

BHARAT HEAVY ELECTRICALS LIMITED (A Government of India Undertaking) பாரதமிருகின் நிறுவனம் BOILER AUXILIARIES PLANT, Indira Gandhi Industrial Complex, RANIPET- 632 406 (Tamil Nadu)		Ph: 04172-284030, 284323,241170,284158 Email: rvr@bhelrpt.co.in mkmoorthy@bhelrpt.co.in	
Tender NO: 664117E		Dt.17/07/2015	
Annexure-A (To be put in Cover I)			
BASIC DETAILS			
S.No	Description - Details to be Filled by the Vendor		
1	<u>Name of the Vendor with Office Address</u>		
2	<u>Address for Communication</u>		
3	<u>Contacts with Designation</u>		
	1.Name:	Mobile Number:	
	2.Name:	Mobile Number:	
	E-Mail ID :		
4	Distance of the vendor works from BHEL Ranipet in Kilometers		
5	Vendor Registration Status with BHEL Ranipet (Mark ✓)	New Firm	Already Registered
6	Indicate Vendor Code -If your Firm is already registered in Outsourcing Department, BHEL, Ranipet or Indicate as NEW -If your Firm is New and not registered in Outsourcing Department, BHEL, Ranipet		
7	Whether your firm falls under NSIC / MSME	YES / NO	
8	Have you enclosed the relevant documents as proof for MSME	YES / NO	
9	PAN Number		
10	Eligibility Criteria confirmation Format as per Annexure-B	YES / NO	
11	Signed in Technical Bid (Annexure-C)	YES / NO	
12	Signed in Standard Commercial Terms & Conditions format given as Annexure-E	YES / NO	
13	Manufacturing Facilities Available with Firm as per format given in Annexure-F	YES / NO	
14	Scope of operations confirmation as per Annexure-H	YES / NO	
15	Affidavit in Stamp Paper value Rs.100 as per Annexure-I	YES / NO	
16	Vendor Registration Form given as Annexure-K along with all necessary documents (For New Firm)	YES / NO	
17	Experience - Documentary proof for having experience .	YES / NO	
We have gone through all the terms and conditions of the tender and fully understood all the technical and commercial requirements and quoted for the tender without taking any deviation.			
Signature of Authorized person with seal			



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Tender NO: 664117E

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Annexure-B (To be put in Cover-I)

	ELIGIBILITY CRITERIA - MANDATORY REQUIREMENT (If the vendor is not meeting the following requirement, their offer is liable for rejection)		
Sl.No	Criteria	Vendor Confirmation & Remarks	
1	Eligibility for Machinery Requirement		
1a	Vertical Turning Lathe (VTL): (For Enq Sl no: 1 to 4 - Impeller Hub). Indicate Number of Machines available with table size.		
	Table with diameter 1.2 m and above.	YES / NO	
	Maximum weight of job loaded on table: 2 Tons.	YES / NO	
	Accuracy of machining:0.02 mm	YES / NO	
1b	Horizontal Boring Machine: (For Enq Sl no: 1 to 5 - Impeller Hub & Support Body). Indicate Number of Machines available with spindle size.		
	CNC machine with integrated CNC controlled rotary table.	YES / NO	
	Table size 1.2 m and above (Round/Square)	YES / NO	
	Maximum weight of job loaded on table : 2 Tons	YES / NO	
	Table with indexing accuracy 6 Seconds for Enq Sl.No 01 to 04 Impeller Hub	YES / NO	
	Table with indexing accuracy 1 Second for Enq Sl.No 05 Support Body alone	YES / NO	
	Spindle dia 100 mm	YES / NO	
	Auto tool changer (ATC) (preferable)	YES / NO	
	Accuracy of machining: 0.02 mm for Enq Sl.No 01 to 04 Impeller Hub	YES / NO	
	Accuracy of machining: 0.01 mm for Enq Sl.No 05 Support Body alone	YES / NO	
	If table is more than 1.4 m dia, spindle support must be used.Confirm for availability of spindle support Radial Spindle	YES / NO	
1c	Drilling machine: (For Enq Sl no: 1 to 5 - Impeller Hub & Support Body) Indicate size and capacity	YES / NO	
	Table size 1.2 m and above (Round/Square).	YES / NO	



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ELIGIBILITY CRITERIA - MANDATORY REQUIREMENT (If the vendor is not meeting the following requirement, their offer is liable for rejection)			
Sl.No	Criteria	Vendor Confirmation & Remarks	
	CNC machine	YES / NO	
	Maximum Drill size ϕ 20 mm Maximum PCD 1130 mm	YES / NO	
2a	Vertical Turning Lathe (VTL): (For Enq Sl no: 6 to 8 - Bearing Housing Machining). Indicate Number of Machines available with table size.		
	VTL with Chuk dia 600 mm or above for Enq Sl.No 06	YES / NO	
	VTL with Height 1000 mm or above for Enq Sl.No 06	YES / NO	
	Maximum weight of job loaded on table: 300 Kgs .	YES / NO	
	VTL with Chuk dia 1000 mm or above for Enq Sl.No 07 & 08	YES / NO	
	VTL with Height 2000 mm or above for Enq Sl.No 07 & 08	YES / NO	
	Maximum weight of job loaded on table: 800 Kgs for Enq Sl.No 07.	YES / NO	
	Maximum weight of job loaded on table: 1800 Kgs for Enq Sl.No 08.	YES / NO	
2b	Horizontal Boring Machine: (For Enq Sl no: 6 to 8 - Bearing Housing). Indicate Number of Machines	YES / NO	
	Table size 800 mm and above (Round/Square) for Enq Sl.No 06	YES / NO	
	Maximum weight of job loaded on table : 300 Kgs for EnqSl.No 06	YES / NO	
	Table size 1500 mm and above (Round/Square) for Enq Sl.No 07 & 08	YES / NO	
	Maximum weight of job loaded on table : 800 Kgs for EnqSl.No 07	YES / NO	
	Maximum weight of job loaded on table : 1800 Kgs for EnqSl.No 08	YES / NO	
2c	CNC Horizontal boring machine for Enq Sl.No 9 to 11 (INDICATE NO OF MACHINE)	YES / NO	



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Annexure-B (To be put in Cover-I)

ELIGIBILITY CRITERIA - MANDATORY REQUIREMENT

(If the vendor is not meeting the following requirement, their offer is liable for rejection)

Sl.No	Criteria	Vendor Confirmation & Remarks	
	CNC Horizontal Bring Machine with Table size 800 mm and above (Round/Square) with angular drilling facility (tilting head or rotary table) for Enq Sl.No 09	YES / NO	
	Maximum weight of job loaded on table : 300 Kgs for EnqSl.No 09	YES / NO	
	Horizontal Bring Machine with Table size 1500 mm and above (Round/Square) with angular drilling facility (tilting head or rotary table) for Enq Sl.No 10 &11	YES / NO	
	Maximum weight of job loaded on table : 800 Kgs for EnqSl.No 10	YES / NO	
	Maximum weight of job loaded on table : 1800 Kgs for EnqSl.No 11	YES / NO	



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Annexure-B (To be put in Cover-I)

ELIGIBILITY CRITERIA - MANDATORY REQUIREMENT

(If the vendor is not meeting the following requirement, their offer is liable for rejection)

Sl.No	Criteria	Vendor Confirmation & Remarks	
2	Tooling and Measuring instruments:		
	All the costs for tooling (Including special boring bars), Drill jigs, fixtures (if any required), Measuring instruments to be included in the quoted price. Co-axial gauges for checking the bores to be made by respective firms and calibrated by NABL approved Lab. Necessary consultations for tooling, gauge and fixture designs will be given by BHEL, Ranipet.	YES / NO	
3	Distance Criteria		
	Indicate Road Distance of your Firm from BHEL Ranipet (Maximum eligible distance is 450 KM)		KM
4	Experience Criteria		
	Firms shall have minimum 2 years experience in last three years in manufacturing of products with similar accuracy machining. Attach PO/IR/DC/Invoice copy as proof.	YES / NO	
5	Transport:		
	The transport of Raw material and finished components is to BHEL Scope, BHEL, Ranipet will arrange for the same. Raw materials will be issued in lots (minimum 2 no's in each lot).	YES / NO	

We confirm for the machineries and other facilities specified above are available with us to manufacture the items given in the tender.

Vendor Signature and Seal



Bharat Heavy Electrical Limited
Outsourcing Department
Ranipet - 632406

ANNEXURE - E
STANDARD COMMERCIAL TERMS & CONDITIONS

[FORMAT TO BE SUBMITTED BY THE SUPPLIER ALONG WITH TECHNICAL BID IN COVER I]

Tender No.664117E

Dt.17.07.2015

Vendor Name with Code:

S No.	BHEL Standard Commercial Conditions
1	Terms of Delivery: Ex-Works Ex-Works means the charges for Manufacturing and it includes Packing. Freight charges are not included in the quoted prices. Freight for delivery of components to vendor works and return of finished components to BHEL, Ranipet is in BHEL Scope.
02	Delivery Period: 15 days for first item (includes time for tools and other accessories preparation) and subsequently 4 No's per month from the date of last material clearance. However actual delivery shall be fixed by BHEL for each PO on project requirement and product lead time.
03	Liquidated Damages: BHEL will levy penalty as Liquidated Damages (LD), for delay in delivery. The damages shall be at the rate of ½% per week or part thereof subject to a maximum of 10%. Delivery for purpose of L.D, will be reckoned as the date of clearance of the items for dispatch by BHEL. Supplier should quote a definite delivery period and any delay in delivery will attract penalty.
04	Terms of payment: Payment will be made within 45 days after receipt of valid invoices supported by full set of necessary documents at Finance in accordance for MSME vendors and for their vendors payment in 90 days.
05	Bank Guarantee: Bank Guarantee for the value of Rs.5.00 Lakh is to be submitted immediately after finalisation of the contract before release of orders in the form provided by BHEL. The list of BHEL consortium Bankers will be provided to the vendors.
06	Risk Purchase: Alternatively, the BHEL at his option will be entitled the contract and to manufacture elsewhere at the risk and cost of the seller either the whole of the goods or any part which the supplier has failed to deliver or dispatch within the time stipulated as aforesaid or if the same were not available, the best and the nearest available substitute therefor. The supplier shall be liable for any loss which the BHEL may sustain by reason of such risk purchases in addition to penalty at the rate mentioned in LD clause.
07	Price Validity: One Year from the date of release of order, however the validity date of the offer is 180 days from the date of tender opening for ordering.
08	Excise duty: Not applicable
09	Sales tax/VAT/Service Tax : Not Applicable

We agree for all the above commercial conditions without any deviation and also certify that there is no deviation in any of the Terms and conditions of this tender.

Vendor Signature with Firm's Seal



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Annexure-F

	Manufacturing Facilities Available with Firm and other General Information (Details to be filled by the Vendor)	Vendor Reference code
	General Information about Firm	
1	Name of Firm	
2	Place	
3	Office Room with facilities like Computer, Printer, Internet access etc..	
4	Bank Account Number and Name of the Bank	
5	Proprietor/Partnership/Limited company	
6	Name of Proprietor/Partners/Director with Age and Contact Number	
7	Educational & Technical qualifications of Proprietor/partners	
8	Educational & Technical qualifications of Supervisors	
9	Number of in house Quality Inspectors, Manpower details with Educational Details	
10	Availability of qualified NDT personnel	
11	ISO 9001 certification :	
12	Excise Duty /VAT Registration No/TNGST/CST No.:	
13	Electrical power availability (EB) in KW . Attach EB Service card copy	
14	Availability of approach road	
15	Availability of Fencing/Compound wall all around the Factory area	
	General Facilities available with Firm	

16	Welding Gen / Rect /transformer 400 A(Make)/ CO2 weld equipment : No of sets	
17	Manual Gas Cutting Set with blow pipe	
18	Electrode Baking Oven upto 300 degree c	
19	Thermal Flask 200 degree c	
20	Pedestal grinder : No of sets	
21	Angular grinding machines : No of sets	
22	Portable Drilling Machine (Min 25mm)	
23	Painting Facility Compressor with Gun	
24	Mobile crane either self owned or on hire basis (with Capacity)	
25	Availability of Paint Coating Thickness Measuring Guage	
26	Availability of alternate power source (Diesel /inverter) Indicate the capacity	
27	Concrete platform inside covered area in Sq.ft	
28	Hydraulic /mechanical press/ shearing machine (Indicate capacity in MT)	
29	Pug Cutting machine with Accessories : No of sets	
30	Pillar Drilling Machine with Size	
31	Radial Drilling Machine with size	
32	Press brake with capacity	
33	Plate Rolling machine capacity (width & thickness) in mm	
34	Measuring Instruments-Vernier calliper, Micrometer	
35	Availability of level bed (Flatness 1mm)	
36	Availability of straight edge	
37	Availability of bending machine width & thickness	
38	Availability of Section Rolling Facility with size	
39	Availability of shearing machine - Specify Width and Thicnkness	
40	Availability of power saw	
41	Availability of Lathe with size - Maximum Dia to be held and Length of Bed	
42	Availability of Milling Machine - Spindle size and Table size	
43	Availability of Grinding Machines - Surface Grinding, Cylindrical Grinding etc..	

44	Special Machines/Facilities if any other than specified above	
45	Compliance of Statutory requirements such as Insurance,ESI and PF facility for employees, Safety requirements, Non usage of Child Labour, License from Government Agency (Inspector of Factories) etc..	
I/We certify that the details furnished above is true and correct		
Signature of the Vendor with Firm Seal		

Annexure G
Certification for MSME

Certificate by Chartered Accountant on letter head

This is to Certify that M/S
(hereinafter referred to as 'company') having its registered office at
is registered under MSMED Act 2006, (Entrepreneur
Memorandum No (Part-II) dtd:.....,
Category: (Micro/Small)). (Copy enclosed).

Further verified from the Books of Accounts that the investment of the company as per the latest audited financial year as per MSMED Act 2006 is as follows:

1. **For Manufacturing Enterprises:** Investment in plant and machinery (i.e. original cost excluding land and building and the items specified by the Ministry of Small Scale Industries vide its notification No.S.O.1722(E) dated October 5, 2006 :
Rs.....Lacs
2. **For Service Enterprises:** Investment in equipment (original cost excluding land and building and furniture, fittings and other items not directly related to the service rendered or as may be notified under the MSMED Act, 2006:
Rs.....Lacs

(Strike off whichever is not applicable)

The above investment of Rs.....Lacs is within permissible limit of Rs.....Lacs forMicro / Small (Strike off which is not applicable) Category under MSMED Act 2006.

Or

The company has been graduated from its original category (Micro/ Small) (Strike off which is not applicable) and the date of graduation of such enterprise from its original category is (dd/mm/yyyy) which is within the period of 3 years from the date of graduation of such enterprise from its original category as notified vide S.O. No. 3322(E) dated 01.11.2013 published in the gazette notification dated 04.11.2013 by Ministry of MSME.

Date:

(Signature)

Name -

Membership number -

Seal of Chartered Accountant

DESCRIPTION: IMPELLER HUB ASSY (Enq Sl.No 01 to 04) .**I. Scope of operations for DRAWING NUMBER: 0-55-214-00867/04**

1). Fabricated Impeller hub assy (Stress Relieved & UT/MPI completed at our shop) will be given as per sketch
OP: SK: FAN: 0772 from Shop.

2). Complete Machining, including Drilling to be done as per drawing. (0-55-214-00867/04) except Keyway cutting and dynamic balancing.

- a). During VTL operations, all the dimensions are to be strictly maintained as per drawing details.
- b). During horizontal boring, more care to be taken to maintain drawing dimension.
- c). Maintain the dimension $\phi 62F8$, $\phi 88H10$, $\phi 100H8$, $\phi 114H9$, $\phi 125P6$ & $\phi 670m6$ strictly as per drawing.
- d). Back facing , Groove machining ,R0.1 & ;R2 are to be completed as per drawing. Non Dimensioned edges are to be chamfered by 1X45 deg.

3). Check all the 18 Bores using Co-axial gauge.

4). Run out & Face out should be within 0.04 as per drawing. Details.

II. Scope of operations for DRAWING NUMBER: 0-55-214-00921/04

1). Fabricated Impeller hub assy (Stress Relieved & UT/MPI completed at our shop) will be given as per sketch
OP: SK: FAN: 0916 from Shop.

2). Complete Machining, including Drilling to be done as per drawing.. (0-55-334-00921/04) except Keyway cutting and dynamic balancing.

- a). During VTL operations more care to be taken to maintain , all the drawing dimensions .
- b). During horizontal boring more care to be taken to maintain , all the drawing dimensions
- c). Maintain the dimension $\phi 825m6$, $\phi 62F8$, $\phi 88H10$, $\phi 100H8$, $\phi 114H9$, $\phi 142P6$, $\phi 145P6$, 36js9 & $\phi 12H12$ strictly as per drawing.
- d). Back facing , Groove machining ,R0.5,R2 & ;R1 are to be completed as per drawing. Non Dimensioned edges are to be chamfered by 1X45 deg.

3). Check all the 24 Bores using Co-axial gauge.

4). Run out & Face out should be within 0.04 as per drawing. Details.

III. Scope of operations for DRAWING NUMBER: 0-55-335-001287/01/00

1). Fabricated Impeller hub assy (Stress Relieved & UT/MPI completed at our shop) will be given as per sketch
OP: SK: FAN:1078 from Shop.

2). Complete Machining, including Drilling to be done as per drawing.. (0-55-335-01287/01) except Keyway cutting and dynamic balancing.

- a). During VTL operations more care to be taken to maintain , all the drawing dimensions .
- b). During horizontal boring more care to be taken to maintain , all the drawing dimensions .
- c). Maintain the dimension $\phi 62F8$, $\phi 88H10$, $\phi 120H8$, $\phi 134H9$, $\phi 145P6$, $\phi 785m6$ & $\phi 12H12$ strictly as per drawing.
- d). Back facing , Groove machining ,R0.8;R2 and R 1.2 are to be completed as per drawing. Non Dimensioned edges are to be chamfered by 1X45 deg.

- 3). Check all the 20 Bores using Co-axial gauge.
- 4). Runout & Face out should be within 0.04 as per drawing. Details.

IV. Scope of operations for DRAWING NUMBER: 0-55-216-01192/01/00

- 1). Fabricated Impeller hub assy (Stress Relieved & UT/MPI completed at our shop) will be given as per sketch **OP: SK: FAN:1067** from Shop.
- 2). Complete Machining, including Drilling to be done as per drawing.. (0-55-216-01192/01/00) except Keyway cutting and dynamic balancing.
 - a). During VTL operations, all the dimensions are to be strictly maintained as per drawing details.
 - b). During horizontal boring, more care to be taken to maintain drawing dimension.
 - c). Maintain the dimension $\varnothing 80F8$, $\varnothing 105H10$, $\varnothing 142H9$, $\varnothing 130H8$, $\varnothing 175P6$, $\varnothing 172P6$, $\varnothing 850m6$ & 45JS9 strictly as per drawing.
 - d). Back facing, Groove machining, R0.8; R2 and R 1.6 are to be completed as per drawing. Non Dimensioned edges are to be chamfered by 1X45 deg.

- 3). Check all the 16 Bores using Co-axial gauge.
- 4). Runout & Face out should be within 0.05 as per drawing. Details.

Note: Scope of Work applicable for all Impeller Hub Assy covered under Enq Sl.No 01 to 04

- 1). Note down all the specification details before taking for machining.
- 2). Transfer all specification details after machining.
- 3). Follow SQP:FAN360 for manufacturing guidelines & inspection stages.
- 4). Delivery: within 15 days from impeller hub assy collection.

DESCRIPTION: SUPPORT BODY. (Enq Sl.No 05)**V. SCOPE OF OPERATIONS DRAWING.NO: 1-55-335-00890/03**

- 1)..Support body will be given from shop in the following conditions.
 - (a). (VTL) Turning operations were completed as per drawing 1-55-335-00890/03.
 - (b). Horizontal Boring operations of all the 23 holes were completed as per the sketch,
OP:SK:FAN:0625 / 01
- 2).a) Complete Machining of the support body as per the drawing, including Drilling and Tapping. Strictly maintain the Tolerance for the dimensions given in the drawing.
b) Refer SQP:FAN 338 for manufacturing and inspection stage
- 3). Apply Rust Preventives.
- 4). Finished Component is to be handed over to the shop with proper identification.
- 5). Inspection Agency: BHEL. / QC.

DESCRIPTION: BEARING HOUSING . (Enq Sl.No 06,07 & 08)**VI. SCOPE OF OPERATIONS DRAWING.NO: 0-55-335-01269/01/00**

- 1) Bearing housing casting as per Drg 0 55 215 01256 with material code 920431860000 and material Specn ASTM A216 WCC shall be collected from Stores .
- 2) Complete machining as per Drawing except drilling and tapping
- 3) The dimensions Ø385K8 & Ø270H7 are to be maintained as per drawing

VII.SCOPE OF OPERATIONS DRAWING.NO: 0-55-227-01259/02/00

- 1). Bearing housing casting as per Drg 0 55 215 01254 with material code 920431850000 and material Specn ASTM A216 WCC shall be collected from Stores .
- 2) Complete machining as per Drawing except drilling and tapping
- 3) The dimensions Ø650k8 & Ø500H7 are to be maintained as per drawing

VIII.SCOPE OF OPERATIONS DRAWING.NO: 0-55-227-01297/02/00

- 1). Bearing housing casting as per Drg 1-55-227-01707 with material code 920431880000 and material Specn ASTM A216 WCC shall be collected from Stores .
- 2) Complete machining as per Drawing except drilling and tapping
- 3) The dimensions are to be maintained as per drawing

Note: Scope of Work applicable for all Impeller Hub Assy covered under Enq Sl.No 06 to 08

- 1) Refer drg notes also.
- 2) First piece is to be inspected before proceeding with further pieces
- 3) Followw SQP:FANS 340 for manufacturing and inspection stages
- 4) Finished components to be handed over to Shop

DESCRIPTION: BEARING HOUSING . (Enq Sl.No 09,10 & 11)

- 1) Machined Bearing Housing as per Drg 1) 0-55-335-01269,0-55-227-01259,0-55-227-01297 shall be collected from Shop
- 2) Complete Drilling and tapping as per Drawing
- 3) First piece is to be inspected before proceeding with further pieces
- 4) Finished components to be handed over to Shop

This is to Certify that we read and under stood the above scope of work and confirm that the required facilities are available with us to manufacture the items given in the tender. The rate quoted according to the scope of operations given in the tender.

Authorised Signatory with Seal

Enquiry No 664117E dt 17.07.2015-BHEL, Ranipet Out Sourcing
(NON-JUDICIAL STAMP PAPER VALUED Rs 100/-)

ANNEXURE – I

AFFIDAVIT

I/We M/sdo hereby undertake the following

01. We have not been put on hold, suspended, delisted, banned or black listed by any of the BHEL units
02. We have not been booked by CBI and/or indicted by a court of law in any criminal case relating to any manufacturing related activity during last 5 years.
03. If one or more partners/directors/proprietor of us DO HAVE a relation or relations employed in the capacity of an officer of BHEL. Furnish the following details.

Name:-

Staff.No:-

Designation:-

Department:-

04. All scope, Terms, conditions ,annexures ,technical/operational requirements of BHEL read understood, accepted with out any deviation and then submitted offer unconditionally .
05. In case it comes to notice of BHEL during the finalization of Tender/after placement of contract and while executing the contract that vendor has given incomplete ,false, incorrect, suppressed information & data, forged documents fake documents/ certificates ,fake certificated or any information prejudicial to BHEL's interest, BHEL will suspend the business with the vendor at any stage and the EMD/Bank Guarantee will be forfeited .
06. I/We undertake that the required Bank Guarantee will be submitted within 15 Days of finalization of the contract, else non submission of BG can be treated as "*not honoring his own offer or any of the condition* " stated/agreed in the tender and declared fit for taking penal action by BHEL as per "*suspension of Business dealings*" against me/us.
07. In the event of ordering I/We agreed to submit the following documents.
 - a) **Own land** - Document copy / **Lease Land** - Registered Lease Agreement and Encumbrance Certificate covering past 20 years for Own/Lease land.
 - b) **Documents for Partnership Firm** – i) Latest Form- A issued after 01.04.2014.ii) Partnership Deed Copy (AT WILL),
 - c) **Documents for Limited Firm (Private Firm)** – i) Latest resolution by Board of Directors. ii) Memorandum of Article of Association. iii) Company's Affidavit for existence, iv) Latest Annual Report. v) Directors Share details.

Signature of authorized person with Seal

ANNEXURE – J

AUTHORIZATION LETTER FOR PARTICIPATING TENDER OPENING
(ON BIDDER'S LETTER HEAD)

Ref: LDPP: ENQ:664117E

Dt:.....

We, M/s.....
(name of the Tenderer)

hereby authorize Mr / Ms.....
(Name of the representative)

to participate in the Tender opening at BHEL-Ranipet for **Tender No: 664117E** dt 17.07.2015

The representative's specimen signature is appended below & attested.

(Signature of the representative)

-/Signature of the representative is attested/-

(Signature of Authorized Person with Firm Seal)

	Annexure-VI <u>Guidelines to Contractors</u> <u>filling up the Registration Form</u>	Document No.	AA:MM:SR:01
		Revision No.	01
		Page No.	I of II

1. Registration Form may be obtained from BHEL website www.bhel.com.
2. Any clarification with respect to procedure for registration may be obtained from the Supplier Development Cell of respective BHEL unit/ Power sector Region.
3. The Contractor Registration Form has three sections:

Section-I: COMPANY PROFILE AND GENERAL INFORMATION

Section-II : RESOURCES OWNED BY THE COMPANY

Section-III : WORK EXPERIENCE

For each of the Work experience format filled up, the following needs to be attached:

- i) Self attested Copy of Work Order/Award letter and allied documents containing interalia (a) Brief Description of work, (b) Value of Contract (c) Time schedule
 - ii) Completion Certificates (Any one of the following):
 - a) Self attested copies of Work Completion Certificates issued by Owner or agency who has awarded the contract. BHEL reserves the right to verify the authenticity of the document from the originator. Hence kindly see that all contractual details are available in the completion certificates to lend easy verification if required.
 - b) Self attested copies of Protocol signed by Client and Owner, indicating the completion/achievement/execution of the Milestone achieved
 - c) Self attested copies of „Final Bill” verified by Client/Customer which indicates the Quantum of work not less than that specified in Basic QR
 - d) Documentary evidence issued by Owner/Client, indicating the progress of Work achieved not less than that specified in the Basic QR even if the total contract is not completed/closed
 - iii) Relevant documents for each „WORK EXPERIENCE” format being filled up are to be submitted.
4. 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.
 5. 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.
 6. Any information / clarification required by BHEL during evaluation must be given expeditiously.
 7. Please ensure that all required enclosures are attached with the filled up Supplier Registration Form and list of enclosures is given as required.
 8. Incomplete forms will be rejected.
 9. Please fill up the check- list given below and send along with the Supplier Registration Forms to BHEL.
 10. 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 inline with Annexure VIII (page 4 of 4).
 11. If you are attaching a document in a language other than English, a self attested English translated document may please be also attached.

	Annexure-VI Check List for Contractor Registration Form	Document No.	AA:MM:SR:01
		Revision No.	01
		Page No.	II of II

Sl.No.	Check-Point	Yes/No
1.	Information against all points under “Organizational Information “ has been given.	
2.	All enclosures and supporting documents have been enclosed.	
3.	Technical requirements, specifications, drawings ,standards have been received from BHEL before filling up Technical Competence.	
4.	All the parts of the form & enclosures have been signed by Authorised Signatory.	

Signature & seal

Date :

(Authorised Signatory)

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

BHARAT HEAVY ELECTRICALS LIMITED CONTRACTOR REGISTRATION FORM

SECTION-I: Company Profile & Organisational Information

1.1 GENERAL INFORMATION

Sl No	Detail/Particulars	Remarks by BHEL, if any
1.1.1	<u>Name of Company seeking Registration:-</u>	
1.1.1a	Work description/package for which registration is sought.	Package code to be given by BHEL
1.1.2	Date of Incorporation/Establishment :- (Please attach Certificate of Incorporation)	
1.1.3	<u>Registered Office Address:-</u> ➤ Tel No : ➤ Fax No : ➤ Email ID: ➤ Web site :	
1.1.4	<u>Head Office Address:-</u> ➤ Tel No : ➤ Fax No : ➤ Email ID: ➤ Web site :	
1.1.5	<u>Mailing Address:-</u> ➤ Tel No : ➤ Fax No : ➤ Email ID: ➤ Web site :	
1.1.6	<u>Officer to be contacted for clarification on CONTRACTOR Empanelment:-</u> Name & Address ➤ Tel No : ➤ Fax No : ➤ Email ID:	

BHARAT HEAVY ELECTRICALS LIMITED CONTRACTOR REGISTRATION FORM

SECTION-I: Company Profile & Organisational Information

		Remarks by BHEL, if any
1.1.7 i	<u>Branches:-</u> Address:- ➤ Contact Person: ➤ Tel No : ➤ Fax No : ➤ Email ID :	
ii	Address:- ➤ Contact Person: ➤ Tel No : ➤ Fax No : ➤ Email ID :	
iii	Address:- ➤ Contact Person: ➤ Tel No : ➤ Fax No : ➤ Email ID :	
1.1.8 i	<u>Sister Concerns if any:-</u> Address:- ➤ Contact Person: ➤ Tel No : ➤ Fax No : ➤ Email ID : ➤ Web site :	
ii	Address:- ➤ Contact Person: ➤ Tel No : ➤ Fax No : ➤ Email ID : ➤ Web site :	

BHARAT HEAVY ELECTRICALS LIMITED CONTRACTOR REGISTRATION FORM

SECTION-I: Company Profile & Organisational Information

1.2 OWNERSHIP INFORMATION

1.2.1	TYPE OF COMPANY (please tick "✓" any one applicable)	Documents to be submitted	Remarks by BHEL, if any
i	Govt of India Undertaking ☐		
ii	State Govt Undertaking ☐		
iii	Public Limited Company ☐	Memorandum and Articles of Association	
iv	Private Limited Company ☐	Memorandum and Articles of Association	
v	Co-operative Society ☐	Society Rules and Byelaws	
vi	Partnership Firm ☐	Partnership deed	
vii	Proprietorship ☐	Professional Tax Registration & Municipal Registration	
viii	Any Other (specify) ☐	Supporting docuemnts	

1.2.2	DIRECTOR/PARTNER/OWNER/PROPRIETOR INFORMATION	Position Held In Company	Remarks by BHEL, if any
i			
ii			
iii			
iv			

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

NAME :
STAFF NO. :
DESIGNATION :
Unit & DEPARTMENT :
RELATIONSHIP :

1.2.4 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 :

BHARAT HEAVY ELECTRICALS LIMITED

CONTRACTOR REGISTRATION FORM

SECTION-I: Company Profile & Organisational Information

1.3 REGISTRATION PARTICULARS

Sl No	Description (PLEASE INDICATE PARTICULARS IN THE SPACE PROVIDED FOR EACH)	Required for	Documents to be submitted	Remarks by BHEL, if any
a	INCOME TAX (PERMANENT AC NO):-	All categories	Copy of Certificate	
b	SERVICE TAX REGISTRATION	All Categories	Copy of Certificate	
c	Sales Tax VAT Registration Number and Date :			
	1	As applicable	Copy of Certificate	
	2.	As applicable	Copy of Certificate	
	3.	All categories	Copy of Certificate	
	4.	As applicable	Copy of Certificate	
	5.	As applicable	Copy of Certificate	
d	PF Registration	All categories	Copy of Certificate	
e	CPWD/Government Organisation	As applicable	Copy of Certificate	
f	Geological Survey Of India/Equivalent	For Geo Tech Investigationsetc	Copy of Certificate	
g	IBR	For Boiler and IBR Piping	Copy of Certificate	
h	Contractorship License for Electrical Works (from any State/Union Territory of India)	For Electrical Works	Copy of Certificate	

1.4	MANPOWER	Remarks by BHEL, if any
A	Organisation Strength (In number): (please submit Organisation Chart)	

B	List of Key Persons on rolls of the Company				
	Category	No of persons in the Company	Qualification	Total work experience	Remarks by BHEL, if any
i	Resident Managers/Resident Engineers				
ii	Site Engineers (Erection & Commissioning)				
iii	Site Engineers (Quality)				
iv	Site Safety Co-ordinators				
v	Site Supervisors				
vi	Skilled Workmen				
vii	Others				

BHARAT HEAVY ELECTRICALS LIMITED CONTRACTOR REGISTRATION FORM

SECTION-I: Company Profile & Organisational Information

1.5 OTHER PARTICULARS

A	Registration with BHEL and Other Firms	Registration/Empanelment Number	Registration/Empanelment valid upto	Document to be submitted	Remarks by BHEL, if any
i	BHEL/Northern Region			Documentary evidence	
ii	BHEL/Eastern Region			Documentary evidence	
iii	BHEL Southern Region			Documentary evidence	
iv	BHEL Western Region			Documentary evidence	
v	Electricity Boards			Documentary evidence	
vi	NTPC/other Public Sector/Private Sector			Documentary evidence	
vii	PWD/Railways			Documentary evidence	

B	BANKING DETAILS OF COMPANY		
	Information of Bank Account of Company	Document to be submitted	Remarks by BHEL, if any
	The following information of Bank Account of the Company, duly endorsed by the Bank (required for Electronic Fund Transfer – EFT/RTGS) is to be submitted - Name of the Company - Name of Bank - Name of Bank Branch - City/Place - Account Number - Account type - IFSC code of the Bank Branch - MICR Code of the Bank Branch - Details of other Bankers (for reference purpose only) NOTE : CONTRACTORS who have already submitted the above information are requested to submit a copy of the same	Information of Bank Account of the Company, duly endorsed by the Bank	

BHARAT HEAVY ELECTRICALS LIMITED CONTRACTOR REGISTRATION FORM

SECTION-I: Company Profile & Organisational Information

1.6	QUALITY SYSTEMS	Certificate Number and Valid upto	Document to be submitted	Remarks by BHEL, if any
A	Accreditation to ISO 9001		Copy of accreditation certificate OR Copy of 'Table of Contents' of 'Quality Manual'	
B	Accreditation to ISO 14000		Copy of accreditation certificate OR Copy of 'Table of Contents' of 'Quality Manual'	
C	Accreditation to OHSAS 18000		Copy of accreditation certificate OR Copy of 'Table of Contents' of 'Quality Manual'	
D	In House Quality Systems		Copy of quality manual .	

1.7 FINANCIAL INFORMATION FOR THE PREVIOUS THREE YEARS

Sl No	Financial Information	Financial Value in Rupees in Lakhs (Audited)		Remarks by BHEL, if any
		Year	Value in Rupees in lakhs	
i	NET WORTH (Latest) Paid up Share Capital# + Reserves			
ii	SALES/TURN OVER (Last three Financial Years)			
		Average		
iii	CASH PROFIT (PAT + Non Cash Expenditure viz Depreciation) (Last three Financial Years)			
iv	Whether CONTRACTOR has been referred to BIFR/NCLT/ any other similar Govt. Agency (If 'YES' enclose details)	YES/NO		
v	Whether CONTRACTOR is a potential sick Company (If 'YES' enclose details)	YES/NO		
vi	Copies of Audited Annual Accounts (Balance Sheet, P&L Account, Cash flow statement) for the last three (3) years to be submitted.			
vii	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.			

Legend:

: Share Capital OR Partnership Capital OR Proprietor Capital as the case may be

BHARAT HEAVY ELECTRICALS LIMITED
CONTRACTOR REGISTRATION FORM

SECTION-II: Resources owned by the company

RESOURCES

A) TOOLS & PLANTS, MACHINERY OWNED BY COMPANY

SL NO	Description of T&P, Machinery	Make	Capacity	Year	Quantity	Remarks

1. Please indicate all important T&Ps, Machinery owned by Company
2. Please use additional sheets if required

BHARAT HEAVY ELECTRICALS LIMITED

CONTRACTOR REGISTRATION FORM

SECTION-II: Resources owned by the company

B) INSPECTION, MEASURING AND TESTING EQUIPMENTS OWNED BY COMPANY

SL NO	Description of T&P, Machinery	Make	Capacity	Year of make	Quantity	Next Calibration due	Remarks

1. Please indicate all important Inspection, Measuring and Testing Equipments owned by Company
2. Please use additional sheets if required

BHARAT HEAVY ELECTRICALS LIMITED
CONTRACTOR REGISTRATION FORM

SECTION-II: Resources owned by the company

- C) TIEUPS or RATE CONTRACTS ENTERED INTO BY THE COMPANY FOR PROVIDING VARIOUS SERVICES WHICH THE COMPANY PROPOSES TO INDICATE

SL NO	SERVICES FOR WHICH TIEUPS / RATE CONTRACTS ENTERED FOR PROVIDING SERVICES	PLEASE INDICATE WHETHER SHORT TERM (1 YEAR) OR LONG TERM (ABOVE 1 YEAR)	Remarks

1. Please indicate all important Tie Ups entered by Company for providing various services
2. Please use additional sheets if required

SECTION III: WORK EXPERIENCE
(use separate sheet for each CATEGORY/CODE)

(use additional sheets if required)

[illegible]