



BHARAT HEAVY ELECTRICALS LIMITED
HEEP, HARIDWAR-249403 (UK)
Fax: 01334-226084/226462, Phone: 284269/281685
E-mail: sram@bhelhwr.co.in

Ref: BOI/OT/16-17/EC/01

Date: 16.09.2016.

OPEN TENDER

1. Sealed tender with the Tender No. and opening date clearly super scribed on the cover are invited for the supply of the following items.

S. No.	Tender No.	Item Description	Total Requirements	Last date to get from BHEL	Opening date
1.	B/4133/2015/4130V1	Exciter Cover (W90414400151)	03 Nos.	1 day before opening date	08-Oct-2016

1. Tenders will be received up to 13:45 Hrs. (IST) on opening date and opened on the same day at 14:00 Hrs. (IST) in the Tender Room.
2. Interested suppliers must submit their offer along with the following Earnest Money Deposit (EMD). The EMD should be submitted in the form of demand draft/ Pay Order/ cash (as permissible under income tax act). **In case of foreign bidders, E- payment is also acceptable. The RTGS details may be obtained from BHEL.**

Tender Fee: Nil

EMD: Rs. 40,000/- (Rs. Forty Thousand or equivalent foreign currency)

Draft shall be **drawn in favor of "BHEL Hardwar"**.

3. BHEL will not be responsible for any type of postal delay / incomplete information from vendors.
4. Other terms and conditions will be as per tender documents.
5. The offer of the vendors who are banned/ De-Listed/ Under Hold by BHEL, shall not be considered till the period of their Ban/ De-list/ Hold.
6. BHEL-HEEP registered vendors (i.e. **PMD vendors**) are exempted from submission of EMD.
7. Ordering will be done on finally BHEL approved vendors only. The price offer of suppliers would be opened & considered only after BHEL approval. Please quote your offer accordingly.
8. **Please ensure that documents submitted with the offer/bid shall be signed and stamped in each page by authorized representative of the bidder.**

For any further details please log on to www.bhel.com or www.tenders.gov.in or www.bhelhwr.co.in

Sudarshan Ram
AGM (PPX-BOI)



BHARAT HEAVY ELECTRICALS LIMITED
HEEP, HARIDWAR-249403 (UK)
 Fax: 01334-226084/226462, Phone: 284269/281685
 E-mail: sram@bhelhwr.co.in

BHEL Enquiry No. : Ref: BOI/OT/16-17/EC/01

Date: 16.09.2016.

Due Date/ opening date: 08.10.2016.

M/s.....

Sub: Tender Enquiry No. B/4133/2015/4130V1

Dear Sir,

BHEL is pleased to invite your offer in **TWO PARTS** strictly as per enclosed terms and conditions and instruction to bidders, in sealed covers for the under mentioned equipment / systems.

S. N.	Material Code	Total Requirements/ Projects	Item Description	Delivery Required	EMD (Earnest Money Deposit)
1. For North Karanpura U-1,2&3 project:					
1	W90414400151	03 Nos. for North Karanpura U-1,2&3 project	Exciter Cover Drg. No. 01440301023 Rev. 00	For North Karanpura U-1,2&3 project:- 27.02.2017, 27.08.2017 & 27.02.2018.	Rs. 40,000/- (Rs. Forty Thousand or equivalent foreign currency)

Please submit your lowest quotation / offer for the above requirements subject to our terms and conditions. Your offer should be reach us on or before the due date by 13:45 Hrs. (IST).

NOTE: The vendor should submit their best prices at this stage itself and they will not be allowed to revise their prices. Any revision / discount given by vendor subsequently will be ignored.

“Any clarification on technical specifications/drawings can be obtained from BHEL before tender opening. Suppliers are welcome to have pre-bid meeting with BHEL engineers for better understanding of our requirements”.

Part-I i.e. PQR and technical offer shall be opened of those vendors **ONLY AFTER ENSURING AVAILIBLITY OF EMD (PLEASE SUBMIT DRAFT FOR EMD {drawn in favor of BHEL, Haridwar} IN ENVELOPE SUPERSCRIBED WITH BOLD LETTERS “EMD”)** at 14:00 Hrs. (IST) on the due date in the presence of authorized representatives of the bidders who may like to be present. The authorized representative should bring enquiry specific authority letter from their principals for attending the bid opening.

As per government guidelines, MSE suppliers are exempted for submission of EMD.

All Central/State – PSUs/ Government Departments & Micro and Small Enterprises (Registered under SSI, NSIC, Khadi Board, DIC....etc.) are exempted from submission of EMD.

“MSE Suppliers can avail the intended benefits only if they submit along with the offer, attested copies of either EM II certificate having deemed validity (five years from the date of issue of acknowledgement in EM II) or valid NSIC certificate or EM II certificate along with attested copy of a CA certificate (Format enclosed at annexure-1 where deemed validity of EM II certificate of five years has expired) applicable for the relevant financial year (latest audited). Date to be reckoned for determining the deemed validity will be the date of PQR opening (Part 1 in case of three part bid). Non submission of such documents will lead to consideration of their bid at par with other bidders. No benefit shall be applicable for this enquiry if any deficiency in the above required documents is found or the requisite documents are not submitted before price bid opening. If the tender is to be submitted through e-procurement portal, then the above require document are to be uploaded on the portal. Documents should be notarized or attested by a Gazette officer.”



BHARAT HEAVY ELECTRICALS LIMITED
HEEP, HARIDWAR-249403 (UK)
Fax: 01334-226084/226462, Phone: 284269/281685
E-mail: sram@bhelhwr.co.in

Based on above clause, the credentials of all MSE Suppliers will be reviewed for giving the intended benefits for MSE suppliers at the time of tender evaluation.

"Evaluation of tender shall be done total landed cost to BHEL basis".

The Offers of those vendors, which would not meet our PQR requirements, would be rejected by BHEL.

KINDLY READ "INSTRUCTIONS TO BIDDERS" **THOROUGHLY**. QUOTATION NOT IN ACCORDANCE WITH THE ABOVE INSTRUCTIONS ARE LIABLE TO BE DISQUALIFIED AND IGNORED.

If after tender opening, It is found that:-

- The bidder has not submitted the requisite EMD
- The bidder has claimed to be an MSE vendor but no supporting documents have been submitted in this regards.

In both the above cases, the offer of the bidder shall be straightaway rejected and no correspondence from the bidder in this regard shall be entertained.

1. Tender specific terms & Conditions is attached herewith. Please confirm each clause and submit duly ink signed and stamped terms & conditions along with your valuable offer.
2. You may downloaded all original documents from website by **07.10.2016. (5:00PM; IST)**.
3. Please submit your complete offer by **08.10.2016. (01:45 PM; IST)** to our tender cell. Please note that late offer will not be considered.
4. Offers against our enquiry will be opened on **08.10.2016. (02:00PM; IST)**.

Address for Submission of Offer:

To,
The Head of Materials Management,
Heavy Electrical Equipment plant,
Haridwar-249403, Uttrakhand, India

Please submit your complete offer on given address within due date & time mentioned above and as per other details given in original tender documents.

For & ON BEHALF OF BHEL, HARDWAR

Sudarshan Ram
AGM (PPX-BOI)



BHARAT HEAVY ELECTRICALS LIMITED
HEEP, HARIDWAR-249403 (UK)
Fax: 01334-226084/226462, Phone: 284269/281685
E-mail: sram@bhelhwr.co.in

INSTRUCTION TO BIDDERS

Clause 1.0:

The tenders shall be submitted in two parts (**Part I** consisting of Techno-Commercial Bid, quality plan, replica of price bid & pre-qualification requirements and **Part II** Original Price Bid) as described below on or before the due date.

- **The Quotation should be from the Principal / Original Manufacturer, even if it is submitted through their authorized agents, failing which the quotation is likely to be ignored.**
- **Any corrections / amendments shall be properly & fully authenticated with signature.**

BHEL will deal directly with the manufacturer/ principal vendors and no correspondence with the agents will be entertained. The agents will not be permitted to visit / interact with BHEL on behalf of their principals. Subsequently also, no correspondence of any type will be made with any agents (all individuals / companies – representative / adviser / retainership basis or claimed to be part time employees for many OEMs / claiming to be channel or business partner for BHEL work / stockiest not registered specifically etc. are agents). Communications with only those agents who have submitted agency agreement with their respective principal may be done.

The bidders (originals manufacturers) will have to submit ink-signed offer / bid in original directly to BHEL. In case the bid is submitted by fax / email, the bidders shall simultaneously ensure submission of ink-signed original bid to BHEL also in the manner prescribed in this tender. Bids without ink signed will be out rightly rejected.

The suppliers or their authorized person may be allowed to attend the tender opening, duly authorized by their principals, through an enquiry specific authorization letter on that particular day. General authorization letter is not acceptable.

Clause 1.1:

PART-I (TECHNO-COMMERCIAL BID) shall comprise of following documents:

- a) Pre-Qualification Requirements **(as defined in Annexure-A)**
- b) Complete Technical offer with relevant drawings/ datasheets/documents /QP etc. (as **Per Special Instructions mentioned in Annexure-B**).
- c) Catalogue of the Equipment (If applicable)
- d) Duly Filled in “Terms & Conditions of the Two Parts Tender” **(as per Annexure-C)**.
- e) Deviation if any with reference to specification to be laid down on separate sheet.

Cost of deviation is to be submitted along with the price bid essentially, in case vendor withdraws the deviation clauses then same will be considered for final evaluation.

- f) Replica of Price Bid/ Price sheet (without Prices).
- g) The rating of the company quoting for this tender from a third party (independent agency) preferably by DUN & BRADSTREET should be submitted (D&B NUMBER). **Compliance of this clause is mandatory in case of foreign supplier, Indigenous suppliers to submit the copy of balance sheets for last three years** in absence of D&B / third agency report.
- h) **Supplier Registration Form:** The Supplier Registration Form (SRF) duly filled will be assessed for manufacturing capability, quality systems being followed, organizational soundness and financial worthiness. The SRF is enclosed for your reference. This form may also be downloaded from www.bhelhwr.co.in or www.bhel.com



BHARAT HEAVY ELECTRICALS LIMITED
HEEP, HARIDWAR-249403 (UK)
Fax: 01334-226084/226462, Phone: 284269/281685
E-mail: sram@bhelhwr.co.in

Note:

1. Suppliers who are already registered at HEEP, BHEL, Haridwar in the PMD for this item are exempted for submitting the Supplier registration form.

2. Please note that all details required in supplier registration form are to be filled and submitted on online supplier registration portal on www.bhel.com & www.bhelhwr.co.in along with complete documents. However, Supplier Registration Form (SRF) is attached along with enquiry for your reference only.

Clause 1.2: PART-II (PRICE BID)

The price Bid (with prices) for the complete scope as specified above shall be submitted.

a) **Foreign Suppliers:** Dispatching Port & Country of dispatch is to be mentioned clearly. The Prices are to be quoted on both FOB & CFR Mumbai basis. The offer of the bidder not quoting CFR (Mumbai) Charges will be loaded by the maximum shipment charges, packing & forwarding charges quoted by any other bidder from the same or nearby port, against the enquiry/freight rate available with BHEL.

b) **Indigenous suppliers:** The Prices are to be quoted on Ex-Works with freight pre-paid up to destination basis. The goods can be dispatched through any Bank approved Transporter having their branch at Haridwar. The names and addresses of transporters approved by IBA as well as BHEL are hosted on our website www.bhelhwr.co.in. The offer of the bidder not quoting on Freight Pre-paid up to destination basis will be loaded by maximum freight, packing & forwarding charges quoted by any other vendor from the same or nearby station, against the enquiry / freight rate available with BHEL.

c) Transit Insurance shall be taken care of by BHEL. Please quote accordingly.

d) Applicable Sales Tax, Excise Duty, Service Tax, educational cess and any other statutory levy should be indicated separately and clearly in the quotation, else it will be concluded that the offer is inclusive of all taxes & duties.

e) The price comparison will be on the basis of total landed cost to BHEL basis (inclusive of all) involved for delivery up to final project site. Import Offers shall be loaded for applicable custom duties for the project & freight element/ other charges involved for delivery up to Project Site as per BHEL's transport contract.

f) **The Part-II (Price Bid)** along with supplementary price bid (if called for by BHEL) will be opened at a later date of only those bidders whose **Part-I bid (i.e. PQR and Techno-commercial bid)** is found suitable by BHEL. **BHEL reserves the right to evaluate vendor's process capability / quality systems etc. by visiting vendor works (if required).**

Clause 1.3:

The following shall be super-scribed on the envelopes:

1. **PART-I (a):** Documents required in pre-Qualification Requirements (as defined in Annexure-A) shall be submitted in this part.

Superscription on envelope:

1. TENDER NO. AND ITEM DESCRIPTION.
2. DUE DATE OF OPENING.
3. "PRE-QUALIFICATION REQUIREMENTS"

2. **PART-I (b):**

The following shall be submitted in this part:



BHARAT HEAVY ELECTRICALS LIMITED
HEEP, HARIDWAR-249403 (UK)
Fax: 01334-226084/226462, Phone: 284269/281685
E-mail: sram@bhelhwr.co.in

- Complete Technical offer with relevant drawings/ documents /QP (As defined in Annexure B)
- Catalogue (if required)
- Deviation sheet (if there is any deviation with respect to our specification)
- Replica of price bid/ Price sheet (without mentioning the actual prices)
- Filled terms and conditions of two parts tender (foreign or indigenous, whichever applicable, As defined in Annexure C)

Note: Vendors who are already registered at HEEP, BHEL, Haridwar in the PMD for this item are exempted for submitting the Supplier Registration Form.

Superscription on envelope:

1. TENDER NO. AND ITEM DESCRIPTION.
2. DUE DATE OF OPENING.
3. **"TECHNO-COMMERCIAL BID"**

3. **PART-I (c):** EMD shall be submitted in this part

Superscription on envelope:

1. TENDER NO. AND ITEM DESCRIPTION.
2. DUE DATE OF OPENING.
3. **"EMD"**

4. **PART-II:** price bid & cost of deviation (if any) shall be submitted in this part

Superscription on envelope:

1. TENDER NO. AND ITEM DESCRIPTION.
2. DUE DATE OF OPENING.
3. **"PRICE BID"**

Clause 1.4:

The Part-I (from 1 (a) to 1 (c)) & Part-II bids shall be individually sealed and super scribed as indicated above and shall be enclosed further in the envelope duly sealed and super scribed as:

"TENDER FOR (ITEM NAME) AGAINST TENDER NO. ----- DUE ON -----CONTAINING PART-I & PART-II. Vendor's full name and address should be clearly mentioned on the envelope

Clause 1.5:

Envelopes not marked as above are liable to be ignored and will not be opened.

Clause No. 1.6: As per directives of CENTRAL VIGILANCE COMMISSION, GOVERNMENT OF INDIA, one agent cannot represent two or more suppliers or quote on their behalf in a particular tender. If so found at any stage, BHEL Hardwar is likely to cancel Enquiries / POs to such suppliers. Further, such Indian Agent is likely to be de-listed (Black listed for business from BHEL).

Thanking You,
Yours faithfully,

For & on behalf of BHEL, Hardwar.

Sudarshan Ram
AGM (PPX-BOI)



PRE-QUALIFICATION REQUIREMENTS FOR EXCITER COVER FOR NORTH KARANPURA U-1,2 & 3 PROJECTS

The exciter covers are used as outer enclosures for noise suppression in brushless exciters of steam turbine-generators. These covers are steel fabricated structures with doors and having lining for noise suppression from 110 dB (approx...) to 80 dB (approx....). The covers shall be directly dispatched, in completely assembled condition, from vendor's works to project site.

Suppliers must meet the Pre-Qualification Requirements (Points No. 1,2,3&4 given below):

1. Vendor must confirm **process capability** for manufacture of steel fabricated covers fitted with sound absorbing lining on its inner side. In support of this, vendor to furnish the following:
 - a. Details of manufacturing facility for sheet metal works, like shearing, forming...etc. capable for working on 3mm MS sheets.
 - b. Details of facility for fabrication.
 - c. Details of inspection/ testing facilities available in-house.
 - d. Details of sound absorbing lining and its mounting process.
 - e. Details of surface treatment (shot blasting) and spray painting process.
2. Vendor must confirm their **manufacturing capability** as below:
 - a. The vendor to confirm that they are regular suppliers (design, manufacturing and testing) of sheet metal enclosures/ covers of size minimum 4M x 3M x 2.5M (L x B x H) or volume 30M³. The enclosures/covers etc. shall be fitted with sound absorbing liner. List of such purchase orders with details like customer name, Qty, size/volume, date of supply to be attached.
 - b. Un-priced copies of at least three (03) purchase orders, not older than 05 years (as on date of opening of Part-1 bid) and test certificates for tests conducted on enclosures (in-process, final stage inspection and type tests as applicable) to be attached.
3. Vendor to confirm that they will meet all the requirements of BHEL drawings for Exciter covers.
4. Vendors to confirm also that in case of placement of PO-
 - i. Door fittings, Handles, Hinges...etc. should be chrome plated for good aesthetic finish.
 - ii. The raw materials/components shall be sourced from reputed suppliers and furnish details of the same to BHEL for reference.
 - iii. The drawings shall be submitted to BHEL for approval.

Notes:

1. BHEL reserves the right to verify the information submitted by the vendor. In case any information is found to be false or incorrect, the offer shall be rejected.
2. All the documents and correspondences should be in English language.

Sudarshan Ram
AGM (PPX-BOI)



BHARAT HEAVY ELECTRICALS LIMITED
HEEP, HARIDWAR-249403 (UK)
Fax: 01334-226084/226462, Phone: 284269/281685
E-mail: sram@bhelhwr.co.in

Annexure-B

SPECIAL INSTRUCTIONS

A) GENERAL REQUIREMENTS

1. The material is to be dispatched to project site directly from supplier works. Quotation shall be submitted accordingly.

Project wise requirement is detailed below:

North Karanpura U-1,2&3 (Jharkhand) project: 03 Nos.

2. The offer shall be submitted in-line with the **Drawing no 01440301023 Rev. 00 (Sh. 1 & Sh. 2) for North Karanpura U-1,2&3 project** (enclosed with enquiry).
3. Scope of supply for **North Karanpura U-1,2&3 project** shall be as per BHEL Drawing no 01440301023 (Sh. 1 & Sh. 2) Rev. 00.
4. Duly Filled, ink signed & stamped **"Terms and Conditions of the Two Parts Tender"** are to be necessarily submitted along with the offer.
5. Please note that all details required in supplier registration form to be filled and submitted on online supplier registration portal on www.bhel.com & www.bhelhwr.co.in along with complete documents. However, Supplier Registration Form (SRF) is attached along with enquiry for your reference only.
6. This requirements are raised for exciter cover including coupling cover with complete fabrication as per drawing no. 01440301023 Rev. 00 (Sh. 1 & Sh. 2) and subsequent sound absorbing lining work.
7. All technical requirements as given in Drg. No. 01440301023 Rev. 00 (Sh. 1 & Sh. 2) shall be adhered to.

1. QUALITY REQUIREMENTS (For North Karanpura U-1,2&3 project):-

2. For Indigenous supplier:

- a) Kindly submit detailed quality plan in line with ordering documents in enclosed QP format.
- b) Inspection of material would be done by BHEL nominated inspection agency as per finally approved quality plan. **All third party inspection charges for Indigenous scope of supply shall be to BHEL account.**

3. In case of foreign Supplier:

- a) Kindly submit detailed quality plan in line with ordering documents in enclosed QP format.
- b) Inspection of material would be done by BHEL nominated inspection agency **"(M/s LRS/TUV/BV)"** as per finally approved quality plan. **"Charges for above mentioned third party inspection agency will be to vendor scope. Please quote your valuable offer inclusive of third party inspection charges for foreign scope of inspection. In case, nothing is mentioned in your offer then your valuable offer will be evaluated considering inclusive inspection charges".**

Kindly ensure the timely submission of your offer (latest by 13:45 Hrs. IST on the due date) and note that Late Offers shall not be entertained under any circumstances.

Sudarshan Ram
AGM (PPX-BOI)

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
 on dateas 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 RsLacs is within permissible limit of Rs..... Lacs for
micro / 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 whichever is not applicable)** and the date of graduation of such enterprises from its original category is
 (dd/mm/yyyy) which is within the period of 3 years from the date of graduation of such enterprises 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



THE ADDITIONAL GENERAL MANAGER (PPX-BOI)
BHARAT HEAVY ELECTRICALS LIMITED, Heavy Electricals Equipment Plant
Ranipur, Haridwar – 249403 (UK), India

Tender Enquiry No. B/4133/2015/4130V1 for the requirements of Exciter Cover for North Karanpura U-1,2&3 project.

The technical drawings/other documents uploaded along with this Open Tender are as mentioned below. In case of non-receipt or non-clarity of any of these documents, you may contact undersigned. No Financial Implication on account of non-availability of documents would be entertained after opening of Techno-commercial offer (Part-1 of offer).

LIST OF ENCLOSURES

<u>Commercial Documents</u>		
	<u>Document No.</u>	<u>Number of pages</u>
1.	ENQ. NUMBER B/4133/2015/4130V1	03
2.	INSTRUCTION TO BIDDERS	03
3.	MSE SUPPLIER CERTIFICATE/ Annexure-I	01
4.	PRE-QUALIFICATION REQUIREMENTS/ Annexure -A	01
5.	SPECIAL INSTRUCTIONS / Annexure B	01
6.	SUPPLIER REGISTRATION FORM (for foreign supplier)	04
7.	SUPPLIER REGISTRATION FORM (for Indian supplier)	19
8.	TERM AND CONDITIONS OF TENDER ENQUIRY (foreign supplier)	5
9.	TERM AND CONDITIONS OF TENDER ENQUIRY (Indigenous supplier)	4
10.	QUALITY PLAN FORMAT	01
	TOTAL PAGES	42

<u>Technical Documents</u>		
	<u>Document No.</u>	<u>Number of pages</u>
1	Drawing no. 01440301023 Rev. 00 (Sh. 1 & Sh. 2)	2
	TOTAL PAGES	44

Gaurav Tomar
Email Id: gauravt@bhelhwr.co.in
Engineer (PPX-BOI)
01334-281685

Sudarshan Ram
Email Id: sram@bhelhwr.co.in
AGM (PPX-BOI)
01334-284269

MANUFACTURER'S NAME AND ADDRESS			QUALITY PLAN				TO BE FILLED BY BHEL		TO BE FILLED BY BHEL				
BHEL	VENDOR'S NAME	ITEM		QP NO.									
				DATED									
		DRG. NO.	AS PER PO										
		SPEC.	AS PER PO										
SL. NO.	COMPONENT & OPERATIONS	CHARACTERISTICS	CLASS	TYPE OF CHECK	QUANTUM OF CHECK	REFERENCE DOCUMENT	ACCEPTANCE NORMS	FORMAT OF RECORDS	AGENCY			REMARKS	
1	2	3	4	5	6	7	8	9	D	M	B	N	11

		LEGEND: ! RECORDS IDENTIFIED WITH 'TICK' SHALL BE ESSENTIALLY INCLUDED BY CONTRACTOR IN QA DOCUMENTATION. M: MANUFACTURER / SUBCONTRACTOR B: BHEL / NOM. INSPECTION AGENCY N: CUSTOMER INDICATE 'P' PERFORM 'W' WITNESS AND 'V' VERIFICATION ALL 'W' INDICATED IN COLUMN 'N' SHALL BE 'CHP' OF CUSTOMER	FOR CUSTOMER USE	
MANUFACTURER/SUBCONTRACTOR				APPROVED BY

TERMS AND CONDITIONS FOR TWO PARTS TENDER ENQUIRY FOR FOREIGN SUPPLIERS (Annexure-C)

You are requested to kindly confirm the following commercial terms and conditions. Duly ink signed and stamped copy of this is to be submitted by you along with your offer.

These terms and conditions supersede the same or similar terms and conditions if they are appearing elsewhere in the Enquiry.

S. N.	Terms	Description	Your confirmation
1.	Document Checklist:	Kindly confirm that the following documents have been submitted along with your offer: 1. Requisite EMD. 2. Complete Technical offer with relevant drawings/ documents /QP etc. (as Per Special Instructions mentioned in Annexure-B). 3. Pre-Qualification Requirements (as defined in Annexure-A). 4. Experience Details 5. Any other document as specified in "Instructions to Bidders". 6. Please note that all details required in supplier registration form to be filled and submitted on online supplier registration portal on www.bhel.com or www.bhelhwr.co.in along with complete documents. However, Supplier Registration Form (SRF) is attached along with enquiry for your reference only. Please ensure that documents submitted with the offer/bid shall be signed and stamped in each page by authorized representative of the bidder.	
2.	Basis of Quotation:	Kindly confirm that Import & Indigenous scope of supply have been mentioned separately in your offer (if applicable). For Indigenous Scope of Supply (If any): Kindly confirm that the prices have been quoted on freight pre-paid up to destination basis. The goods can be dispatched through any Bank approved transporters having their branch at Haridwar. The names and addresses of transporters approved by IBA as well as BHEL are posted at our website www.bhelhwr.co.in. Pls. note that, if you dispatch the material by any BHEL un-approved transporter then you will be required to furnish the MRC (Material Receipt Certificate) from Project Site for processing of your invoice. No demurrage charges would be payable by BHEL. Kindly confirm. For Import scope of Supply: Please quote on FOB as well as CFR Mumbai Basis. Freight/shipping charges shall be quoted separately in the offer. Please confirm Please note that BHEL Reserves the right to place the order either on FOB or CFR, Mumbai basis. In case order is placed on CFR, Mumbai basis then Transportation from port of origin to Mumbai Port shall be to your account. 3. Please Inform Name of your FOB port.	
3.	Bank Charges:	Kindly Confirm that Bank Charges shall be either side.	
4.	Technical Requirements:	North Karanpura U-1,2&3 project: a). Please quote your valuable offer as per Drg No. 01440301023 Rev.00 (sh-1 & sh-2) (copy enclosed). b). Kindly confirm that all technical data given in Drg. No. 01440301023 Rev. 00 (SH-1 & SH-2) shall be adhered to. c). Kindly confirm that Exciter cover will supplied to site including coupling cover with complete fabrication as per Drg. No. 01440301023 Rev. 00 (SH-1 & SH-2) and subsequent sound absorbing lining work.	

Tender Enquiry No. B/4133/2015/4130V1 for the requirements of Exciter Cover

5.	Insurance:	The Transit Insurance will be arranged by BHEL. Please quote your offer keeping this in view.	
6.	Evaluation criterion:	Evaluation of tender shall be done on total landed cost to BHEL basis (i.e. inclusive of basic material cost, Packing & forwarding, taxes / duties, freight/shipment charges up to site.... Etc.).	
7.	Validity:	Confirm that your offer shall be valid for 180 days from the date of tender opening. BHEL will reserve the right to reject any or all quotations, quoting validity less than 180 days.	
8.	Engineering Document Approval:	Drawings/Data sheets/documents/QAP as called in the specifications shall be submitted for approval to BHEL for BHEL/customer approval within 30 days of purchase order. BHEL will arrange the approval of the drawings/data sheets/documents/QAP within 30 days of their receipt provided those are complete in all respect. Any delay in delivery on account of late submission of drawings/other documents/QAP shall be to vendor's account. Kindly confirm.	
9.	Quality Requirements:	For North Karanpura U-1,2&3 project: 1) For Indigenous scope of supply (if any): i. Kindly submit detailed quality plan in line with ordering documents in enclosed QP format. ii. Inspection of material would be done by BHEL nominated inspection agency as per finally approved quality plan. All third party inspection charges for Indigenous scope of supply shall be to BHEL account.	
		2) For foreign scope of supply: i. Kindly submit detailed quality plan in line with ordering documents in enclosed QP format. ii. Inspection of material would be done by BHEL nominated inspection agency "(M/s LRS/TUV/BV)" as per finally approved quality plan. "Charges for above mentioned third party inspection agency will be to vendor scope. Please quote your valuable offer inclusive of third party inspection charges for foreign scope of inspection. In case, nothing is mentioned in your offer then your valuable offer will be evaluated considering inclusive inspection charges".	
		At least 15 days' prior notice should be provided to BHEL nominated third party inspection agency for arranging the pre-inspection at your works. Any delay in this regards will be to your account. Please quote accordingly.	
10.	MDCC (Material dispatch clearance certificate) Clause:	Please note that material shall be dispatched only after issue of Material dispatch clearance certificate (MDCC) by BHEL. For issue of MDCC, you are required to submit all test certificates (TC's) and inspection report to BHEL. BHEL will issue MDCC within 7 days of receipt TCs & IR, if complete & clear w.r.t. approved technical documents and quality plan.	
11.	Penalty Clause:	Kindly confirm that penalty for late delivery w.r.t. contractual delivery shall be applicable at the rate of 0.5% of the total order value per week of delay or part thereof subject to maximum of 10% of the total order value lot wise. Date of GR/LR/BL/AWB shall be treated as delivery date for all purposes.	
		Loading for deviation in penalty for LD clause: - Please note that, in case of deviation in penalty clause, BHEL will evaluate your offer after loading on account of deviation in penalty. Loading will be done to the extent by which penalty clause is not agreed.	

12.	Right of Acceptance clause:	BHEL reserves the right to reject any or all the quotations without assigning any reasons thereof. BHEL also reserves the right to Increase or decrease the tendered quantities. Vendors should be prepared to accept order for reduced Quantity without any extra charges. Vendor should also be prepared for giving discount in case of Increase in Quantity.	
13.	Payment Terms clause:	For Import scope of supply: a) 100 % payment shall be through un-confirmed & irrevocable letter of credit against presentation of shipping documents. b) LC shall be opened 60 days prior to scheduled delivery with validity of 90 days from the date of LC opening. LC would be opened after receipt of intimation of material readiness from the supplier. Or 100 % payment against presentation of dispatch documents through bank or direct to BHEL. For Indigenous scope of supply (if any): 100 % payment against presentation of dispatch documents through bank or direct to BHEL. Please note that in case of any deviation in the payment terms, BHEL shall evaluate your offer after loading on account of deviation in payment terms as per BHEL practice / policy.	
14.	Guarantee/ Warranty clause:	Kindly confirm that Guarantee/ Warranty shall be offered for a period of 18 months from the date of shipment/supply or 12 months from the date of commissioning of equipment, whichever is earlier. In case of any failure or trouble reported from site, the supplier shall depute their representative immediately to attend the problem and replace the defective component/ parts if required. *Loading for deviation in Guarantee/ Warranty period: In case of deviation in this clause your offer would be evaluated with loaded as per BHEL practice/policy. Guarantee/ Warranty offered below 18 months from the date of supply are liable for rejected.	
15.	Arbitration Clause :	For Indigenous Orders:- In all cases of dispute the matter shall be referred for ARBITRATION to any Arbitrator to be appointed by the Executive Director or any officer who is administrative head of Bharat Heavy Electrical Ltd., at Hardwar. The award of the Arbitrator shall be final and binding on both the parties. The Arbitrator shall have the power to extend, from time to time, the time for making his award with the consent of all parties. For Import Orders:- Any dispute/difference arising out of or in connection with this contract, including any question regarding its existence, validity or termination, shall be referred to and finally resolved by arbitration under the Arbitration and Conciliation Act, 1996 of India by a Sole Arbitrator to be appointed with mutual consent of the parties. Such Sole Arbitrator shall be either a retired judge of Supreme Court or High Court or District Court of India or some Advocate having practiced in Indian Courts. The seat or place of arbitration shall be New Delhi, India. The language to be used in the arbitration shall be English. The governing law of the contract shall be the substantive law of India. In case the parties fail to agree on the appointment of arbitrator within 2 months of the notice invoking arbitration by one party, then the arbitrator shall be appointed in accordance with the Arbitration and Conciliation Act, 1996 of India. JURIDICTION: The courts of Haridwar, India, shall have exclusive jurisdiction. Please note that deviation in arbitration clause shall not acceptable.	

16.	Risk Purchase clause:	In case of abnormal delays (beyond the maximum late delivery period as per Penalty clause) in supplies / defective supplies or non-fulfillment of any other terms and conditions given in Purchase Order, BHEL may cancel the Purchase Order in full or part thereof, and may also make the purchase of such material from elsewhere / alternative source at the risk and cost of the supplier. BHEL will take all reasonable steps to get the material from alternate source at optimum cost. If bidder does not agree to the above Risk Purchase Clause, BHEL reserves the right to reject the offer. In case for compelling reasons BHEL accepts the offer without acceptance of this clause by the bidder and in the eventuality of Risk Purchase, appropriate action will be taken as per BHEL extant rules. This will be without prejudice to any other right of BHEL under the contract. Please note that deviation in Risk purchase clause shall not acceptable.	
17.	Origin of Quotation:	Origin of Quotation: - The quotation should be from the principal/original supplier even if it is submitted through their authorized agents, failing which the quotations are liable to be ignored.	
18.	Deviation: (if any)	Kindly Confirm that there is no deviation with respect to BHEL Specifications. However, deviations, if any, are to be listed as a separate attachment. The additional price, if any, for withdrawal of these deviations must be provided. The offers that do not meet the substantial requirements of our enquiry are liable to be ignored. The bidders shall be deemed to comply with all the requirements of bidding documents except for listed deviations without any extra cost irrespective of any mention to the contrary anywhere else in the bid.	
19.	Custom Duty (For Import Scope) and Excise duty (For indigenous scope) if any:	At present, following Custom Duties/Excise duties are applicable: (A) North Karanpura U-1,2&3 project: ED Exempted/ CD Free.	
20.	CST/ VAT (If applicable, Indigenous scope of supply):	In case of VAT: Please inform the location of your works and applicable VAT Charges within the state. North Karanpura U-1,2&3 project: Jharkhand	
		In case of CST: This is E-1 transaction. BHEL shall be issue "C Form". After issue "C Form" by BHEL vendor has to submit E-1 Form to BHEL. Kindly confirm.	
21.	Business Dealing clause:	Please note that BHEL will deal directly with manufacturer and no correspondence with the agent will be entertained. The ink signed offer / bid in original has to be submitted by the registered manufacturer / OEMs directly to BHEL. Subsequently also, no correspondence of any type shall be entered into with the agents. Bids submitted by agents may not be considered for evaluation and shall be returned to them only, without assigning any reason. Please note the same. Also the name of principal supplier should be indicated on envelope in addition to Enquiry no and due date.	
22.	General Terms:	Ink signed order acceptance shall be furnished within 15 days of order placement. In case, order acceptance do not received within 15 days of order placement, PO deemed to be accepted by you.	
		Confirm that Approx. Weight & Volume of the packages has been mentioned in techno-Commercial Offer (Part-1).	
		Please note that the exchange rate for evaluation would be taken as TT Selling rate of SBI as on scheduled date of tender opening (Part-1 bid, i.e. techno-commercial offer).	
		Confirm that prices will remain firm and fixed during the entire validity and execution of the project.	

		Kindly confirm that the delivery period in no. of weeks/Months from the date of issue of purchase order.	
		Kindly confirm no technical deviation taken in submitted offer with respect to requirements mentioned in BHEL Drg No. 01440301023 Rev.00 (sh-1 & sh-2) North Karanpura U-1,2&3 project.	
		Please note no revision in the prices or submission of supplementary price bid will be allowed during the validity of the offer. However if there is any change by BHEL w.r.t. original specifications/ requirement/ scope/terms and conditions, the bidders may be asked by BHEL to submit only the price impact bid for such changes only.	
23.	Documents submission:	Kindly confirm that quoted offer by you have been complied all technical requirements as given in tender documents and submit all documents to BHEL as per tender specifications and drawings without any deviations.	
24.		Please note that in unlikely event of delay in dispatches (for reason attributed to either side) your invoices would be processed after suitable deduction as per PO clause. Any issue/dispute regarding deduction of penalty for LD can be settled later on. This would help in earlier processing of invoice.	
25.	Reverse Auction	BHEL reserves the right to go for Reverse Auction (RA) instead of opening the sealed envelope price bid, submitted by the bidder. This will be decided after techno-commercial evaluation. Kindly give your acceptance for participation in RA. Non-acceptance to participate in RA may result in non-consideration of your bids, in case BHEL decides to go for RA. In case BHEL decides to go for Reverse Auction, only those bidders who have given their acceptance to participate in RA will be allowed to participate in the Reverse Auction. Those bidders who have given their acceptance to participate in Reverse Auction will have to necessarily submit "Online sealed bid" in the Reverse Auction. Non-submission of "online sealed bid" by the bidder will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines in vogue.	

Signature of supplier with Seal

TERMS AND CONDITIONS FOR TWO PARTS TENDER ENQUIRY FOR INDIGENOUS SUPPLIERS (ANNEXURE-C)

You are requested to kindly confirm the following commercial terms and conditions. Duly filled, ink signed and stamped copy of this is to be submitted by you along with your offer.

These terms and conditions supersede the same or similar terms and conditions if they are appearing elsewhere in the Enquiry.

Sl. No	Terms	Description	Your confirmation
1.	Document Checklist:	Kindly confirm that the following documents have been submitted along with your offer: 1. Requisite EMD. 2. Complete Technical offer with relevant drawings/ documents /QP etc. (as Per Special Instructions mentioned in Annexure-B). 3. Pre-Qualification Requirements (as defined in Annexure-A). 4. Experience Details 5. Any other document as specified in “Instructions to Bidders”. 6. Please note that all details required in supplier registration form to be filled and submitted on online supplier registration portal on www.bhel.com or www.bhelhwr.co.in along with complete documents. However, Supplier Registration Form (SRF) is attached along with enquiry for your reference only.	
		Please ensure that documents submitted with the offer/bid shall be signed and stamped in each page by authorized representative of the bidder.	
2.	Basis of Quotation:	Kindly confirm that the prices have been quoted on freight pre-paid up to destination basis. The goods can be dispatched through any Bank approved transporters having their branch at Hardwar. The names and addresses of transporters approved by IBA as well as BHEL are posted at our website www.bhelhwr.co.in. Pls. note that, if you dispatch the material by any BHEL un-approved transporter then you will be required to furnish the MRC (Material Receipt Certificate) from Project Site for processing of your invoice. No demurrage charges would be payable by BHEL. Kindly confirm.	
3.	Evaluation criterion:	Evaluation of tender shall be done on total landed cost to BHEL project wise basis (i.e. inclusive of basic material cost, Packing & forwarding, taxes / duties, freight/shipment charges up to site.... Etc.).	
4.	Bank Charges:	Kindly Confirm that Bank Charges shall be either side.	
5.	Technical Requirement:	North Karanpura U-1,2&3 project: a). Please quote your valuable offer as per Drg No. 01440301023 Rev.00 (sh-1 & sh-2) (copy enclosed). b). Kindly confirm that all technical data given in Drg. No. 01440301023 Rev. 00 (SH-1 & SH-2) shall be adhered to. c). Kindly confirm that Exciter cover will supplied to site including coupling cover with complete fabrication as per Drg. No. 01440301023 Rev. 00 (SH-1 & SH-2) and subsequent sound absorbing lining work.	
6.	Validity:	Confirm that your offer shall be valid for 180 days from the date of tender opening. BHEL will reserve the right to reject any or all quotations, quoting validity less than 180 days.	

7.	Engineering Documents Approval:	Drawings/Data sheets/documents/QAP as called in the specifications shall be submitted for approval to BHEL for BHEL/customer approval within 30 days of purchase order. BHEL will arrange the approval of these drawings/data sheets/documents/QAP within 30 days of their receipt provided those are complete in all respect. Any delay in delivery on account of late submission of drawings/other documents / QAP shall be to vendor's account. Kindly confirm.	
8.	Insurance:	The Transit Insurance will be arranged by BHEL. Please send your offer keeping this in view.	
9.	Quality Requirements:	For North Karanpura U-1,2&3 project: i. Kindly submit detailed quality plan in line with ordering documents in enclosed QP format. ii. Inspection of material would be done by BHEL nominated inspection agency as per finally approved quality plan. All third party inspection charges for Indigenous scope of supply shall be to BHEL account. At least 15 days' prior notice should be provided to BHEL nominated third party inspection agency for arranging the pre-inspection at your works. Any delay in this regards will be to your account. Please quote accordingly.	
10.	MDCC (Material dispatch clearance certificate) Clause:	Please note that material shall be dispatched only after issue of Material dispatch clearance certificate (MDCC) by BHEL. For issue of MDCC, you are required to submit all test certificates (TC's) and inspection report to BHEL. BHEL will issue MDCC within 7 days of receipt TCs & IR, if complete & clear w.r.t. approved technical documents and quality plan.	
11.	Payment Terms:	100 % payment against presentation of dispatch documents through bank or direct to BHEL. Please note that in case of any deviation in the payment terms, BHEL shall evaluate your offer after loading on account of deviation in payment terms as per BHEL practice / policy.	
12.	Penalty Clause:	Kindly confirm that penalty for late delivery w.r.t. contractual delivery shall be applicable at the rate of 0.5% of the total order value per week of delay or part thereof subject to maximum of 10% of the total order value lot wise. Date of GR/LR shall be treated as delivery date for all purposes. Loading for deviation in penalty for LD clause: - Please note that, in case of deviation in penalty clause, BHEL will evaluate your offer after loading on account of deviation in penalty. Loading will be done to the extent by which penalty clause is not agreed.	
13.	Guarantee/ Warranty Clause:	Kindly confirm that Guarantee/ Warranty shall be offered for a period of 18 months from the date of shipment/supply or 12 months from the date of commissioning of equipment, whichever is earlier. In case of any failure or trouble reported from site, the supplier shall depute their representative immediately to attend the problem and replace the defective component/ parts if required. *Loading for deviation in Guarantee/ Warranty period: In case of deviation in this clause your offer would be evaluated with loaded as per BHEL practice/policy. Guarantee/ Warranty offered below 18 months from the date of supply are liable for rejected.	

14.	Arbitration Clause:	In all cases of dispute the matter shall be referred for Arbitration to any arbitrator to be appointed by the Executive Director or any officer who is the administrative head of Bharat Heavy Electricals Limited at Hardwar. The award of the Arbitrator shall be final and binding on both parties. The Arbitrator shall have the power to extend, from time to time, the time for making his award with the consent of the parties.	
15.	Risk Purchase:	In case of abnormal delays (beyond the maximum late delivery period as per Penalty clause) in supplies / defective supplies or non-fulfillment of any other terms and conditions given in Purchase Order, BHEL may cancel the Purchase Order in full or part thereof, and may also make the purchase of such material from elsewhere / alternative source at the risk and cost of the supplier. BHEL will take all reasonable steps to get the material from alternate source at optimum cost. If bidder does not agree to the above Risk Purchase Clause, BHEL reserves the right to reject the offer. In case for compelling reasons BHEL accepts the offer without acceptance of this clause by the bidder and in the eventuality of Risk Purchase, appropriate action will be taken as per BHEL extant rules. This will be without prejudice to any other right of BHEL under the contract. Please note that deviation in Risk purchase clause shall not acceptable.	
16.	Right of Acceptance:	Right of Acceptance – BHEL reserves the right to reject any or all the quotations without assigning any reasons thereof. BHEL also reserves the right to Increase or decrease the tendered quantities. Vendors should be prepared to accept order for reduced Quantity without any extra charges. Vendor should also be prepared for giving discount in case of Increase in Quantity.	
17.	Origin of Quotation:	Origin of Quotation: - The quotation should be from the principal/original supplier even if it is submitted through their authorized agents, failing which the quotations are liable to be ignored.	
18.	Deviation: (if any)	Kindly Confirm that there is no deviation with respect to BHEL Specifications. However, deviations, if any, are to be listed as a separate attachment. The additional price, if any, for withdrawal of these deviations must be provided. The offers that do not meet the substantial requirements of our enquiry are liable to be ignored. The bidders shall be deemed to comply with all the requirements of bidding documents except for listed deviations without any extra cost irrespective of any mention to the contrary anywhere else in the bid.	
19.	Excise Duty:	At present, Following excise duty is applicable: North Karanpura U-1,2&3 project: ED Exempted Pls. note that the comparison would be done as per the applicable Excise Duty structure on the date of opening of Price Bid. In the event of ordering, BHEL will provide PAC documents to the vendors for availing ED exemption. In no case, ED would be payable by BHEL to vendors.	
20.	In case of VAT:	In case of VAT: Please inform the location of your works and applicable VAT charges with in state. A) North Karanpura U-1,2&3 project: (Jharkhand)	
	In case of CST:	In case of CST: This is E-1 transaction. BHEL shall be issue “C form”. After issue “C Form” by BHEL, vendor has to submit E-1 Form to BHEL. Kindly confirm.	

21.	Business Dealing:	Please note that BHEL will deal directly with manufacturer and no correspondence with the agent will be entertained. The ink signed offer / bid in original has to be submitted by the registered manufacturer / OEMs directly to BHEL. Subsequently also, no correspondence of any type shall be entered into with the agents. Bids submitted by agents may not be considered for evaluation and shall be returned to them only, without assigning any reason. Please note the same. Also the name of principal supplier should be indicated on envelope in addition to Enquiry no and due date.	
22.	General Terms:	Ink signed order acceptance shall be furnished within 15 days of order placement. In case, order acceptance do not received within 15 days of order placement, PO deemed to be accepted by you. Confirm that Approx. Weight & Volume of the packages has been mentioned in techno-Commercial Offer (Part-1). Confirm that prices will remain firm and fixed during the entire validity and execution of the project. Kindly confirm that the delivery period in no. of weeks/months from the date of issue of purchase order. Kindly confirm no technical deviation taken in submitted offer with respect to requirements mentioned in BHEL Drg No. Drg. No. 01440301023 Rev. 00 (SH-1 & SH-2) for A) North Karanpura U-1,2&3 project. Please note no revision in the prices or submission of supplementary price bid will be allowed during the validity of the offer. However if there is any change by BHEL w.r.t. original specification/requirement/scope/terms and conditions, the bidders may be asked by BHEL to submit only the price impact bid for such changes only.	
23.	Documents submission:	Kindly confirm that quoted offer have been complied all technical requirements as given in tender documents and submit all documents to BHEL as per tender specifications and drawings without any deviations.	
24.	Reverse Auction:	BHEL reserves the right to go for Reverse Auction (RA) instead of opening the sealed envelope price bid, submitted by the bidder. This will be decided after techno-commercial evaluation. Kindly give your acceptance for participation in RA. Non-acceptance to participate in RA may result in non-consideration of your bids, in case BHEL decides to go for RA. In case BHEL decides to go for Reverse Auction, only those bidders who have given their acceptance to participate in RA will be allowed to participate in the Reverse Auction. Those bidders who have given their acceptance to participate in Reverse Auction will have to necessarily submit "Online sealed bid" in the Reverse Auction. Non-submission of "online sealed bid" by the bidder will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines in vogue.	
25.		Please note that in unlikely event of delay in dispatches (for reason attributed to either side) your invoices would be processed after suitable deduction as per PO clause. Any issue/dispute regarding deduction of penalty for LD can be settled later on. This would help in earlier processing of invoice.	

Signature of supplier with Seal

	Annexure-III GUIDELINES TO FOREIGN SUPPLIERS FOR FILLING UP SUPPLIER REGISTRATION FORM	Document No.	AA:MM:SR:01
		Revision No.	01
		Page No.	I of II

1. Prospective Suppliers may also visit our web site www.bhel.com (link Supplier Registration -> New Supplier Required) to know more about the requirement of new suppliers for various items in our units.
2. Registration Form no. SRF(F)01 may be obtained from BHEL website www.bhel.com.
3. Application for registration, with a covering letter detailing where your products can find application (if possible) in BHEL unit(s), should be sent to:

Supplier Development Cell
Unit Name:
Bharat Heavy Electricals Ltd.
City:
India

4. In case registration is being sought in multiple units of BHEL, please send the separate application to each unit.
5. Any clarification with respect to procedure for registration may be obtained from the Supplier Development Cell of respective BHEL unit.
6. All columns are to be filled up properly in the space provided for. Wherever it is not applicable, mention it as "Not Applicable". The form is to be signed by the authorised signatory and submitted in original.
7. Please attach separate sheet if the space provided is insufficient. For any other information also, separate sheet may be attached.
8. Any information / clarification required by BHEL during processing of registration must be given expeditiously.
9. Please ensure that all required enclosures are attached with the filled up Supplier Registration Form and all enclosures are numbered & list of enclosures is given as required.
10. As multiple copies of the application forms are required for processing at our end, please do not spiral bound the application forms or its enclosures and instead send them in two hole clip flat file.
11. Please fill up the check- list given on next page and send along with the Supplier Registration Forms to BHEL.
12. 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 Chapter VI.
13. If you are attaching a document in a language other than English, a self attested English translated document may please be also attached.

	Annexure-III CHECK-LIST FOR FOREIGN SUPPLIERS REGISTRATION FORM	Document No.	AA:MM:SR:01
		Revision No.	01
		Page No.	II of II

S.N.	Check-Point	Yes/No
1.0	Information against all points in the Supplier Registration Form has been given.	
2.0	Authorisation letter has been enclosed (in case of Indian representative)	
3.0	Banker's certificate has been enclosed	
4.0	Are you an ISO: 9001 accredited supplier?	
4.1	If yes, have you enclosed copy of ISO 9001 accreditation certificate & "Table of Contents" of your Quality Manual?	
4.2	If no, have you enclosed written down procedure / manual of Quality Management System?	
5.0	Have you enclosed experience list/ performance certificate (as per sl. 3.0 of the form SRF(F) 01)	
6.0	List of enclosures has been furnished (as per Sl 5.0 of the form SRF(F) 01)	
7.0	All the parts of the form & enclosures have been signed by Authorised Signatory.	
8.0	D&B Report/ Creditreform report etc. has been attached.	

Signature & seal

Date :

(Authorised Signatory)

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

BHARAT HEAVY ELECTRICALS LIMITED , INDIA

ANNEXURE- III

FORM NO. SRF(F)01 : (FOREIGN SUPPLIER)

Page 1 of 2

ALL THE PAGES OF THE FORM ARE TO BE SIGNED ALONGWITH SEAL BY THE AUTHORISED SIGNATORY

SUPPLIER REGISTRATION FORM	
1.0 GENERAL INFORMATION :	
1.1 NAME OF SUPPLIER : (TO BE REGISTERED)	
1.2 SUPPLIER ADDRESS : (TO BE REGISTERED)	
E - Mail :	
TELEPHONE : (Landline)-	Mobile
WEB SITE :	
1.3 DETAILS OF FACTORY / WORKS :	
ADDRESS :	
E - Mail :	
TELEPHONE : (Landline)-	Mobile
1.4 DETAILS OF MARKETING REPRESENTATIVE (OUTSIDE INDIA , IF ANY)	
ADDRESS :	
E - Mail :	
TELEPHONE : (Landline)-	Mobile
1.5 DETAILS OF INDIAN REPRESENTATIVE, IF ANY : (Attach authorisation letter)	
NAME :	
ADDRESS :	
E - Mail :	
TELEPHONE : (Landline)-	Mobile
1.6 CHIEF EXECUTIVE :	
1.7 YEAR OF ESTABLISHMENT :	
SUPPLIER'S AUTHORIZED SIGNATORY	
BHEL CERTIFIED ASSESSOR	

FORM NO. SRF(F)01 : (FOREIGN SUPPLIER)

1.8 YEAR OF COMMENCEMENT OF BUSINESS :

1.9 PRODUCTION CAPACITY PER ANNUM (details of major manufacturing/ testing facilities to be given) :

1.10 PARTICULARS OF PRODUCTS INCLUDING SPECIFICATION AND RANGE OFFERED FOR REGISTRATION : (ATTACH BROCHURES AND CATALOGUES)

1.11 NAME (S) OF BANKERS :

1.12 BANKER'S CERTIFICATE AS TO CREDITWORTHINESS OF THE CLIENT
(Enclose Certificate) :

1.13 PORT OF LOADING :

1.14 NEAREST AIRPORT :

1.15 Report from D&B/ Creditreform etc. (As per Cl. 7.1 of Chapter V) (**MANDATORY**):**2.0 FINANCIAL INFORMATION : (FOR LAST 3 YEARS)**

PARAMETER	YEAR -1	YEAR -2	YEAR -3
ANNUAL TURN OVER			
PROFIT AFTER TAX			

(COPY OF AUDITED ANNUAL ACCOUNTS FOR LAST 3 YEARS TO BE ENCLOSED)

3.0 QUALITY MANAGEMENT SYSTEM :

3.1 IS THE COMPANY ISO:9001 CERTIFIED : YES / NO

3.1.1 IF YES, ENCLOSE COPY OF CERTIFICATE & TABLE OF CONTENTS OF QUALITY MANUAL.

3.1.2 IF NO, ENCLOSE QUALITY MANAGEMENT SYSTEM OR WRITTEN DOWN PROCEDURE

4.0 EXPERIENCE LIST/ PERFORMANCE CERTIFICATE FOR OFFERED / SIMILAR ITEMS :

(ATTACH LIST OF PRESENT CUSTOMERS WITH NAME & ADDRESS FOR OFFERED / SIMILAR TYPE & SIZE OF ITEM / EQUIPMENT FOR WHICH REGISTRATION HAS BEEN SOUGHT AND WITH WHOM YOU HAVE CONTINUOUS BUSINESS SINCE LAST THREE YEARS)

5.0 IF REGISTERED IN ANY OTHER UNIT OF BHEL, PLEASE SPECIFY:**6.0 DIRECTORS / PARTNERS, IF RELATED TO ANY BHEL EMPLOYEE.****NAME:****STAFF NO.:****DESIGNATION:****UNIT & DEPARTMENT:****RELATIONSHIP:****7.0 ANY OTHER INFORMATION:****8.0 LIST OF ENCLOSURES :**

(BROCHURES, CATALOGUES, TECHNICAL LITERATURE ETC.)

E – Mail

TELEPHONE : (Landline):

Mobile :

DATE :

Signature & Seal

AUTHORISED SIGNATORY

NAME :

DESIGNATION :

BHEL CERTIFIED ASSESSOR

	Annexure-II GUIDELINES TO INDIAN SUPPLIERS FOR FILLING-UP SUPPLIER REGISTRATION FORM	Document No.	AA:MM:SR:01
		Revision No.	01
		Page No.	I of II

- Prospective Suppliers may also visit our web site www.bhel.com (link Supplier Registration -> New Supplier Required) to know more about the requirement of new suppliers for various items in our units.
- Registration Form may be obtained from BHEL website www.bhel.com.
- Application for registration, with a covering letter detailing where your products can find application (if possible) in BHEL unit(s), should be sent to:

Supplier Development Cell
Unit Name:
Bharat Heavy Electricals Ltd.
City:
India

- In case registration is being sought in multiple units of BHEL, please send the separate application to each unit.
- Any clarification with respect to procedure for registration may be obtained from the Supplier Development Cell of respective BHEL unit.
- The Supplier Registration Form has four parts:

Part A	Organisational Information	Form no. SRF(I)01 – page 1 to 10
Part B	Quality System	Form no. SRF(I)01 - page 11 to 12
Part C	Technical Competence	Form no. SRF(I)01 page 13 (if sent by BHEL)
Part D	Score Sheet (to be filled by BHEL)	Form no. SRF(I)01 page 14 to 17

The set of formats to be filled by different category of suppliers is as follows:

Sl.No	Supplier Category	Formats
1.	Indian Suppliers (manufacturers)	- Organisational Information - Quality System - Technical Competence
2.	Indian Stockist/ Trader/ Distributor/ Dealer/ Authorised Agent/ Channel partner/ Indian Sales office or Subsidiary of registered foreign principal	- Organisational Information SRF(I)01- Part A (page 1 to 10 except Sl. No. 5.1, 5.2, 6.6, 6.7, 7 & 8)

- 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.
- 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.
- Please ensure that all required enclosures are attached with the filled up Supplier Registration Form and all enclosures are numbered & list of enclosures is given as required.
- As multiple copies of the application forms are required for processing at our end, please do not spiral bound the application forms or its enclosures and instead send them in two hole clip flat file.
- Incomplete forms will be rejected.
- Any information / clarification required by BHEL during evaluation must be given expeditiously.
- 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 Chapter VI.
- Please fill up the check- list given on next page and send along with the Supplier Registration Forms to BHEL.
- If you are attaching a document in a language other than Hindi/ English, a self attested Hindi/ English translated document may please be also attached.

	Annexure-II Check List for Indian Supplier 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” (Part-A) has been given.	
2.	All enclosures and supporting documents have been enclosed.	
3.	Summary list of enclosures has been furnished as per S.N.10 of Organisational Information form no. SRF (I) 01 & S.N 12 of Quality system form no. SRF (I) 01.	
4.	Are you an ISO 9001 accredited supplier?	
5.	If yes, have you enclosed "Table of Contents” of your Quality Manual and copy of ISO 9001 accreditation certificate?	
6.	Have you filled up Quality System format given in Part B?	
7.	Technical requirements, specifications, drawings, standards have been received from BHEL before filling up Technical Competence, Part C.	
8.	All the parts of the form & enclosures have been signed by Authorised Signatory.	
9.	Have you attached EFT details? (In original, Certified by the bank)	
10.	If you are seeking registration for a MSME company (as per MSME Act of Government of India), have you attached requisite certificate as per Act?	

Date :

Signature & seal

(Authorised Signatory)

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

**BHARAT HEAVY ELECTRICALS LIMITED
SUPPLIER REGISTRATION FORM**

FORM NO. SRF(I) 01 (INDIAN SUPPLIER)

ANNEXURE-II

Page 1 of 17

INFORMATION WITH * MARKS IS SCOREABLE.

PART- A : ORGANISATIONAL SOUNDNESS

ALL COLUMNS SHOULD BE PROPERLY FILLED IN THE SPACE PROVIDED FOR, WHEREVER IT IS NOT APPLICABLE, PLEASE WRITE "NOT APPLICABLE". INCOMPLETE OR INCORRECT FORMS MAY NOT BE CONSIDERED. **PLEASE ATTACH SEPARATE SHEET, IF SPACE AVAILABLE IS INADEQUATE.**

ALL THE PAGES OF THE FORM ARE TO BE SIGNED ALONGWITH SEAL BY THE AUTHORISED SIGNATORY

ORGANISATIONAL INFORMATION			
NAME AND CORRESPONDENCE ADDRESS OF THE SUPPLIER SEEKING REGISTRATION :-			
1.0 PRODUCTS / SYSTEMS / SERVICES FOR WHICH REGISTRATION IS APPLIED FOR :			
SL. NO.	DESCRIPTION	SIZE & RANGE	MFG. STD/ IS / DIN /BS ETC.
SUPPLIER'S AUTHORISED SIGNATORY		BHEL CERTIFIED ASSESSOR	

**BHARAT HEAVY ELECTRICALS LIMITED
SUPPLIER REGISTRATION FORM**

FORM NO. SRF(I) 01 (INDIAN SUPPLIER)

ANNEXURE-II

Page 2 of 17

ORGANISATIONAL INFORMATION

2.0 GENERAL INFORMATION :

2.1 NAMES OF THE WORKS/DIVISION (Products manufactured at each works to be mentioned :

ADDRESS :
E - Mail :
TELEPHONE : Landline
Mobile
FAX :

2.2 NAME OF CHIEF EXECUTIVE /
PROPRIETOR / PARTNER & ADDRESS :

2.3 DETAILS OF AUTHORISED SIGNATORY FOR SEEKING CLARIFICATION :

NAME :
DESIGNATION :
E - Mail :
TELEPHONE : Landline
Mobile
FAX :

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

**BHARAT HEAVY ELECTRICALS LIMITED
SUPPLIER REGISTRATION FORM**

FORM NO. SRF(I) 01 (INDIAN SUPPLIER)

ANNEXURE-II

Page 3 of 17

ORGANISATIONAL INFORMATION

3.0 OWNERSHIP INFORMATION : DOCUMENTS TO BE FURNISHED

3.1 GOVT. OF INDIA UNDERTAKING:

OR

STATE GOVT. UNDERTAKING :

OR

LIMITED COMPANY, :

MEMORANDUM AND
ARTICLES OF ASSOCIATION

OR

PRIVATE COMPANY :

MEMORANDUM AND
ARTICLES OF ASSOCIATION

OR

CO-OPERATIVE SOCIETY, :

SOCIETY RULES AND
BYE LAWS

OR

PARTNERSHIP FIRM, :

PARTNERSHIP DEED

OR

PROPRIETORSHIP, :

PROFESSION TAX REGN.
AND MUNICIPAL REGN.

ANY OTHER (SPECIFY) :

3.2 NATURE OF BUSINESS :
(MANUFACTURING UNIT/
ENGG CONSULTANT/ EPC CONTRACTOR)

(AGENTS/ DISTRIBUTORS/STOCKISTS/DEALERS/
TRADERS/ INDIAN SUBSIDIARY/ CHANNEL PARTNER – attach authorization
certificate of principal)

3.3 YEAR OF ESTABLISHMENT :

* 3.4 YEAR OF COMMENCEMENT OF BUSINESS :

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

**BHARAT HEAVY ELECTRICALS LIMITED
SUPPLIER REGISTRATION FORM**

FORM NO. SRF(I) 01 (INDIAN SUPPLIER)

ANNEXURE-II

Page 4 of 17

ORGANISATIONAL INFORMATION

4.0 REGISTRATION PARTICULARS

(FURNISH DETAILS AND ENCLOSE COPY OF CERTIFICATE FOR THE FOLLOWING)

4.1 PERMANENT ACCOUNT NO :
4.2 CENTRAL SALES TAX REGN NUMBER :
4.3 STATE SALES TAX / TIN NUMBER :
4.4 EXCISE DUTY REGN NUMBER :
4.5 EXCISE CONTROL CODE NUMBER :
4.6 SERVICE TAX REGN NUMBER :
4.7 CATEGORY AS PER MSMED ACT : MICRO/ SMALL/ MEDIUM
REGN NO. :
VALID UPTO :
(Attach Certificate)

5.0 TOTAL ORGANISATIONAL STRENGTH : (ATTACH ORGANISATION CHART)

	GRADUATE	DIPLOMA	SKILLED	NON-SKILLED
ENGINEERING :				
MANUFACTURING :				
QUALITY :				
COMMERCIAL / SERVICE AFTER SALES :				
OTHERS :				
TOTAL :				
* 5.1 POWER BACKUP : (GIVE DETAILS)	YES/ NO			
* 5.2 DOES THE COMPANY SELL ITS PRODUCT DIRECTLY : YES/ NO				

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

**BHARAT HEAVY ELECTRICALS LIMITED
SUPPLIER REGISTRATION FORM**

FORM NO. SRF(I) 01 (INDIAN SUPPLIER)

ANNEXURE-II

Page 5 of 17

ORGANISATIONAL INFORMATION

6.0 OTHER PARTICULARS :

(FURNISH DETAILS AND ENCLOSE DOCUMENTARY EVIDENCE/ COPY OF CERTIFICATE FOR THE FOLLOWING)

* 6.1 IF THE COMPANY IS ALREADY REGISTERED WITH ANY OF BHEL UNITS, GIVE :

6.1.1. BHEL UNIT'S NAME :

6.1.2. SUPPLIER REGN. CODE NO. :

6.1.3. ITEMS FOR WHICH REGISTERED & THEIR SPECIFICATION
(ENCLOSE PROOF OF SUCCESSFUL EXECUTION OF
ONE OR MORE PURCHASE ORDERS) :

* 6.2 IS THE COMPANY APPROVED BY
ASME / NTPC / NPC / EIL / DGS&D / RAILWAYS /
IBR / LLOYDS ETC FOR INTENDED
MATERIAL CATEGORY? : YES / NO
(ENCLOSE DOCUMENTARY EVIDENCE)

* 6.3 IS THE COMPANY ISO 9001 APPROVED? : YES / NO
(ENCLOSE CERTIFICATE & TOC OF QUALITY SYSTEM) :

* 6.4 IS THE COMPANY AN ISO 14000 APPROVED? : YES / NO
(ENCLOSE CERTIFICATE) :

* 6.5 IS THE COMPANY OHSAS - 18000 APPROVED?: YES / NO
(ENCLOSE CERTIFICATE)

* 6.6 TECHNICAL COLLABORATOR :
(FOREIGN OR INDIGENOUS)
(ENCLOSE DOCUMENTARY EVIDENCE)

* 6.7 R&D SET UP

6.8 DIRECTORS / PARTNERS, IF RELATED TO ANY
BHEL EMPLOYEE.
NAME :
STAFF NO. :
DESIGNATION :
Unit & DEPARTMENT :
RELATIONSHIP :

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

**BHARAT HEAVY ELECTRICALS LIMITED
SUPPLIER REGISTRATION FORM**

FORM NO. SRF(I) 01 (INDIAN SUPPLIER)

ANNEXURE-II

Page 6 of 17

ORGANISATIONAL INFORMATION

6.9 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 :

6.10 COMPANY'S WEEKLY HOLIDAYS :

WORKS OFFICE

6.11 EXPERIENCE LIST:

(ATTACH LIST OF PRESENT CUSTOMERS WITH NAME & ADDRESS FOR OFFERED / SIMILAR TYPE & SIZE OF ITEM / EQUIPMENT FOR WHICH REGISTRATION HAS BEEN SOUGHT AND WITH WHOM YOU HAVE CONTINUOUS BUSINESS SINCE LAST THREE YEARS . ALSO ATTACH PERFORMANCE CERTIFICATES ISSUED BY ANY TWO CLIENTS FOR SUCCESSFUL EXECUTION OF THE CONTRACTS FOR LAST TWO YEARS- FOR PEM)

*6.12 DETAILS OF PENDING LEGAL ISSUES ON CONTRACTUAL ASPECTS WITH CUSTOMER , IF ANY

6.13 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

1. Name of the Company
2. Name of Bank
3. Name of Bank Branch
4. City/Place
5. Account Number
6. Account type
7. IFSC code of the Bank Branch
8. MICR Code of the Bank Branch
9. Details of other Bankers (for reference purpose only)

NOTE :

Suppliers who have already submitted the above information are requested to submit a copy of the same.

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

**BHARAT HEAVY ELECTRICALS LIMITED
SUPPLIER REGISTRATION FORM**

FORM NO. SRF(I) 01 (INDIAN SUPPLIER)

ANNEXURE-II

Page 7 of 17

ORGANISATIONAL INFORMATION

7.0 MANUFACTURING FACILITIES:

***7.1 LIST OF MANUFACTURING FACILITIES/EQUIPMENTS (INCLUDING MATERIAL HANDLING FACILITY)**

SL. NO	DESCRIPTION OF MACHINE/EQUIPMENT	QUANTITY	MAKE & YEAR OF INSTALLATION	REMARKS

IN CASE OF SPACE LIMITATION, PLEASE ENCLOSE ANNEXURE / CATALOGUE WITH TAG

*** 7.2 IF IN-HOUSE MFG FACILITIES NOT AVAILABLE, INFORM SOURCE OF MFG. DETAILS ALONGWITH THEIR FACILITIES & EXPERIENCE**

SL. NO	PROCESS OUTSOURCED	NAME OF THE COMPANY	DESCRIPTION OF MACHINE / EQUIPMENT	REMARKS

IN CASE OF SPACE LIMITATION ENCLOSE ANNEXURE / CATALOGUE WITH TAG

*** 7.3 RATIO OF OUTSOURCED COST TO TOTAL PRODUCTION VALUE:**

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

**BHARAT HEAVY ELECTRICALS LIMITED
SUPPLIER REGISTRATION FORM**

FORM NO. SRF(I) 01 (INDIAN SUPPLIER)

ANNEXURE-II

Page 8 of 17

ORGANISATIONAL INFORMATION

8.0 INSPECTION & TESTING FACILITIES:

*** 8.1 LIST OF INSPECTION & TESTING FACILITIES / EQUIPMENT**

SL. NO	DESCRIPTION OF FACILITY/ EQUIPMENT & CAPACITY	NOS.	MAKE & YEAR OF MANUFACTURING	LAST DATE OF CALIBRATION

IN CASE OF SPACE LIMITATION ENCLOSE ANNEXURE / CATALOGUE WITH TAG

*** 8.2 IF IN-HOUSE TESTING FACILITIES NOT AVAILABLE, INDICATE SOURCE OF TESTING ALONGWITH THEIR FACILITIES & EXPERIENCE**

SL. NO	TEST	SOURCE OF TESTING	DESCRIPTION OF FACILITY/ EQUIPMENT & CAPACITY	APPROVAL OF EQUIPMENT/ PROCESS/PERSONNEL QUALIFICATION

IN CASE OF SPACE LIMITATION ENCLOSE ANNEXURE / CATALOGUE WITH TAG

Note:

In case of outsourcing of major testing such as NDT, Electrical & Mechanical Testing, no marks will be awarded. However, material composition testing by chemical method from recognized laboratory shall not attract negative marking

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

BHARAT HEAVY ELECTRICALS LIMITED

SUPPLIER REGISTRATION FORM

FORM NO. SRF(I) 01 (INDIAN SUPPLIER)

ANNEXURE-II

Page 9 of 17

ORGANISATIONAL INFORMATION					
FINANCIAL INFORMATION FOR THE PREVIOUS FOUR YEARS					
9.0	Parameter	Year 1	Year 2	Year 3	Year 4
		(Years in ascending order, Money value in Rs. Lakhs)			
* 9.1	NET WORTH (Share Capital +Reserves)				
	Growth over previous year (%)	-----			
9.2	LONG TERM DEBT / LOAN				
* 9.3	DEBT EQUITY RATIO Long term Debt (9.2) Net worth (9.1)				
9.4	INVESTMENT IN: Land & Building				
	Plant & Machinery				
	Other Fixed Assets				
9.5*	NET CURRENT ASSETS a) Cash on hand				
1	b) Account receivable				
	c) Inventories				
	Total				
	CURRENT LIABILITY a) Sundry creditors				
2	b) Interest accrued but not due				
	c) Other liabilities				
	Total				
3	* QUICK RATIO CA - INVENT. {9.5(1)-9.5(1)c} Current liability {9.5 (2)}				
* 9.6	SALES				
	Growth over previous year (%)	-----			
* 9.7	PROFIT BEFORE TAX				
	Growth over previous year (%)	-----			
* 9.8	Whether the supplier has been referred to BIFR / NCLT / any other Govt agency (If YES , enclose details)				YES / NO
* 9.9	Whether the supplier is a potential sick company.(If YES , enclose details)				YES / NO
NOTE: 1. Copies of annual accounts (Balance Sheet) for the last four years (or from date of incorporation which ever is less) along with audit report are to be submitted. The above details shall be highlighted in the Balance Sheet. 2. 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.					
SUPPLIER'S AUTHORISED SIGNATORY			BHEL CERTIFIED ASSESSOR		

BHARAT HEAVY ELECTRICALS LIMITED SUPPLIER REGISTRATION FORM

FORM NO. SRF(I) 01 (INDIAN SUPPLIER)

ANNEXURE-II

Page 10 of 17

ORGANISATIONAL INFORMATION

10. LIST OF ENCLOSURES (Tags to be put on enclosures) :

- | | | |
|--------|---|------------|
| (i) | MEMORANDUM AND ARTICLES OF ASSOCIATION / SOCIETY RULES AND BYE LAWS / PARTNERSHIP DEED/ PROFESSION TAX REGN & MUNICIPAL REGN. | : YES / NO |
| (ii) | Copy of certificate of following:- | |
| | • PERMANENT ACCOUNT NO | : YES / NO |
| | • CENTRAL SALES TAX REGN NUMBER | : YES / NO |
| | • STATE SALES TAX / TIN NUMBER | : YES / NO |
| | • EXCISE DUTY REGN NUMBER | : YES / NO |
| | • EXCISE CONTROL CODE NUMBER | : YES / NO |
| | • SERVICE TAX REGN NUMBER | : YES / NO |
| | • REGN NUMBER OF CATEGORY AS PER MSMED ACT | : YES / NO |
| (iii) | ORGANISATION CHART | : YES / NO |
| (iv) | If registered with any other BHEL Unit, | |
| | • LETTER OF REGISTRATION WITH BHEL UNIT | : YES / NO |
| | • PROOF OF SUCCESSFUL EXECUTION OF ONE OR MORE PURCHASE ORDERS | : YES / NO |
| (v) | Letter of approval from ASME / NTPC / NPC / EIL / DGS&D / RAILWAYS /IBR / LLOYDS ETC | : YES / NO |
| (vi) | Accreditation certificate for | |
| | • ISO: 9001 | : YES / NO |
| | • TOC of Quality System Manual | : YES / NO |
| | • ISO : 14000 | : YES / NO |
| | • OHSAS , ISO 18000 | : YES / NO |
| (vii) | Letter regarding technical collaboration | : YES / NO |
| (viii) | Experience List / Performance certificate | : YES / NO |
| (ix) | Balance Sheet for the last four years along with audit Report | : YES / NO |
| (x) | Principal's authorization in case of dealers/ agents | : YES / NO |
| (xi) | EFT Bank's certificate | : YES / NO |

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 OF ANY MATERIAL, PRODUCT OR SERVICES DIRECTLY OR INDIRECTLY TO ANY OTHER CUSTOMER.

Maximum Marks = 50

Negative Marks = -13

Minimum Qualifying marks = 30

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

BHARAT HEAVY ELECTRICALS LIMITED

SUPPLIER REGISTRATION FORM

FORM NO. SRF(I) 01 (INDIAN SUPPLIER)

ANNEXURE-II

Page 11 of 17

FORM NO. SRF(I) 01

Part B (QUALITY SYSTEM):

Sl. No	PARAMETERS	SYSTEM IN EFFECT (Tick if exists & provide evidences if ticked in written procedure)		RECORDS (Tick if available & submit evidences)	REMARKS
		Written Procedure	Practice		
1*	Incoming Material Control System				Furnish a copy of system and organization.
2*	In process control				Furnish at least one work instruction & record of process control parameter
3*	Manufacturing / Testing Procedure Qualification				Procedure Qualification specification may be submitted
4*	Personnel qualification for 3 above.				Record of Personnel qualification (PQR) to be submitted
5*	Calibration system				Submit list of instrument & their calibration status
6*	System of Identification & Traceability of materials, tools, jigs, fixtures & processed components, etc.				Copy of procedure to be submitted
7*	System of Storage, Preservation , Painting & packing				Copy of procedure to be submitted
8*	System of NCR disposition & corrective preventive action				Two copies of NCR & CAPA
9*	Customer complaints handling system				Submit list of customer complaints & status for the last three years
10*	Safety measures				Submit copy of safety system & Record of accidents for last three years
11	Any other quality initiative				

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

**BHARAT HEAVY ELECTRICALS LIMITED
SUPPLIER REGISTRATION FORM**

FORM NO. SRF(I) 01 (INDIAN SUPPLIER)

ANNEXURE-II

Page 12 of 17

FORM NO. SRF(I) 01

Part B (QUALITY SYSTEM):

12. LIST OF ENCLOSURES

- (i) Copy of system of control incoming materials and organization chart
- (ii) Copy of at least one process control work instruction
- (iii) Record of process control parameter
- (iv) Copy of at least one Procedure Qualification specification
- (v) Record of Personnel qualification (PQR)
- (vi) List of instrument & their calibration status
- (vii) Copy of procedure for Identification & Traceability of materials, tools, jigs, fixtures & processed components, etc.
- (viii) Copy of procedure for Storage/ preservation/ painting & packing
- (ix) Copies of two NCRs and their CAPA.
- (x) List of customer complaints & status for the last three years
- (xi) Copy of safety system
- (xii) Record of accidents for last three years

Maximum Marks = 25

Minimum Qualifying marks = 15

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

BHARAT HEAVY ELECTRICALS LIMITED

SUPPLIER REGISTRATION FORM

FORM NO. SRF(I) 01 (INDIAN SUPPLIER)

ANNEXURE-II
Page 13 of 17 amdt.-04

FORM NO. SRF(I)01

Part C: TECHNICAL COMPETENCE

Technical competence shall be evaluated in two parts viz. common competence and product/material category specific competence.

(i) COMMON TECHNICAL COMPETENCE

TECHNICAL COMPETENCE (where design specification is given by BHEL)	MARKING RANGE	Marking range, if product specific technical competency not required	SUPPLIER RESPONSE (ALONG WITH SUPPORTING DOCUMENTS)#	MARKS BY BHEL
1. Supplier understands the product specification.	(0-3)	(0-8)		
2. Supplier understands the inspection requirements.	(0-2)	(0-5)		
3. Supplier has process capability to achieve the product specification/dimensional requirement.	(0-3)	(0-8)		
4. Supplier has experienced manpower to carry out the job.	(0-2)	(0-4)		
TOTAL MARKS OUT OF POSSIBLE	10	25		

OR

TECHNICAL COMPETENCE (where performance specification is given by BHEL)	MARKING RANGE	Marking range, if product specific technical competency not required	PROCEDURE		SYSTEM IN EFFECT		RECORDS	
			SUPPLIER RESPONSE (ALONG WITH SUPPORTING	MARKS BY BHEL	SUPPLIER RESPONSE (ALONG WITH SUPPORTING	MARKS BY BHEL	SUPPLIER RESPONSE (ALONG WITH SUPPORTING	MARKS BY BHEL
1. Design capability	(0-3)	(0-8)						
2. Adequacy of quality assurance plan	(0-2)	(0-5)						
3. Process capability for components	(0-3)	(0-8)						
4. Adequate of testing	(0-2)	(0-4)						
TOTAL MARKS OUT OF POSSIBLE Average of Total (Total/3) = -----	10	25						

(ii) PRODUCT/ MATERIAL CATEGORY SPECIFIC TECHNICAL COMPETENCE

(Max Marks: 15)

Unit MISCC to structure the parameters to be considered for the technical competence depending on material category. The score of individual parameter selected is to be decided by MISCC. MISCC shall identify the requirement of enclosures to be furnished by supplier.

Product:

Sl. No	Material category	Tech Parameter	Supplier's response	Remarks

To be filled up only on receipt of technical requirements/ specification, drawings, standards from BHEL and to be sent to BHEL for further scrutiny. Enclose documentary evidence where ever required.

LIST OF ENCLOSURES:

Maximum Marks = 25

Minimum Qualifying marks = 15

No marks is to be given by the supplier. Only supplier response along with supporting documents.

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

BHARAT HEAVY ELECTRICALS LIMITED

SUPPLIER REGISTRATION FORM

FORM NO. SRF(I) 01 (INDIAN SUPPLIER)

ANNEXURE-II

Page 14 of 17

Part D : SCORE SHEET

1. ORGANISATIONAL SOUNDNESS (for Manufacturers):

S.N.	PARAMETER	CRITERIA	Maxm. Marks	Marks Awarded
1.	Whether all relevant information like ownership, PAN no., sales tax no., excise duty no., etc. submitted	Yes: 2 No: 0	2	
2.	3.4 YEAR OF COMMENCEMENT OF BUSINESS	More than 5 years : 2 1-5 years : 1 Less than 1 year : 0	2	
3.	5.1 POWER BACKUP	Yes : 1 No : 0	1	
4.	5.2 DOES THE COMPANY SELL ITS PRODUCT DIRECTLY	Yes : 1 No : 0	1	
5.	6.1 REGISTERED WITH ANY OF BHEL UNITS	Yes (same item) : 2 Yes (another item) : 1 No : 0	2	
6.	6.2 APPROVAL BY ASME/ NTPC/ NPC/ EIL/ DGS&D/ RAILWAYS/ IBR/ LLOYDS ETC	Yes : 2 No : 0	2	
7.	6.3 ISO 9001 ACCREDITATION	Yes : 3 No : 0	3	
8.	6.4 ISO 14000 ACCREDITATION	Yes : 1 No : 0	1	
9.	6.5 OHSAS - 18000 ACCREDITATION	Yes : 1 No : 0	1	
10.	6.6 TECHNICAL COLLABORATOR : (FOREIGN OR INDIGENOUS)	Yes : 1 No : 0	1	
11.	6.7 R & D SET UP	Yes : 1 No : 0	1	
12.	6.12 PENDING LEGAL ISSUES ON TECHNO – COMMERCIAL ASPECTS WITH CUSTOMER	Yes : -5 No : 0	0	
13.	7.1 & 7.2 MANUFACTURING FACILITIES INCLUDING OUTSOURCING	Adequate : 3 Substantial : 2 Inadequate : 0	3	
14.	7.3 RATIO OF OUTSOURCED COST TO TOTAL PRODUCTION VALUE	Less than 10% : 2 10 to 30 % : 1 More than 30% : 0	2	
15.	8.1 INSPECTION & TESTING FACILITIES	Adequate : 2 Substantial : 1 Inadequate : 0	2	
16.	8.2 OUTSOURCING OF MAJOR TESTING FACILITY (Refer Note)	Yes : 0 No : 1	1	
	TOTAL		25	

1. ORGANISATIONAL SOUNDNESS (for Indian Stockist/ Trader/ Distributor/ Dealer/ Authorised Agent/ Channel partner/ Indian Sales office or Subsidiary of registered foreign principal):

S.N.	PARAMETER	CRITERIA	Maxm. Marks	Marks Awarded
1.	Whether all relevant information like ownership, PAN no., sales tax no., etc. submitted (clause 6.0 of chapter V to be referred in this regard)	Yes: 7 No: 0	7	
2.	3.4 YEAR OF COMMENCEMENT OF BUSINESS	More than 3 years : 2 1-3 years : 1 Less than 1 year : 0	2	
3.	6.1 REGISTERED WITH ANY OF BHEL UNITS	Yes (same item) : 2 Yes (another item) : 1 No : 0	2	
4.	6.2 APPROVAL BY ASME/ NTPC/ NPC/ EIL/ DGS&D/ RAILWAYS/ IBR/ LLOYDS ETC	Yes : 2 No : 0	2	
5.	6.3 ISO 9001 ACCREDITATION	Yes : 2 No : 0	2	
6.	6.12 PENDING LEGAL ISSUES ON TECHNO – COMMERCIAL ASPECTS WITH CUSTOMER	Yes : -5 No : 0	0	

BHEL CERTIFIED ASSESSOR

BHARAT HEAVY ELECTRICALS LIMITED

SUPPLIER REGISTRATION FORM

FORM NO. SRF(I) 01 (INDIAN SUPPLIER)

ANNEXURE-II

Page 15 of 17

Part D: SCORE SHEET

2. FINANCIAL INFORMATION (for Manufacturers):

S.N.	PARAMETER	CRITERIA	Maximum Marks	Marks Awarded
1.	9.1 Growth of Net Worth over previous year (%) Average of three years to be worked out	More than 20 % : 5 10 – 20 % : 4 5 – 10 % : 3 > 0 & < 5 % : 2 0 or below : 0	5	
2.	9.3 DEBT EQUITY RATIO <u>Long term Debt (9.2)</u> <u>Net worth (9.1)</u>	1 : 1 : 5 1.1 upto 1.5 : 1 : 4 1.6 upto 2.0 : 1 : 3 2.0 & above : 1 : 2	5	
3.	9.5 QUICK RATIO <u>CA - INVENTORIES {9.5(1)-9.5(1)c}</u> Current liability {9.5 (2)}	1 : 1 : 5 1 : 1 upto 1.5 : 4 1 : 1.5 upto 1.75 : 3 1 : 1.75 upto 2.5 : 2 1 : > 2.5 : 0	5	
4.	9.6 Growth in Sales over previous year (%) Average of three years to be worked out	More than 35% : 5 20 -35 % : 4 10 – 20 % : 3 5 – 10 % : 2 > 0 & < 5 % : 1 0 or negative : 0	5	
5.	9.7 PROFIT BEFORE TAX Growth over previous year (%)	More than 20 % : 5 10 – 20 % : 4 5 – 10 % : 3 > 0 & < 5 % : 2 0 or below : 0	5	
6.	9.8 Whether the supplier has been referred to BIFR / NCLT/ any other similar Govt agency	Yes: -5 No : 0	0	
7.	9.9 Whether the supplier is a potentially sick company	Yes: -3 No : 0	0	
	TOTAL		25	

Note: If the supplier is new in business and does not have past data, then the evaluation will be done on the basis of information provided by him and will be decided by MISCC.

2. FINANCIAL INFORMATION (for Indian Stockist/ Trader/ Distributor/ Dealer/ Authorised Agent/ Channel partner/ Indian Sales office or Subsidiary of registered foreign principal):

S.N.	PARAMETER	CRITERIA	Maximum Marks	Marks Awarded
1.	9.6 Growth in Sales over previous year (%) Average of three years to be worked out	More than 35% : 5 20 -35 % : 4 5 - 20 % : 3 >0 - 5 % : 2 0 or negative : 0	5	
2.	9.7 PROFIT BEFORE TAX Growth over previous year (%)	More than 20 % : 5 5 – 20 % : 4 >0 – 5 % : 3 0 or below : 0	5	

BHEL CERTIFIED ASSESSOR

BHARAT HEAVY ELECTRICALS LIMITED

SUPPLIER REGISTRATION FORM

FORM NO. SRF(I) 01 (INDIAN SUPPLIER)

ANNEXURE-II

Page 16 of 17

Part D : SCORE SHEET

3. QUALITY SYSTEM :

S.N.	PARAMETER	CRITERIA	Maxm. Marks	Marks Awarded
1.	Incoming Material control System	System availability : Yes: 1 No : 0	1	
		Availability of Organisation chart Yes: 1 No : 0	1	
2.	Process control	Work instruction available: Yes: 1 No : 0	1	
		Record of process Control : Available : 2 Partial record : 1 Not available: 0	2	
3.	Manufacturing / Testing Procedure Qualification	Procedure Qualification Specification : Adequate : 3 In adequate: 1 Not available : 0	3	
4.	Personnel qualification	Record of PQR: Adequate : 3 In adequate: 1 Not available : 0	3	
5.	Calibration system	Adequate : 3 In adequate: 1 Not available : 0	3	
6.	System of Identification & Traceability of materials, tools, jigs, fixtures & processed components, etc.	Procedure available : Adequate : 2 In adequate: 1 Not available : 0	2	
7.	System of Storage/ preservation/ painting & packing	Procedure available : Adequate : 2 In adequate: 1 Not available : 0	2	
8.	System of NCR disposition & corrective preventive action	Two copies of NCR & CAPA Available :2 Not available : 0	2	
9.	Customer complaints handling system	System available : Yes: 1 No : 0	1	
		Complaints registered & resolved : 2 Complaints registered & partially resolved : 1 Complaints not registered or not resolved : 0	2	
10.	Safety measures	System available : Yes: 1 No : 0	1	
		Record available : Yes: 1 No : 0	1	
	TOTAL		25	

BHEL CERTIFIED ASSESSOR

BHARAT HEAVY ELECTRICALS LIMITED SUPPLIER REGISTRATION FORM

FORM NO. SRF(I) 01 (INDIAN SUPPLIER)

ANNEXURE-II
Page 17 of 17 amdt.-04

Part D : SCORE SHEET

4. TECHNICAL COMPETENCE

	Maximum Marks (1)	Marks obtained (2)
A. Common Technical Competence		

And/ or

B. Product Specific Technical Competence

Column no. 1 to 4 to be filled by MISCC before sending to supplier. Column no. 5 to be filled by BHEL certified Assessor after evaluation of supplier response.

Sl. No (1)	Parameter (2)	Scoring criteria (3)	Maximum Marks (4)	Marks obtained (5)
	Sub-Total		15	

TOTAL (A+B): 25 ()

SUMMARY:

Sl. No	Criteria	Maxm Marks	Qualifying marks *	Marks obtained	Recommendation for registration
1.	Organisational Soundness	50	30		Recommended : Permanent code /Development code/ Trial code Not recommended
	Financial Information				
2.	Quality System	25	15		
3.	Technical Competence	25	15		
	TOTAL	100	60		

***Minimum Qualifying Score in Each category shall be 60%.**

REGISTRATION CRITERIA:

Sl. No	Score	Recommendation
1.	More than 90	Supplier is to be registered and given Permanent code, Normally no visit is called for.
2.	>75 <=90	Supplier may be visited if recommended by MISCC or to be registered and given permanent code.
3.	>=60 <=75	Supplier may carry out suggested improvements if advised by MISCC Supplier's visit is mandatory. Trial/ Development code may be given.
4.	Less than 60	Not to be registered

Note: Indian Stockist/ Trader/ Distributor/ Dealer/ Authorised Agent/ Channel partner/ Indian Sales office or Subsidiary of registered foreign principal are to be awarded marks on pro-rata basis and registered accordingly.

Signatures: MISCC and Suppler Evaluation Team (in case of visit)

1)

2)

3)

4)

5)

6)

BHEL CERTIFIED ASSESSOR