

Format for Credentials Submission

CUSTOMER/ BHEL LOGO	VENDOR CREDENTIALS SUMMARY SHEET (TO BE FILLED BY BIDDER AND SUBMITTED WITH BID)
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i.	Item/Scope	
ii.	Address of the registered office	Details of Contact Person (Name, Designation, Mobile, Email)
iii.	Name and Address of the proposed vendor's works where item is being manufactured	Details of Contact Person: (Name, Designation, Mobile, Email)
iv.	Annual Production Capacity for proposed item	
v.	Annual production for last 3 years for proposed item	
vi.	Details of proposed works	
1.	Year of establishment	Page No.
2.	Factory Registration Certificate	Details attached at Annexure – F2.1
3.	Overall organization Chart with Manpower Details (Design/Manufacturing/Quality etc.)	Details attached at Annexure – F2.2
4.	After sales service set up in India, in case of foreign sub-vendor(Location, Contact Person, Contact details etc.)	Applicable / Not applicable Details attached at Annexure – F2.3
5.	Sources of Raw Material/Major Bought Out Item	Details attached at Annexure – F2.4
6.	Quality Control exercised during receipt of raw material/BOI, in-process, Final Testing, packing	Details attached at Annexure – F2.5
7.	Manufacturing facilities (List of machines, special process facilities, material handling etc.)	Details attached at Annexure – F2.6
8.	Testing facilities (List of testing equipment)	Details attached at Annexure – F2.7
9.	Supply reference list including recent supplies (Preferably of reputed, well known clients to whom the vendor has	Reputed client name (s).....

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supplied the material and are of quantum of item/scope at point (i) above)		Details attached at Annexure – F2.8 (as per format given below)			
Project/ package	Customer Name	Supplied Item (Type/Rating/Model /Capacity/Size etc)	PO ref no/date	Supplied Quantity	Date of Supply
10.	Product satisfactory performance feedback letter/certificates/End User Feedback		Attached at annexure - F2.9		
11.	Average annual turnover for last three years with documentary proof.				
12.	Summary of Type Test Report (Type Test Details, Report No, Agency, Date of testing) for the proposed product (similar or higher rating) Note: - Reports need not to be submitted		Applicable / Not applicable Details attached at Annexure – F2.10 (if applicable)		
13.	Copy of ISO 9001 certificate (if available)		Attached at Annexure – F2.11		
14.	Product technical catalogues for proposed item (if available)		Details attached at Annexure – F2.12		
Name		Desig		Sign:	Date
					:

Company's Seal/Stamp: -

