

Karuna Kaushik

From: Indra Pal Singh <indra.pal.singh@bhel.in>
Sent: Friday, July 23, 2021 10:58 AM
To: 'Md Mazhar Wahab'; 'Amit Meena'; 'Karuna Kaushik '; dheerajsingh@bhel.in; 'सुमन्त कुमार'; 'Naina Singh(Sr Manager/PGII/PS-PEM)'; shahwazahmed@bhel.in
Cc: 'BANSHI BEDI'; 'B K Singh'; 'Rajeev Tivari(Addl GM/PGIII/PS-PEM)'
Subject: FW: Format for asking vendor credentials for non-NTPC projects and covering letter for sending request additional vendor approval
Attachments: format for vendor credentials.docx; Cover Sheet Vendor approval.doc

Please find format for getting credentials of vendors requiring customer approval (Non-NTPC project/ where no customer format is available) as well as cover sheet for sending vendor approval request. Being released for use on immediate basis. DEs are requested for sending to all the vendors requiring customer approval, immediately after P1.

Regards,

(I.P.SINGH)

From: Indra Pal Singh [mailto:indra.pal.singh@bhel.in]
Sent: 21 July 2021 10:57
To: 'sumitagrwal@bhel.in' <sumitagrwal@bhel.in>
Cc: 'Niyati Aggarwal' <niyati@bhel.in>; 'swapnilkumar@bhel.in' <swapnilkumar@bhel.in>; 'BANSHI BEDI' <blbedi@bhel.in>; 'rtivari@bhel.in' <rtivari@bhel.in>; 'B K Singh' <singh.bk@bhel.in>
Subject: Format for asking vendor credentials for non-NTPC projects and covering letter for sending request additional vendor approval

Dear Sumit;

As discussed. For review pl.

Regards,

(I.P.SINGH)

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				
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 supplied the material and are of quantum of item/scope at point (i) above)	Reputed client name (s)..... 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

CUSTOMER/ BHEL LOGO	VENDOR CREDENTIALS SUMMARY SHEET (TO BE FILLED BY BIDDER AND SUBMITTED WITH BID)
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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:-