

DT. 25.10.13

CHECK LIST FOR SUPPLIERS
(P.I. NO. ...R.A.T.E......CONTRACT)

SUPPLIER'S NAME :

BHEL Enquiry No. :

Vendor's Offer No. :

IMPORTANT:- It is mandatory for suppliers to complete this check list and enclose with the offer. Offer without completed check list will be **REJECTED**.

S. N.	REQUIREMENTS	Supplier's Comments • YES/NO/ACCEPT • NOTED • DEVIATION • NOT APPLICABLE
01	Meeting clause-by-clause requirement of technical requirements of QP, drawings, specification, standards and annexures.	
02	Furnished own QSP/QA Plan (where BHEL QSP/QA Plan is not given). - QP shall be submitted with offer during enquiry. - Customer/BHEL/third party shall witness as per approved QP. - Vendor shall start their activity only after receipt of approved QP and delivery will be changed accordingly by BHEL if QP approval delayed.	
03	To furnish internal Test Reports/Results/TCs with inspection call with a notice of atleast 30 days.	
04	Enclose drgs / leaflets / technical literature / catalogues of own and sub vendors etc. with the offer.	
05	To submit test samples, if called, in the enquiry for testing & evaluation.	-NA-
06	Accept the Guarantee clause for reliable & trouble free operation for 24 months from commissioning or 48 months from supply whichever is earlier & to replace defective Parts/equipments/material free of cost within the guaranteed period.	-NA-
07	Quoted for Lumsum Supervision of Installation & Commissioning on per set basis inclusive of all charges (No extra charges whatsoever will be accepted), if called in the Indent/Enquiry.	-NA-
08	Accept the LD clause for delay in delivery as called in enquiry.	
09	Accept the Penalty clause for deficiencies in material/equipment performance parameters', if called, in enquiry.	
10	Quoted itemized prices for each items/Assy./Sub-Assy./Component /Material etc.	
11	Offers of vendors whose past performance is not satisfactory on account of performance of the equipment, not meeting the PO / contractual requirement, guarantees, after sales & services, spares etc. may be rejected. & liable for deletion from BHEL PMD.	
12	Priced offers of vendors who meet delivery requirements will only be opened in case of Two Part Bids, where delivery is of essence & critical as specified on the indent /enquiry.	
13	To furnish Packing List to AGM (HGE) BHEL, BHOPAL prior to shipment for each Item/ Assy. giving DU No., Drg. No., Item No., Description, Quantity, Weight Box No., Box Size, Gross & Net weight of Packing Box. Items of insulation/Electrical items/ Motors/Equipment shall be packed in water proof Box.	
14	All drawings shall be on latest AutoCAD version. Format for these documents shall be collected by supplier from BHEL after placement of order.	

SB Singh

DT. 25.10.13

CHECK LIST FOR SUPPLIERS
(P.I. NO. RATE CONTRACT)

SUPPLIER'S NAME :

BHEL Enquiry No. :

Vendor's Offer No. :

IMPORTANT:- It is mandatory for suppliers to complete this check list and enclose with the offer. Offer without completed check list will be **REJECTED**.

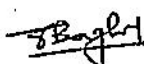
S. N.	REQUIREMENTS	Supplier's Comments • YES/NO/ACCEPT • NOTED • DEVIATION • NOT APPLICABLE
15	To submit the following documents in Bound Hard copies and Soft copies on CD compatible with latest PCs directly to "AGM (HGE), HYDRO GENERATOR ENGG. DIVISION, BHEL, BLOCK-I, ANNEXE-2ND FLOOR, EASTERN WING, BHOPAL-462022 (MP)" • Installation, Operation & Maintenance Manuals including drawings - 4 Hard copies. • Test Certificates of Performance Tests -- 2 nos. Hard copies. • Test Certificates of Supplier's Sub-Vendors scope of work / equipment -- 2 nos. Hard copies. • Packing List -- 2 nos. Hard copies. • Guarantee Certificate--2 nos. Hard copies. • All the above soft copies shall be available in one CD and submit four nos CDs.	
16	Rejection: - Material is liable for rejection in part or full of the supplies, which could not be tested due to random sample testing plan and are found to be defective or contains latent / hidden defects which are noticed at the time of assembly / processing / or during operation of the equipment or the machine.	
17	P.O. will be placed only on the vendors who are approved by BHEL/ customer.	
18	Purchase order may be short closed at the discretion of BHEL.	
19	Repeat order for additional quantity up to 300% may be placed on the vendor, within three years of P.O. under the same terms & conditions.	- NA -
20	Vendors have to submit offer against the enquiry or regret letter with reasons. No response against the enquiry will be considered as vendor being non-responsive and will be deleted from BHEL PMD.	
21	Site Address.	- NA -

Any deviation (on better side) shall be clearly brought out in the offer. If necessary, use additional sheets.

(Supplier's Sign & Seal)

<u>REV. 04</u> Dt.: 16.06.08	<u>REV. 05</u> Dt.: 25.12.2010	<u>REV. 06</u> Dt.: 19.11.2011	<u>REV. 07</u> Dt.: 22.10.13	
Revised.	Revised.	Updated.	Cl.6 & 15 updated & Cl.21 added.	

Reviewed by -



Suresh Baghel

