**

The finished product shall be cleaned as per the approved Quality Plan (including blast cleaning as necessitated for the Project) and painted with primer and finish paint as per SIP: PP: 22(Latest revision) or special paint as detailed in [Annexure B](#) with paints procured from our approved paint manufacturers list vide [Annexure “C”](#). The Project name, Work Order No., number off, DU Number, Weight, and Vendor Code number shall be legibly stenciled for identification and despatch as may be advised. Identification on Ducts shall be made on the Walls and Flanges / Angles. Match marks on Duct Walls shall be hand punched and stenciled. Identification of Structures shall be hand punched and stenciled. Vendor Code number alone shall be punched using letter punch and bordered suitably for identification. Machined surfaces shall be protected with rust preventive oil. Weldable areas are to be applied with weldable primer.

8.0 **RAW MATERIAL REQUIREMENT:**

Raw materials are to be procured from the approved sources only as indicated in the [Annexure “A”](#). Raw materials and paints are to be procured with relevant TC and these have to be submitted in original during inspection. Any test both destructive and non-destructive if required will have to be carried out by the

vendors at their own cost. All such reports in original will have to be submitted during inspection.

- 8.1 The weights in Group Manufacturing Specification (GMS) will be the basis for requirement of the raw materials for fabrication. However vendors have to take into consideration suitably a process allowance over and above this for procurement of raw materials. Changes in the weight due to material substitution will be carried out by temporary DCN & GMS / PO will not be revised on account of this. However, weight changes due to design change over and above + (OR) – 5% will be incorporated.

9.0 **PROGRESS REPORT:**

The vendor shall from time to time mail their completion plan and progress report as may be required by BHEL. For each Column fabrication, Activity Chart as per [Annexure 'U'](#) is to be submitted before commencement of work. The submission, receipt and acceptance of such reports shall not prejudice the rights of BHEL, under the contract nor shall operate as an estoppel against BHEL, merely by reason of the fact that they have not taken notice of or objected to any information contained in such reports. Action as deemed fit would be taken if the progress of work is not satisfactory.

10.0 **TECHNICAL REQUIREMENTS:**

- 10.1 Supply of Structures, Auto Weld, Columns and Ducts shall strictly conform to dimensions and tolerances indicated in the Drawings, Quality Plan and Duct Manual. Care must be taken to strictly adhere to the “NOTE” given in the drawings and Duct Manual. They must ensure that correct dimensions and deviations, if any, are recorded properly in the Dimension Record books and the same shall be made available to BHEL Officials or their authorized agencies. Any correction or revisions in the drawings are to be carried out by the vendor.

10.2 Welding to be carried out by Qualified Welder and as per BHEL Approved Welding Procedure Specification. The welder qualification and welding procedure (as per relevant SIP) shall have to be done by QC / BHEL or by their authorized appointed agency. The cost of any approval on this account is in the scope of vendor.

10.3 Only the right kind of electrodes shall be used as called for in the Drawings.

10.4 Any other work carried out other than the requirements of Drawings / QWIs shall have the prior approval of BHEL.

10.5 Adequate facilities like welding equipments, baking oven, handling facilities and measuring instruments duly calibrated as called for by us must be available. All the above equipments must be under working condition and the same is to be made available for verification by BHEL Officials or their authorized agents.

10.6 The instruments / gauges are to be calibrated periodically as follows:

Sl. No.	Type	Periodicity
01)	Measuring Instruments / Gauges	One Year
02)	Limit Gauges (E.g. Plug / Ring)	One Year
03)	Temperature, Pressure Gauges	6 Months
04)	Measuring Steel Tapes	Once

Calibration status shall be displayed at the sub contractor's Works in a conspicuous location. Calibration can be performed at any Government approved labs traceable to national standards.

For Duct fabrication, requisite handling and testing facilities as specified by BHEL from time to time shall be available with the vendor.

11.0 INSPECTION:

11.1 Inspection shall be by our Quality Control Department and / or by our customers and / or by an appointed agency or persons authorized by us. Vendor shall provide all facilities and equipments, calibrated instruments and standard gauges required for inspection free of cost.

11.2 The works are deemed to have been completed and accepted, only after the inspector / Agency/Agencies raises Inspection Report (IR). IR has to be raised as per BHEL format.

12.0 **PAYMENT:**

12.1 Invoices in Triplicate shall be raised after completion of Purchase Order and as per the agreed rate with applicable taxes and duties as agreed upon.

12.2 The rate for supply of Structures, Auto Weld, Columns & Ducts as per BHEL Drawing & specification is for per MT as detailed in the GMS. However, owing to revision in drawing / GMS, if the effect of change is over (+) OR (-) 5% of the material weight for the PO, the cost for such a difference in the net weight shall be paid or recovered accordingly.

12.3 100% payment shall be made against invoices supported by IR from our Inspector and / or Authorised agency along with a copy of acknowledged Lorry Receipt & DCs for having received the finished goods in good condition after due verification. Vendors have to co-ordinate with the customer / site authorities for obtaining acknowledgement. Excise Duty invoices are to be generated for the despatches made and a copy of the Excise Invoice is to be enclosed to the invoice. While raising the Excise Invoice, vendors have to ensure that due CENVAT credit has been given for all the input raw materials and BHEL is charged ED only for the supply. Payment will be released through electronic mode by EFT / RTGS within 45 days from the date of receipt of clear Invoice, with all requisite documents in original. *For each Purchase Order, only one invoice is admissible.*

13.0 **GUARANTEE:**

The vendor shall warrant that the supply comply fully with the drawings and other technical conditions. If the supplies are found defective owing to faulty raw material / workmanship / incomplete work within a period of eighteen months from the date of despatch, the vendor shall make good of it / replace the same free of cost. If any re-work carried out by our Site on materials supplied, the cost of the re-work will be deducted from the running vendor bills. Alternatively, the rework / replacement charges will be recovered. For this, vendor has to furnish Performance Bank Guarantee (PBG) as per the attached format vide “**Annexure “J”**”. PBG is to be issued for 10% value of the Order. Purchase Order will be released only after signing of the contract and receipt of PBG.

14.0 LIQUIDATED DAMAGES / PENALTY & RISK PURCHASE:

Timely delivery is the essence of the Contract. The finished goods will have to be delivered as per the date stipulated in the Purchase Order. Purchase Orders will be released based on the monthly spare capacity of each Schedule. Request for delivery extension if any is to be made along with each Invoice with necessary justification for the delay beyond the control of the vendor. *Invoices received without any request for delivery extension and or without proper justification, LD will be automatically deducted.* Where the vendor supplies the finished goods beyond the specified delivery period, liquidated damages at the rate of ½% of the value of the undelivered portion of supplies for each week or part thereof will be levied subject to a maximum of 15% without prejudice to any other relief or compensation to BHEL, under any other condition of the contract. Further, BHEL, will get these items ordered elsewhere without the notice of the vendor; on their account and at the risk of the vendor, the supplies not so delivered

without canceling the contract in respect of instalments of supplies not yet due for delivery or cancel the contract or a portion thereof and if so desired, order elsewhere at the risk and cost of the vendor. The supplier shall be liable for any loss, which BHEL may sustain by reason of such risk purchases in addition to liquidated damages as mentioned above. No request for refund will be entertained.

15.0 Action and Compensation in case of Bad Workmanship

If any work has been executed with unsound, imperfect or bad workmanship or with materials of inferior quality, the fabricator shall on demand in writing from BHEL specifying the work, materials/articles complained of, notwithstanding that the same may have been passed, certified and paid for, forthwith, rectify the work so specified in whole or in part as the case may require, at their own cost and in the event of his failure to do so within reasonable period, BHEL will rectify or remove and re-execute the work at the risk and expense of the vendor

16.0 BHEL shall have general supervision and direction over the work. BHEL has the authority to stop the work, whenever such stoppage may be necessary to ensure the proper execution of the contract. BHEL shall also have the authority to reject all the work, which does not conform to the specification, to direct the application of forces to any portion of the work as, in their judgement is required, and order the force increased or diminished and to decide the questions, which arise in the execution of the work. BHEL reserves the right to suspend the work or part thereof at any time and no claim whatsoever on this account will be entertained. In case of any dispute, the fabricator may appeal to BHEL whose decision shall be final and binding

17.0 SUBLETTING

The vendor shall not sublet or assign this work or any part thereof without the written permission of BHEL. In the event of the vendor subletting or assigning this work or any part thereof without such permission, BHEL shall be entitled to cancel the Order and execute the same elsewhere at the risk and cost of the vendor and the vendor shall be liable for any loss or damage which BHEL may sustain in consequence of or arising out of such supplies elsewhere and also cancellation of registration or temporary suspension.

18.0 TAXES:

18.1 Income Tax deduction at source as applicable in the IT Act from time to time and will be made on the value of the bills in the absence of Income Tax Exemption Certificate from the concerned IT officer.

18.2 If any Sales Tax is payable as extra to the quoted price, it is to be specifically stated in the quotation along with VAT / CST No. failing which, BHEL will not be liable for reimbursement of Sales Tax.

18.3 Duplicate copy of the Invoice meant for the transporter should accompany the material as stipulated under CE Rules 52A and 172C OR 57CE.

19.0 EXCISE DUTY:

Vendor should get themselves registered with Excise / VAT / Sales Tax / Service Tax authorities as the case may be in the State where they are carrying out fabrication. The CENVAT for the input raw materials / consumables / components should be availed by the vendors and it has to be taken into account while quoting the rates.

In case of ICB Project, for which no excise duty is payable; vendors have to facilitate for including their name in the Customer Project Authority Certificate (PAC).

20.0 **VENDOR PERFORMANCE RATING:**

Quality, right at the first time and delivery in time is the essence of a good vendor base. Based on the site feed back on the quality of the finished goods received, delivery performance and service rendered; a General Feedback on the Performance will be sent to vendors .The format is as per **Annexure”V “** (1 Page). Vendors are required to take note of the deviations enumerated in this and improve their performance in subsequent despatches. Vendors whose Performance is POOR continuously ,are liable to be delisted.

21.0 **B2B COMMUNICATION:**

*We intend to establish communication with our vendors thro’ **B2B**. Vendors are required to have Internet connectivity for this. Following are the salient features of the B2B communication:*

21.1 Access Internet thro’ Internet Explorer.

<http://vis.bheltry.co.in> (please do not put www)

21.2 Type vendor code in user –id (Eg. 16865)

21.3 Password.

Initially use the password as x (small x).

Then this will to another screen, which will seek a new pass word.

Log in creating a new password.

Every 15 days, one is expected to change the password (other wise it will automatically go to the password change screen).

21.4 Following details specific to the vendor code can be accessed.

SINo		
01	<u>CLEARED BILLS DETAILS</u>	For a range of dates, this option gives the details of Bills that are cleared.
02	<u>PLAN – STAGE/CUST/PG/MA WISE</u>	Plan details Customer, PGMA wise with Pending DU details (Terminal date, Pending qty, wt etc.)
03	IMPORTANT INSTRUCTION	MESSAGE FROM BHEL
04	<u>VENDOR SURVEY</u>	Vendor Perception Survey- This is an on-line survey about which vendor can give their feed back
05	<u>VENDOR INFORMATION</u>	This gives the information about certain important procedures (Quality Plans, On line DC thru B2B, E-Payment etc.)
06	<u>GMS DETAILS</u>	Gives the latest revision of GMS for a WorkOrder (of a PO)
07	<u>COMMITMENT AND DESPATCH CHECK</u>	Commitment at DU Level. Vendors are required to furnish the same at beginning of each month on receipt of Plan.
08	DC POSTING ON isp	Special System for DC Posting by vendors.
09	<u>PURCHASE ORDER DETAILS</u>	Purchase Order Print Out. Relevant Quality Documents can also be printed.
10	<u>OPEN BILLS DETAILS</u>	Gives the details of Bills that are passed and ready for payment

Sample screens are enclosed as **Annexure''W''**

Vendors are required to access our web site on a regular basis. Before commencing the job the latest GMS, Quality Plan applicable to the project or PO is to be ascertained.

22.0 OTHER CONDITIONS:

22.1 Partnership firms should have the latest Form-A (Rule 5) Declaration issued by Registrar of Firms and the copy of the same should be produced at the time of signing of the Contract.

22.2 Proprietor / One of the Partners must be a technically qualified person.

22.3 Successful bidder should maintain an Office at Tiruchy for the purpose of co-ordination with regard to drawings and technical clarification, inspection calls, despatch clearance, etc.

22.4 In addition to the above, our Standard General Conditions **Annexure “F”** shall also apply.

22.5 All the Statutory Obligations such as ESI, PF, Labour Acts, Factories Act, Service Tax, etc. will have to be taken care of by the vendor. BHEL will have no liability on them. Notwithstanding the above, if any demand notice is served by the concerned Statutory Authorities for recovery of any of their dues on BHEL, the same would be paid without notice to the vendor and recovered as a due from any pending / future bills.

22.6 All Safety Precautions and use of Safety Equipments are to be followed while carrying out the fabrication and Despatch of the same. The vendor must have proper tools and handling equipments. There should always be a responsible person available to oversee the operation and compliance of safety regulation etc. If any non-compliance with respect to proper safety conditions/requirements, BHEL may withhold visit/inspection, instruct stoppage of work till such time the desired safety requirements/conditions are met with.

22.7 Vendors are required to equip themselves with communication facilities like Telephone, separate Fax and e-mail, etc. BHEL will have the right not to consider those vendors who do not equip themselves with these facilities.

23.0 DOCUMENTS:

All the documents of BHEL (inclusive of Drawings, GMS and Standards) made available to the vendor should be kept in strict confidence and under no circumstance be made available to others or allow others to make use of them. Such documents should be returned to us after completion. This secrecy clause is binding on the employees of the vendors also. Any contravention will be viewed very seriously.

24.0 ENCLOSURES:

Sl. No.	Annexure		No. of Pages
1)	Annexure-A	Approved Raw Material Suppliers	2
2)	Annexure-B	Quality Work Instructions	1
3)	Annexure-C	Approved List of Vendors for paints	1
4)	Annexure-D	Approved List of Electrodes and Vendors	2
5)	Annexure-E	Special Instructions to Tenderers	1
6)	Annexure-F	General conditions of Contract	3
7)	Annexure-G	List of Typical Drawing	1
8)	Annexure-H	List of Projects with Quantities for each Schedule of the tender	2
9)	Annexure-I	Quotation Format	1
10)	Annexure-J	Performance Guarantee format	2
11)	Annexure-K	Major Raw Materials	10
12)	Annexure-L	Applicable PGMAs with Rate Schedules for a typical 250 MW	4
13)	Annexure-M	Applicable PGMAs with Rate Schedules for a typical 500 MW	8
14)	Annexure-N	Rate Schedule Work content	5
15)	Annexure-O	Distance Chart	1
16)	Annexure –P	Price Variation Formula	1
17)	Annexure- Q	Sub Contractor approval format for UT, LPI, MPI	2
18)	Annexure- R	Sub Contractor approval format – RT	2
19)	Annexure- S	Box Column – Groove Details	1
20)	Annexure-T	Approved Agencies for NDT	2
21)	Annexure-U	Column Activity Chart	3
22)	Annexure-V	Vendor Performance Rating Feedback	1
23)	Annexure-W	B2B Communication Format	2

25.0 The Tenderer shall furnish a certificate along with the offer stating that the Enquiry Terms and conditions have been fully read and understood and the prices quoted are in accordance with the same.

26.0 Lowest offer need not be the rate acceptable to BHEL. BHEL reserves the right to

- i) Reject the offer which do not meet their technical and commercial conditions
- ii) Negotiation with the Tenderer will be held as per CVC guidelines
- iii) Distribute the requirements to more than one vendor at the lowest acceptable rate.
- iv) To reject any or all the Tenderers either in full or part thereof or short close the tender at their discretion without assigning any reason.
- v) Ordering will be on “FOR Destination & net cash outflow to BHEL” basis.

THE TENDER DOCUMENTS IS HOSTED IN OUR WEB SITE www.bhel.com AND <http://govtenders.nic.in>. THE OFFER SHOULD BE SUBMITTED IN A SEALED COVER WITH TECHNICAL BID AND PRICE BID IN SEPARATE COVERS SUPERSCRIBING ON THE ENVELOPE THE TENDER ENQUIRY REFERENCE AND THE DATE OF OPENING OF THE TENDER, SO AS TO REACH **“OUTSOURCING DEPARTMENT”, FIRST FLOOR, 79 BUILDING, BHEL, TIRUCHY-620 014** ON OR BEFORE **16.06.05** AT **14.30 HRS**

PLEASE NOTE THAT BHEL WILL NOT BE RESPONSIBLE FOR ANY DELAY IN RECEIPT OF THE TENDERS UNDER ANY CIRCUMSTANCES.

For and on behalf of
BHARAT HEAVY ELECTRICALS LIMITED

SDGM/ACF/OUTSOURCING
BHEL / TIRUCHY – 14.
EMail: vsridharan@bheltry.co.in



BHARAT HEAVY ELECTRICALS LIMITED
(HIGH PRESSURE BOILER PLANT)
TIRUCHIRAPPALLI- 620 014
OUTSOURCING DEPARTMENT




SUPPLIER REGISTRATION FORM

(INDIGENOUS)

ENCLOSED FORMS: -

1. Form No. OSOSTR01 -Organizational Information
2. Form No. OSQSTR01 -Quality System form
3. Form No. OSTCTR01 -Technical Competence form (GENERAL)

 OSOSTR 01 REV00	BHEL, TIRUCHIRAPPALLI - 620 014 OUTSOURCING DEPARTMENT SUPPLIER REGISTRATION FORM (INDIGENOUS SUPPLIER)	PHONE: 0431 - 2574229 FAX : 0431 - 2520517 Email: vsridharan@bheltrv.co.in
ORGANISATIONAL INFORMATION		
1.0 GENERAL INFORMATION : 1.1 NAME OF COMPANY: 1.2 DETAILS OF HEAD OFFICE: 1.2.1 ADDRESS: 1.2.2 TELEPHONE: 1.2.3 FAX: * 1.2.4 E-MAIL: * 1.2.5 WEB SITE: 1.3 DETAILS OF FACTORY / WORKS: Δ 1.3.1 ADDRESS: 1.3.2 TELEPHONE: 1.3.3 FAX: 1.3.4 E-MAIL: * NOTE: Please attach separate sheets, if space available is inadequate. Enclose copy of Certificate of Registration.		FOR OFFICIAL USE
SUPPLIER'S AUTHORISED SIGNATORY WITH SEAL		REVIEWING OFFICER

*** Mandatory requirement**

Δ Factory / Works at different locations, separate forms to be filled up.

For BHEL use only: -

Score: Total/ Out of possible = / 10 = % Sr. No. 1.1, 1.2 to 1.3.4 carry ONE mark each for complete answers.

**ORGANISATIONAL INFORMATION****2.0 OWNERSHIP INFORMATION:**DOCUMENTS TO BE FURNISHED.**2.1 GOVT. OF INDIA UNDERTAKING:**

OR

STATE GOVT. UNDERTAKING:

OR

LIMITED COMPANY: MEMORANDUM & ARTICLES

OF ASSOCIATION

OR

PRIVATE COMPANY: MEMORANDUM & ARTICLES

OF ASSOCIATION

OR

CO-OPERATIVE SOCIETY: SOCIETY RULES & BYE LAWS

OR

PARTNERSHIP FIRM: PARTNERSHIP DEED

OR

PROPRIETORSHIP: PROFESSION TAX REGN.

& MUNICIPAL REGN.

OR

ANY OTHER (SPECIFY) :**2.2 NATURE OF BUSINESS :**

(MANUFACTURING UNIT)

(ENCLOSE BROCHURE)

2.3 YEAR OF ESTABLISHMENT :

(ATTACH DOCUMENTARY PROOF)

FOR
OFFICIAL
USE

SUPPLIER'S

AUTHORISED SIGNATORY WITH SEAL

REVIEWING
OFFICER**For BHEL use only: -**

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

Sr. No. 2.1, 2.2, 2.3, carry one mark each for complete answers

ORGANISATIONAL INFORMATION						
3.0	FINANCIAL INFORMATION	Year 1	Year 2	Year 3	Year 4	For Official use
(In ascending order, in Lakhs of Rs.)						
3.1	NET WORTH (share capital +Reserves)					
	Growth over previous year (%)	-----				
3.2	LONG TERM DEBT / LOAN					
3.3	DEBT EQUITY RATIO					
	Long term Debt (3.2) Net worth (3.1)					
3.3	INVESTMENT IN: Land & Building					
	Plant & Machinery					
	Other Fixed Assets					
3.4	NET CURRENT ASSETS					
	a) Cash on hand					
	b) Account receivable					
	c) Inventories					
	Total					
	CURRENT LIABILITY					
	a) Sundry creditors					
	b) Interest accrued but not due					
	c) Credit balance in sundry debtors					
	d) Other liabilities					
Total						
3.5	SALES					
	Growth previous year (%)					
3.6	PROFIT BEFORE TAX					
	Growth previous year (%)	-----				
3.7	PROFIT AFTER TAX					
	Growth previous year (%)	-----				
3.8	Whether the supplier has been referred to BIFR. (If so enclose details)					
3.9	Whether the supplier is potential sick company.(If so enclose details)					
3.10	WAGE SETTLEMENT DUE ON (date:)					
Copies of annual accounts (Balance sheet) <u>for last four years</u> along with audit report to be submitted. <u>The details recorded above from the Balance sheet shall be highlighted in the Balance sheet. (Mandatory requirement)</u>						
SUPPLIER'S AUTHORISED SIGNATORY WITH SEAL					Reviewing Officer	
For BHEL use only :- Score: Total/ Out of possible = ____/34=) ____% Sr. No. 3.1 to Sr. No. 3.10 carry one mark each for completed answer and Balance 24 marks (maximum) are allotted as per Sr. No. 1 to 6 of Score Sheet <u>Note: All the columns are required to be filled up. Each entry carries a mark. In case of details not filled up marks will not be awarded which may lead to rejection of application.</u>						

**ORGANISATIONAL INFORMATION****4.0 REGISTRATION PARTICULARS:****4.1 INCOME TAX**

PERMANENT ACCOUNT NO. :
(ATTACH COPY OF CERTIFICATE)

4.2 CENTRAL SALES TAX /VAT

REGISTRATION NUMBER :
(ATTACH COPY OF CERTIFICATE)

4.3 STATE SALES TAX / VAT

REGISTRATION NUMBER :
(ATTACH COPY OF CERTIFICATE)

4.4 EXCISE DUTY

REGISTRATION NUMBER :
(ATTACH COPY OF CERTIFICATE)

4.5 ECC CODE :

(ATTACH COPY OF CERTIFICATE)

4.6 CREDIT RATING BY APPROVED

AGENCIES, IF ANY

4.7 ENTREPRENURE'S MEMORANDUM NO. :

(ATTACH COPY OF CERT. ISSUED
BY DISTRICT INDUSTRIES CENTRE)

FOR
OFFICIAL
USE

SUPPLIER'S
AUTHORISED SIGNATORY WITH SEAL

REVIEWING
OFFICER

For BHEL use only: -

Score: Total/ Out of possible = / 7 = %

Sr. No. 4.1 to 4.7 - carry one mark each for complete answer.

**ORGANISATIONAL INFORMATION****5.0 Organsational INFORMATION:**

5.1 Name of Chief Executive/Proprietor/Partner & address:

5.2 Official to be contacted for clarification:

Name

Designation

Address

Telephone no.

5.2.1 FAX no. ***

5.2.2. EMAIL: ***

5.3 Total Organisational Strength:

(ATTACH ORGANISATION CHART) ***

FOR OFFICIAL
USE

		GRADUATES	DIPLOMA	SKILLED	UN-SKILLED
ADMINISTRATION & COMMERCIAL					
MANUFACTURING					
QUALITY	GENERAL *				
	NDT **				
MAINTENANCE					
SHOP MANAGEMENT					
OTHERS					
TOTAL					
5.4 Number of Sub-Contractors		NUMBER	SUPERVISOR	SKILLED	UN SKILLED
5.4.1 General Fabrication					
5.4.2 Auto Weld					
5.4.3 Column					
5.4.4 Duct					

REVIEWING
OFFICERSUPPLIER'S
AUTHORISED SIGNATORY WITH SEAL

* Qualification of Personnel as per AWS/ASNT/ISNT.

** Level-II/MPI/LPI Testing Personnel

*** Mandatory requirement.

All columns are to be necessarily filled up. Otherwise, no marks can be given.**For BHEL use only: -**

Score: Total / Out of possible = / 16 = %

Sr. No. 5.1 to 5.4.4 carry one marks each for complete answer.

**ORGANISATIONAL INFORMATION**

5.4 (A) CONNECTED LOAD TO EB..... HP

(B): STANDBY ARRANGEMENT FOR POWER:
(GIVE DETAILS) DIESEL / GENERATOR
WITH CAPACITY

FOR
OFFICIAL
USE

SUPPLIER'S
AUTHORISED SIGNATORY WITH SEAL

REVIEWING
OFFICER**For BHEL use only :-**

Score: Total/ Out of possible = / 5 = %

Sr. No. 5.4 (A) & (B) carry one mark each for completed answer and
Balance 3 marks (maximum) are allotted as per Sr. No. 7 of Score Sheet

**ORGANISATIONAL INFORMATION****6.0 PRODUCTS / FABRICATION FOR WHICH REGISTRATION IS APPLIED FOR:**FOR OFFICIAL
USE

SL.NO.	DESCRIPTION	Sparable monthly Capacity to BHEL in MT	Lead time In WEEKS	Remarks
01)	Structural Fabrication			
02)	Auto Welded* Beams & Boxes			
03)	Column & * Fabrication and Assembly			
04)	Duct *fabrication and assembly			
05)	Blasting facility			

6.1 List of present customer with name & address for similar work for which registration is being sought and with whom you have continuous business and delivered 300 MT (min) per month (Attach documentary evidence). (Mandatory requirement)

Details of POs and performance report issued by Customer to be enclosed.

* More Capacity for these schedules is required.

SUPPLIER'S
AUTHORISED SIGNATORY WITH SEAL

REVIEWING
OFFICER

For BHEL use only :-

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

Sr. NO. 6.0 & 6.1 carry one mark each for completed answer

Balance 4 maximum as per Sr. No. 8 of Score Sheet.



ORGANISATIONAL INFORMATION

7.0 LIST OF MANUFACTURING & HANDLING FACILITIES:**(A) STRUCUTRAL & AUTOWELD** ----- SPARABLE MONTHLY TONNAGE..... MTFOR
OFFICIAL
USE

SL. NO.	DESCRIPTION & SPECIFICATION OF MACHINE & ITS MAKE	AREA / SIZE & CAPACITY		REMARKS
		MIN REQD	NO. INSTALLED	
01	AUTO WELDING M/C	2 NOs		
	(A) CAPACITY	800 AMPS		
	(B) MAKE / SUPPLIER			
	© YEAR			
02	HYDRAULIC WARPAGE REMOVAL MACHINE	1 NO.		
03(a)	FLUX BAKING OVEN	2 NOS.		
	MAKE			
(b)	ELECTODE OVEN			
	MAKE			
04	OPEN AREA	2 ACRES		
05	COVERED SHED (LENGTH & BREADTH)	12 M X 14 M		
06	POWER	100 HP		
07	CRANES: MOBILE / OVERHEAD			
	(A) CAPACITY	20 TON		
	(B) TYPE			
	© SPAN	10 MTR.		
08	OPEN AREA: (TRACKLENGTH)	20 MTR		
09	GRINDING M/C	4 NOS.		
10	GAS CUTTING M/C	2 NOS.		
11	WELDING M/C-350 Amps Inverters	5 NOS.		
12	DRILLING /ETC.	2 NOS.		
13	PRE HEATING / POST HEATING EQUIPT- 10Mtr Pre-heating Burner.	1 NO.		
	(A) TYPE			
	(B) MAKE			
14	LEVEL II / MPI / LPI TESTING PERSONNEL	1 NO.		
15	MPI UNIT	1 NO.		
16	LPI KIT	1 SET		
1	IT FACILITY	2 PCs with E-Mail connectivity		
SUPLIER'S AUTHORISED SIGNATORY (WITH SEAL) <div> For BHEL use only:- Score: Total / Out of possible = / 20 = % Sl. No. 7.0 carry one mark for complete answer. Balance 3 marks maximum as per Sl. No. 9 of Score Sheet </div>				

REVIEWING
OFFICER

ORGANISATIONAL INFORMATION

8.0 LIST OF MANUFACTURING & HANDLING FACILITIES:

(B) COLUMNS----- SPARABLE MONTHLY TONNAGE...MT

FOR
OFFICIAL
USE

SL N O.	DESCRIPTION & SPECIFICATION OF MACHINE & ITS MAKE	AREA / SIZE & CAPACITY MIN REQD	REMARKS NO. INSTA LLED
01	AUTO WELDING M/C (A) CAPACITY (B) MAKE / SUPPLIER © YEAR	2 NOs. 800 AMPS	
02	HYDRAULIC WARPAGE REMOVAL MACHINE	1 NO.	
03	MOBILE END MILLING MACHINE	1 NO.	
04	FLUX BAKING OVEN WITHCALIBRATION MAKE	2 NOS.	
05	COVERED SHED (LENGTH & BREADTH)	12 M X 14 M	
06	POWER CRANES: MOBILE / OVERHEAD	100 HP	
07	(A) CAPACITY (B) TYPE © SPAN	25 MT 10 MTR.	
08	OPENAREAforTrialAssemby (TRACKLENGTH) Pedestals / Roller Sets	85 MTR 14	
09	GRINDING M/C	4 NOS.	
10	GAS CUTTING M/C	2 NO.	
11	WELDING M/C	4 NOS.	
12	DRILLING /ETC.	2 NO.	
13	PRE HEATING / POST HEATING EQUIP (A) TYPE (B) MAKE	1 NO.	
14	LEVEL II / MPI / LPI TESTING PERSONNEL	1 NO.	
15	MPI UNIT	1 NO.	
16	LPI KIT	1 SET	
17	IT FACILITY	2 PCs with E-mail Connectivity	

REVIEWING
OFFICER

SUPPLIER'S AUTHORISED SIGNATORY (WITH SEAL)

For BHEL use only:-

Score:

Total / Out of possible = / 17 = %

Sl. No. 8.0 carry one mark for complete answer.

Balance 3 marks maximum as per Sl. No. 9 of Score Sheet

**ORGANISATIONAL INFORMATION**

9.0 LIST OF MANUFACTURING & HANDLING FACILITIES: (C) <u>DUCTS</u> ----- SPARABLE MONTHLY TONNAGE.....MT					FOR OFFICIAL USE
SL. NO.	DESCRIPTION & SPECIFICATION OF MACHINE & ITS MAKE	AREA / SIZE & CAPACITY		REMARKS	
		MIN REQD	NO. INSTALLED		
01	(A) A FRAME	10 MT			
	(B) LIFTING TACKLES	10 MT			
	© CRANES: MOBILE	10MT			
02	OPEN AREA (In Acres)*	2 ACRE			
03	POWER	100 HP			
04	GRINDING M/C	2 NOS.			
05	GAS CUTTING M/C	1 NO.			
06	PLATE ROLLING & BENDING M/C	1 NO.			
	A) Maximum Plate Thickness	7 mm.			
07	WELDING M/C- 350Amps Inverters	4 NOS.			
08	DRILLING M/C	1 NO.			
09	LPIKIT	1 SET			
10	IT FACILITY	1 PC with E-Mail connectivity			
<p><i>* Some of the Ducts require 15Mtr Length and 8 Mtr Height for Assembly with Appropriate handing facility.</i></p> <p>SUPPLIER'S AUTHORISED SIGNATORY WITH SEAL</p>					REVIEWING OFFICER
<p>For BHEL use only:- Score: Total / Out of possible = / 10 = % Sl. No. 9.0 carries one mark for complete answer. Balance 3 marks maximum as per Sl. No. 9 of Score Sheet</p>					

**ORGANISATIONAL INFORMATION****10.0. LIST OF MEASURING FACILITIES, TESTING EQUIPMENT AND INSPECTION FACILITIES.**FOR
OFFICIAL
USE

SL. NO	DESCRIPTION EQUIPMENT	SIZE, RANGE CAPACITY ACCURACY	MODEL / MAKE	LAST DATE OF CALIBRATION	QTY
01	MEASURING TAPE				
02	STRAIGHT EDGE				
03	VERNIER CALIPERSE				
04	FILLET GAUGES				
05	NDE KITS (MPI / LPI)				
06	THERMAL CHALKS				
07	HEAT TREATMENT RECORDER				
08	TAPER GAUGE				
09	DIGITAL D-METRE				
10	PAINT COAT METRE				
SUPPLIER'S AUTHORISED SIGNATORY WITH SEAL					

REVIEWING
OFFICERS

All columns have to be necessarily be filled up. (Otherwise no marks can be given).

For BHEL use only: -

Score:

Total/ Out of possible = / 10 = %

Sr. No. 10.0 (01 to 10) carry one mark for complete answer

Balance 3 marks maximum as per Sr. No. 10 of Score Sheet

**ORGANISATIONAL INFORMATION****11.0 OTHER PARTICULARS:**

11.1 IF THE COMPANY IS ALREADY IN BUSINESS WITH ANY OF
BHEL UNITS, GIVE :

11.1.1 BHEL UNIT'S NAME :

11.1.2 REGISTRATION NO. :

11.1.3 ITEMS FOR WHICH REGISTERED & THEIR SPEC.

(Attach at least copies of 3 Pos. executed successfully with inspection
release note is essential) *

11.2 IS THE COMPANY APPROVED BY NTPC / NPC /
EIL / DGS&D / RAILWAYS / IBR / LLOYDS ETC.
(ATTACH DOCUMENTARY EVIDENCE) *

11.2.1 IS THE COMPANY AN ISO 9000 APPROVED
(ENCLOSE CERTIFICATE) *

11.2.2 IS THE COMPANY AN ISO 14000 APPROVED
(ENCLOSE CERTIFICATE) *

11.3 TECHNICAL COLLABORATION:
(FOREIGN OR INDIGENOUS) (ENCLOSE PROOF)
(ATTACH DOCUMENTARY EVIDENCE) *

11.4 FUTURE PLANS OF EXPANSION :
(GIVE DETAILS)

11.5 NAME & ADDRESS OF CONCERN(S) HAVING SUBSTANTIAL
INTEREST IN (NAME OF THE OTHER COMPANY)
(COMMON DIRECTOR, PARTNER, OWNER ETC.)

FOR
OFFICIAL
USE

REVIEWING
OFFICERS

SUPPLIER'S

AUTHORISED SIGNATORY WITH SEAL

* MANDATORY REQUIREMENT

For BHEL use only :-

Score: total /out of possible = / 10 = %

Sr. No. 11 (11.1 to 11.5) carry one mark each for complete answer

Balance 3 mark (maximum) as per Sr. No. 11 of Score Sheet



OSOSTR01REV.00

ORGANISATIONAL INFORMATION

12.0 DIRECTORS/PARTNERS, IF RELATED TO ANY BHEL EMPLOYEE.

NAME :

STAFF NO. :

DESIGNATION :

DEPARTMENT :

RELATIONSHIP :

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

NAME :

STAFF NO. :

DESIGNATION :

DEPARTMENT :

DATE OF LEAVING SERVICE:

12.2 COMPANY'S WEEKLY HOLIDAYS : WORKS OFFICE

12.3 LIST OF ENCLOSURES :

REVIEWING
OFFICERSSUPPLIER'S
AUTHORISED SIGNATORY WITH SEAL**For BHEL use only :-**

Score:

Total/ Out of possible = / 4 = %

Sr. No. 12 (12.0 to 12.3) carry one mark each for complete answer



OSOSTR01REV.00

ORGANISATIONAL INFORMATION

13.0 I / WE give the undertaking that BHEL drawings & Specifications shall not be used in any way detrimental to the Interest of BHEL and / or for supply any material, product or Services directly or indirectly to any other customers.

FOR OFFICIAL
USE

REVIEWING
OFFICERS

SUPPLIER'S
AUTHORISED SIGNATORY WITH SEAL

**ORGANISATIONAL INFORMATION****14. PERCEPTION OF SUPPLIER'S CHIEF EXECUTIVE ABOUT BHEL.**

- 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 this 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.

FOR
OFFICIAL
USE

SIGNATURE OF CHIEF EXECUTIVE WITH SEAL

REVIEWING
OFFICERS

 OSQSTR01 REV00	BHEL, TIRUCHIRAPPALLI - 620 014 OUTSOURCING DEVELOPMENT SUPPLIER REGISTRATION FORM (INDIGENOUS SUPPLIER)	PHONE: 2574629 FAX : 2520517 Email: vsridharan@bheltry.co.in
---	--	---

Assessment Criteria for Quality system

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

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

0 -- for non- compliance.

1 -- where the system in question exists in a rudimentary stage.

2 -- where the system in question exists with minimal discrepancies.

3 -- where the system in question is in a mature stage (i.e. meets all requirements)

Each question is to be evaluated on three separate aspects, namely: the written procedure, the system-in-effect and adequate record keeping.

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

**I. INCOMING MATERIAL CONTROL :**

	Procedure 0-3	System in Effect 0-3	Records 0-3	Remarks
1. A formalized supplier rating, evaluation, certification programme has been established wherein quality performance is one of the Criteria.				
2. * Incoming shipment is verified prior to storage Or use.				
Total out of a possible = / 18 = _____ %				

II. PROCESS CONTROL :

	Procedure 0-3	System in Effect 0-3	Records 0-3	Remarks
1. *Work instructions are documented, updated & Followed by workers.				
2. *Required tools, jigs, fixtures ETC. 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 & records kept.				
6. Material identification and acceptance status is maintained throughout the manufacturing process & during storage.				
7. *Availability of updated drawings / Specification at workplace				
8. *Preservation, Painting & Packing procedure exists				
Total / out of a possible = / 72 = %				

III. CONTROL OF NON-CONFORMANCE

	Procedure 0-3	System in Effect 0-3	Records 0-3	Remarks
1. * Record of Rework/ Rectification is kept.				
2. System of review and analysis of repeated failures and their prevention in future.				
Total / out of a possible = / 18 = %				

**IV. CONTROL OF MEASURING AND MONITORING DEVICES**

	Procedure 0-3	System Effect 0-3	in Records 0-3	Remarks
1. System of calibration of Gauges, Measuring Tape, Fixtures & instruments ETC.exists				
2. Master Gauges/Standards are traceable to recognized national standards.				
Total / out of possible = / 18 = %				

V. CUSTOMER-SUPPLIER COMMUNICATION :

	Procedure 0-3	System in Effect 0-3	Records 0-3	Remarks
1. Supplier is conversant with various engineering standards (IS, BS, ASME etc.)				
2. Supplier is capable of understanding BHEL's:				
(A) Purchase Specifications				
(B) Drawing / Design Practices 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				
© Test Certificate				
(D) Inspection Data				
7. Organization of after sales service and Response time for attending complaints.				
Total / out of a possible = / 108 = %				

**VI. CONFORMANCE TO SAFETY REQUIREMENTS:**

	Procedure 0-3	System in Effect 0-3	Records 0-3	Remarks
1. Adequate safety precautions are being taken in Plant.				
2. * Provision of adequate safety of Customer's inspection staff during inspection by customer's representative				
Total / out of a possible = / 18 = _____ %				

VII. CUSTOMER SATISFACTION:

	Procedure 0-3	System in Effect 0-3	Records 0-3	Remarks
1. Determination of satisfaction in place through direct measures through surveys / focus groups.				
2. Determination of satisfaction through indirect measures"				
2.1 Response time is measured and target set for implementation				
2.2 Resolution time is measured and target set for improvement				
2.3 Percentage of on-time delivery and target set for improvement.				
2.4 Percentage reduction in Customer complaints and target set for improvement				
Total / out of a possible = / 45 = _____ %				

 OSTCTR01 REV00	BHEL, TIRUCHIRAPPALLI - 620 014 OUTSOURCING DEPARTMENT SUPPLIER REGISTRATION FORM (INDIGENOUS SUPPLIER)	PHONE: 2574229 FAX : 2520517 Email: vsridharan@bheltrv.co.in
--	---	---

TECHNICAL COMPETENCE FORM

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 process capability to achieve the product specification / dimensional requirement	
4 Supplier has experienced man-power to carry out the job	
TOTAL / OUT OF A POSSIBLE / 12 = _____%	

Here:

Score of 0 indicates " No capability"

Score of 1 indicates, " Requires continuous technical support of BHEL during Execution of job"

Score of 2 indicates " Occasional technical support from BHEL"

Score of 3 indicates, " Can handle BHEL's job without any technical Assistance. "

ENCLOSURE:

PLEASE READ THIS INSTRUCTIONS CAREFULLY BEFORE FILLING REGISTRATION FORM.
Improper filling or incomplete forms may lead to rejection of your registration form.

FILLING INSTRUCTIONS AND CHECKLIST FOR ENCLOSURES
(INDIGENOUS SUPPLIERS)

Wherever information regarding financial details or registration number details asked, please fill up the details in the form. Do not write 'COPY ATTACHED' or 'REFER ANNEXURE'.

Do not leave any clause as blank. Indicate 'YES', 'NO' or 'NOT APPLICABLE'.

Attach copy of applicable documents for clause 2.1

Page number 03 of 15 to be filled completely and attach copy of last **FOUR years audited balance sheets**.

Fill up and attach copy of Income Tax PAN card with latest income tax clearance certificate. (Clause 4.1)

Fill up and attach copy of CST registration certificate. (Clause 4.2)

Fill up and attach copy of State sales tax registration certificate / TIN Certificate (clause 4.3)

Fill up and attach copy of Central excise registration certificate (clause 4.4)

Fill up and attach copy of ECC code certificate (clause 4.5)

Fill up and attach copy of NSSI registration Certificate, if applicable (clause 4.6).

Fill up and attach copy of SSI registration Certificate, if applicable (clause 4.7).

Fill up and attach copy of Organisation chart (clause 5.3)

(All columns to be filled up for clause 5.3)

Attach copy of document proof for clause 6.1.

Clause 11.1 (If applicable) Fill up and attach copies of registration certificates of other BHEL units. Attach at least 3 copies of POs executed successfully with copies of release notes.

Clause 11.2 Fill up and attach documentary proof (If applicable)

Clause 11.2.1 Fill up and attach copy of ISO 9000 certificate with current validity (If applicable)

Clause 11.2.2 Fill up and attach copy of ISO 14000 certificate (If applicable)

Clause 11.3 Fill up and attach documentary evidence for foreign/Indigenous collaboration (if applicable)

Filing instruction for Quality System forms / TECHNICAL COMPETENCE FORM

Format No. OSQSTR01 (Pages 01-05) and Format No. OSTCTR01 (Page 01)

The detailed filling instruction is given in **Page 01** of 04 of format **OSQSTR01**. Hence **read this page carefully before filling the forms**. Columns in Pages 02,03 and 04 of format OSQSTR01 and Page 01 of format OSTCTR01 to be filled **NUMERICALLY (0 to 3)** as applicable as per instruction given in Page 01 of OSQSTR01. **Do not leave any column blank.**

For any clarification regarding filling up of the registration form you may contact over e-mail.

V.SRIDHARAN
SR. DEPUTY GENERAL MANAGER
OUT SOURCING

Phone: 0431-2574229

Fax: 0431-2520517

Email: vsridharan@bheltry.co.in