

**ANNEXURE –C (For Foreign Sources)**  
**(Enquiry Ref: BAP/PUR/APH/ dt: )**

Essential Commercial Terms and Conditions (To be filled in full and to be submitted along with offer)

Sl.No	Buyers preference	Sellers Acceptance
1.	PRICE :Firm till completion of order.[ offer with Price Variation Clause is not acceptable ]	
2.	DELIVERY TERMS (FOR – Destination – BHEL,Ranipet, stores)	
3.	Freight & insurance : shall be included in the basic price.	
4.	Delivery Period (To be specified clearly from the date of PO/LOI)	
5.	Validity of offer (minimum of 90 days from the date of price bid opening)	
6.	Approximate weight and dimension of the goods.	
7.	Name of nearest Sea Port/Airport at foreign soil	
8.	Payment Term (100% by unconfirmed irrevocable Letter of Credit by a first class bank in India (With 45 days interest free credit) (Indian Bank charges to BHEL A/C. Foreign Bank charges to Sellers account.)	
9.	Name your bankers on whom the L/C Negotiation can be restricted with swift code	
10.	Deviation Report on buyers' specifications enclosed if any	
11.	LD Confirmation: [penalty for delayed delivery] @ 0.5% per week subject to a maximum of 15% for the delayed delivery.	
12.	Details of Indian office/agent if any, if so, pl submit relevant document:	
13.	Indian agency commission if any (to be quoted clearly and payable in Indian rupees)	
14.	Original Manufacturers name with Country of Origin	
15.	Country of Origin & Confirmation for the submission of Country of Origin Certificate	
16.	<b>BHEL Standard Guarantee Clause:</b> Your confirmation to our standard Guarantee clause that the materials are to be guaranteed for satisfactory performance for a period of twelve months from the date of commissioning / putting into use (or) eighteen months from the dispatch which ever is earlier and if any defect is noticed during the above period, the same shall be rectified/replaced free of cost on Ranipet/ Destination basis within a reasonable time. To this effect a Guarantee certificate should be sent along with the dispatch documents in the event an order	
17.	<b>Risk Purchase Clause:</b> The purchaser at his option will be entitled to terminate the contract and to purchase elsewhere at the risk and cost of the seller either the whole of the goods or any part which the seller has failed to deliver or dispatch within the time stipulated as aforesaid or if the same were not available, the best and the nearest available substitute thereof. The seller shall be liable for all losses and extra expenditure which the purchaser may sustain by reason of such risk purchases in addition to penalty at the rates of LD clause agreed.	
18.	SPECIFICATION DEVIATION DISPOSITION REPORT [SDDR] Attached SDDR to be filled & submit along with offer.(Even NO deviation is taken, NIL report to be submitted).	
19.	Confirmation for the Submission of Test Certificate	

**Note:** 1) Offer will be evaluated on the basis of Total landed cost to BHEL at the Final destination considering the applicable taxes and duties.

2) The above format shall completely be filled and deviation if any shall be clearly spelt out. The columns which are not applicable shall be mentioned as "Not Applicable". No column should be left blank. If any column is unfilled, it will be taken as you are agreeing to BHEL's Requirement. Offer will be evaluated on the basis of Total landed cost to BHEL at the Final destination.

The above Commercial Terms and Conditions are confirmed by us for this tender. In case there is a difference between the conditions confirmed above and the main offer, we certify that the Commercial Terms and Conditions given here is applicable. Such Commercial Terms and Conditions in the main offer may be considered null and void by the Purchaser and this is accepted by us.

**Date:**

**Name & designation of the seller**

**ANNEXURE -C to (For Foreign Sources)**

(Enquiry Ref:BAP/PUR/APH/ dt: )

**REQUIREMENT OF TECHNICAL DETAILS /CONFIRMATION  
(To be filled in full and to be submitted along with offer)**

S.NO	DESCRIPTION	BHEL'S REQUIREMENT	SUPPLIER'S COMMENTS
01	SPECIFICATION: <b>APSQ-051 Rev 04.</b>	Clause wise / Point wise confirmation to be given in TOTO for all specifications& to be submitted along with offer.	
02	DATA SHEET / DRGS	Filled Data Sheet and vendor's Drawings are to be submitted along with offer.( if applicable ).	
03	QUALITY PLAN	To confirm applicable QP will be followed. (OR) Your Quality Plan to be submitted for our review & approval along with offer.	
04	SPECIFICATION DEVIATION DISPOSITION REPORT (SDDR)	Attached SDDR to be filled & submit along with offer. (Even NO deviation is taken, NIL report to be submitted).	

**( To be submitted along with the offer )**

SPECIFICATION DEVIATION DISPOSITION REPORT					
Specn		Item			
Enq.No & Date					
Vendor Name					
SPECN					
Page	Clause	Details Of Deviation With Reason		Disposition By Bhel	
Signature Of Vendor				Reviewed By	
" AGREED DEVIATION "				APPROVED BY	
if any to be incorporated in the PO in the event of order.					

Date:

SIGNATURE WITH SEAL

**Annexure – C (For Indigenous sources)**  
(Enquiry Ref : BAP/PUR/APH / dt: )

**COMMERCIAL TERMS & CONDITIONS**

**[FORMAT TO BE FILLED-UP BY THE SUPPLIER AND TO BE SUBMITTED ALONGWITH OFFER]**

SI No	DESCRIPTION	BHEL'S REQUIREMENT	SUPPLIER'S CONFIRMATION
01	PRICE	Firm till completion of order. (offer with Price Variation Clause is not acceptable )	
02	DELIVERY TERMS	F.O.R. DESTINATION <b>(Destination : BHEL Ranipet Stores)</b>	
03	PACKING & FORWARDING	To be included. (if extra, pl indicate in %)	
04	FREIGHT & INSURANCE	To be Included in the basic price. (if extra, pl indicate in %)	
05	EXCISE DUTY in %	To be indicated by supplier. (CENVAT copy to be provided along with supply)	
06	SALES TAX in %	To be indicated by supplier.(Concessional form C / XVII will be given)	
07	OCTROI	If any, to supplier's account only.	
08	PAYMENT	100% within 45 days after receipt & acceptance of materials at our end.	
09	DELIVERY PERIOD	To be indicated by vendor.	
10	LD clause Confirmation:	[penalty for delayed delivery] @ 0.5% per week subject to a maximum of 15% )	
11	OFFER VALIDITY	Minumum 90 days from the date of price bid opening / Reverse Auction	
12	Technical specification	<b>APSQ 051 rev 04</b>	
13	INSPECTION BEFORE DESPATCH	Will be done at vendor's Works before Dispatch by BHEL / BHEL's Authorized Inspection Agency / BHEL's customer	
14	TEST CERTIFICATE	Required	
15		<b>Risk Purchase clause :</b> Your confirmation to our standard risk purchase clause that alternatively the Purchaser at his option will be entitled to terminate the contract and to purchase elsewhere at the risk and cost of the seller either the whole of the goods or any part which the supplier has failed to deliver or dispatch within the time stipulated as aforesaid or if the same were not available, the best and the nearest available substitute therefor. The supplier shall be liable for any loss which the purchaser may sustain by reason of such risk purchases in addition to penalty at the rate mentioned in clause 10 above.	
16		<b>BHEL Standard Guarantee Clause:</b> Your confirmation to our standard Guarantee clause that the materials are to be guaranteed for satisfactory performance for a period of twelve months from the date of commissioning / putting into use (or) eighteen months from the dispatch which ever is earlier and if any defect is noticed during the above period, the same shall be rectified/replaced free of cost on Ranipet/ Destination basis within a reasonable time. To this effect a Guarantee certificate should be sent along with the dispatch documents in the event an order	
17		<b>Place of Manufacturing:</b> Mention the palce of manufacturing	
18		<b>Vendor status: Micro / Small / Medium</b> To be indicated by vendor [latest copy of supporting document shall be furnished along with offer applicable to Indian vendor ]	

*NOTE : 1) Offer will be evaluated on the basis of Total landed cost to BHEL at the Final destination.*

*2) The above format shall completely be filled and deviation if any shall be clearly spelt out. The columns which are not applicable shall be mentioned as "Not Applicable". No column should be left blank. If any column is unfilled, it will be taken as you are agreeing to BHEL's Requirement. Offer will be evaluated on the basis of Total landed cost to BHEL at the Final destination.*

**The above Commercial Terms and Conditions are confirmed by us for this tender. In case there is a difference between the conditions confirmed above and the main offer, we certify that the Commercial Terms and Conditions given here is applicable. Such Commercial Terms and Conditions in the main offer may be considered null and void by the Purchaser and this is accepted by us.**

Date :

SIGNATURE WITH SEAL

**Annexure – C For (For Indigenous sources)  
 REQUIREMENT OF TECHNICAL DETAILS /CONFIRMATION**

(Enquiry Ref: BAP/PUR/APH/ dt. )

**(To be filled in full and to be submitted along with offer)**

S.NO	DESCRIPTION	BHEL'S REQUIREMENT	SUPPLIER'S COMMENTS
01	SPECIFICATION DRAWING – <b>APSQ-051/Rev04.</b>	Clause wise / Point wise confirmation to be given in TOTO for all specifications& to be submitted along with offer. (i.e Xerox copy of specn duly filled with your acceptance / comments duly signed & sealed).	
02	DATA SHEET / DRGS	Filled Data Sheet and your Drgs are to be submitted along with offer.( if applicable ).	
03	QUALITY PLAN	To confirm applicable QP will be followed. (or) Your quality plan to be submitted for our review & approval along with offer.	
04	SPECIFICATION DEVIATION DISPOSITION REPORT (SDDR)	Attached SDDR to be filled & submit along with offer. (Even NO deviation is taken, NIL report to be submitted).	

**SPECIFICATION DEVIATION DISPOSITION REPORT**

Specn			Item		
Enq.No &Date					
Vendor Name					
SPECN					
Page	Clause	Details Of Deviation With Reason		Disposition By Bhel	
Signature Of Vendor				Reviewed By	
" AGREED DEVIATION " if any to be incorporated in the PO in the event of order.				APPROVED BY	

**Date**

**VENDOR'S SIGNATURE WITH SEAL**

### MSE STATUS (APPLICABLE ONLY FOR INDIAN SOURCES)

As per the Public Procurement Policy notified by the Central Government, Micro and Small Enterprises quoting within the price band of L1+15% shall be allowed to supply the requirement up to 20% of the tender value subject to condition that such Enterprises bring down their price to L1 price where L1 price is from other than a Micro and Small Enterprise.

If L1 offer is from a Micro / Small Enterprise, this provision will not be applicable.

In case more than one Micro and Small Enterprise is there within this span, the supply shall be shared proportionate to the tender quantity. (70:30 or 50:30:20 of the eligible quantity)

Note: Special provision for Micro and small enterprises owned by SC or ST: -

Sub target of 20% (i.e. 4% out of 20%) would be earmarked for procurement from Micro and Small Enterprises owned by the Scheduled Caste or Scheduled Tribe Entrepreneurs provided that in event of failure of such Micro and Small Enterprises to participate in the tender process or meet the tender requirements and the L1 price, the 4% sub-target for procurement ear-marked MSE owned by Scheduled Caste or Scheduled Tribe Entrepreneurs shall be met from other MSE Enterprises/s.

Such of those Suppliers who are already registered with BHEL, Ranipet as an MSE and whose registration is valid on the date of the tender opening (technical bid opening date in the case of two part bid) will be considered as eligible for the above concession.

(Note: The details of the registration such as the name of the chartered accountant / firm that has certified for the MSE status, the date of the certification and the date of receipt of the certificate by BHEL, Ranipet are available in the web-site: <http://bapscm.bhelrpt.co.in/purc>)

In their own interest the registered Bidders are advised to check the current status of the validity of the registration, which is one year from the date of the certification by the Chartered Accountant before submitting their Bid document/s. In the event that on the date of the tender opening the registration is not valid, then the Supplier will be treated under non-MSE category for this tender.

In case the validity of the registration has expired and if the Bidder wants to be considered as an MSE then, the Supplier shall submit the necessary certificate from a chartered accountant certifying the status of their Unit / Works clearly specifying the address of the works which is to be considered as MSE and send the same to BHEL, Ranipet either before the tender opening date or as a part of the tender document. If the offer is accompanied with the certificate, then the Bidder would be considered as an MSE. If the certificate is sent separately BHEL will not be responsible for any postal / courier / delivery delays and the status as on the date of the bid opening as available with BHEL Ranipet's records shall be used for reckoning the status of the Bidder as an MSE or otherwise.

Offer/s received without these documents will be treated as non-MSE and order finalization will be done based on this premise.

Documents submitted after Bid-opening will not be considered in this tender.

This provision for MSE will apply subject to the condition that the participating MSE meets the tender requirements.

In case of any change in the MSE status of the Bidder, it shall be the responsibility of the Bidder to notify the change as a part of the Bid document. If at a later date it comes to the knowledge of BHEL, Ranipet that the change in the status has not been intimated by the Bidder and the order is obtained under the premise of an MSE then BHEL would cancel the pending order against this tender and take necessary steps for suspension of the business dealing with the Bidder as per the procurement policy of BHEL.

In case after the bid opening it is seen that no MSE has become L1, then depending on the nature of the item, if it is not possible to split the tendered items / quantities on account of reasons like customer contract requirements of supplying one make for a given project or technical reasons like the tendered item being a system etc. then BHEL would not counter offer the L1 prices even though there may be MSE bidders within the +15% band of L1.

**IN THE LETTER-HEAD OF THE C.A.**

**TO WHOM SO EVER IT MAY CONCERN**

This is to certify that M/s .....having its registered office at .....is registered under MSMED Act 2006 and categorized under .....unit vide their Registration Number.....(copy enclosed)

Further certified that the investment of company in Plant & Machinery as on 31<sup>st</sup> March ..... is Rs.....Lacs i.e. below Rs.25 Lacs / 5 Crores as permissible for Micro / Small unit respectively under MSMED ACT 2006. Hence the company is under category of Micro/Small(strike off whichever is not applicable) unit for the financial year .....

It is further certified that cumulative investment in Plant & Machinery during ..... ( 01/04/..... - till date ) is below the permissible limit of Rs.25 lacs / 5 Crores for Micro / Small unit respectively and Company is under the category of .....unit as on date i.e. 31/03/.....

The Directors of the company have been instructed to intimate their clients in case of change of investments in Plant & Machinery, if any, in future with proper supporting documents.

This Certificate is **VALID FOR ONE YEAR ONLY** from the date of issue subject to the above referred instruction with reference to **"Change of Investments"**

for .....  
Chartered Accountants

Name:  
Membership Number:  
Full address  
Place:  
Date:

## Instructions for Foreign Suppliers

1. The Supplier Registration Form has Four parts:

- Part A**      Organisational Information (Foreign Supplier)
- Part B**      Quality System
- Part C**      Technical Competence
- Part D**      Registration Form ( Indian Agent)

2. All sheets of the above forms are to be filled up and signed by the authorized Signatory and a **seal affixed**.

3. Please use separate sheet if space provided is insufficient.

4. For providing any other information also separate sheet may be attached.

5. No column in the sheets must be left blank. If any column in the formats is not applicable /relevant to your organization, please mention accordingly.

6. Please ensure that all required enclosures / documents are attached with the filled up Supplier Registration Form and list of enclosure is given as required and the entire documents is neatly compiled in a folder.

7. Scoring for questions on Quality System (Part – C) is to be done on 0-3 scale as follows:

- 0      For non- compliance
- 1      System exists in rudimentary stage
- 2      System exists with minimal discrepancies
- 3      System is in mature stage (i.e. meets all requirements)

8. Quality System form (Part - C) need not be filled by ISO 9000 – 2000 accredited

Suppliers. Instead, the Table of Contents of Quality Manual shall be submitted with the Registration Form along with a copy of the ISO Certificate.

9. Technical Competence form also shall be filled up in the same manner as above.

10. Check-list given on next page shall be filled up and sent along with the Supplier Registration Forms to BHEL.

**Contd.....**

### Check – List for Foreign Suppliers Registration Form

S.No	Check - point	Yes / No
1.	Information against all points in the Supplier Registration Form has been given ?	
2.	Authorisation letter has been enclosed (in case of Indian agent)	
3.	Banker's Certificate has been enclosed?	
4.	Are you an ISO 9000 – 2000 accredited Supplier?	
5.	If yes, have you enclosed a copy of "Table of Contents" of your Quality Manual and copy of ISO 9000 -2000 certificate?	
6	If no, have you enclosed written down procedure / Manual of Quality Management System? Have you filled up Quality System Formats (Part - B)?	
7.	Have you enclosed experience list as per Sl. No. 4 of the Vendor Registration Form (Part – A)?	
8	Has List of enclosures been furnished as per Sl. No. 6 of the Vendor Regn. Format?	
9	All the pages of the form & enclosures have been signed by Authorised Signatory and <b>Name seal</b> affixed?	

<b>SDC</b>	
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**BHARAT HEAVY ELECTRICALS LIMITED**  
**BOILER AUXILIARIES PLANT**  
**RANIPET - 632 406**

**SUPPLIER DEVELOPMENT CELL**

**SUPPLIER REGISTRATION FORMS**  
**(FOREIGN SUPPLIERS)**

**ENCLOSED FORMS:-**

- 1 . Part - A : Organisational Information - Foreign Supplier**
- 2 . Part - B : Quality System form**
- 3 . Part - C : Technical competence**
- 4 . Part - D : Registration Form – Indian Agent**



	<p>BHEL, BAP, RANIPET – 632 406  <b>SUPPLIER DEVELOPMENT CELL</b>  <b>SUPPLIER REGISTRATION FORM</b>  (FOREIGN SUPPLIER)</p>	PHONE : 04172-254333 FAX : 04172-241131 E-mail : gchandr@bhelrpt.co.in
<b>ORGANISATIONAL INFORMATION</b>		
<b>1.7 CONTACT PERSON(S) FOR PRODUCT OFFERED :</b>	<b>FOR OFFICIAL USE</b>	
NAME (S) :		
OFFICIAL CAPACITY :		
ADDRESS :		
TELEPHONE :		FAX :
E-MAIL :		
<b>1.8 YEAR OF ESTABLISHMENT :</b>		
<b>1.9 PRODUCTION CAPACITY PER ANNUM :</b>		
<b>1.10 PARTICULARS OF PRODUCT INCLUDING SPECIFICATION AND RANGE OFFERED FOR REGN. (ATTACH BROCHURES AND CATALOGS)</b>		
<b>1.11 NAME(S) OF BANKERS :</b>		
<b>1.12 BANKER'S CERTIFICATE (AS TO CREDITWORTHINESS OF THE CLIENT) (Enclose Certificate)</b>		
<b>1.13 PORT OF LOADING :</b>		
<b>1.14 NEAREST AIRPORT :</b>		
<b>1.15 D &amp; B D-U-N-S Number (Dun &amp; Bradstreet nine digit identification number, not mandatory)</b>		
<b>1.16 ANY OTHER INFORMATION :</b>		
<b>SIGNATURE WITH SEAL</b>	<b>REVIEWING OFFICERS</b>	
<b>DATE:</b>		



**ORGANISATIONAL INFORMATION**

**2.0 FINANCIAL INFORMATION :**

ANNUAL TURN OVER AND PROFIT AFTER TAX FOR LAST 3 YEARS :

YEAR - 1

YEAR - 2

YEAR - 3

(Copy of Audited Annual Accounts for the Last 3 years to be enclosed)

**3.0 QUALITY MANAGEMENT SYSTEM :**

**3.1 IS THE COMPANY ISO 9001: 2000 CERTIFIED : YES / NO**

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

**3.1.2 IF NO, FORMATS UNDER PART - C (QUALITY SYSTEM) ARE TO BE FILLED UP**

**4.0 EXPERIENCE LIST 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 Registration has been sought and with whom you have continuous business since last three years)

**5.0 LIST OF ENCLOSURES :**

( BROCHURES, CATALOGS, TECHNICAL LITERATURE etc.)

**6.0 ANY OTHER INFORMATION :**

SIGNATURE OF SUPPLIER :

NAME :

DESIGNATION :

DATE :

OFFICE SEAL :

**FOR  
OFFICIAL  
USE**

**SIGNATURE WITH SEAL**

**DATE**

**REVIEWING  
OFFICERS**



R 35-495

BHEL, BAP, RANIPET – 632 406  
**SUPPLIER DEVELOPMENT CELL**  
**QUALITY SYSTEM FORMS**

PHONE : 04172-254333  
FAX : 04172-241131  
E-mail :  
gchand@bhelrpt.co.in

**Assessment Criteria for Quality System**

The following pages contain questions that the supplier should use for his self\_audit and BHEL should use to evaluate in detail the supplier's process controls, inspections, tests, incoming material controls etc.

A numerical rating is to be given alongside each question on a scale of 0 – 3 considering the following guidelines:

- 0 – for non - compliance
- 1 – Where the system in question exists in a rudimentary stage
- 2 – Where the system in question exists with minimal discrepancies.
- 3 – Where the system in question is in a mature stage( i.e. meets all requirements).

Each question is to be evaluated on three separate aspects, namely :

- The written procedure
- The system in effect and
- Adequate record keeping

For each section the points obtained is translated into a numerical percentage.

**BHARAT HEAVY ELECTRICALS LIMITED  
SUPPLIER REGISTRATION FORM**

**QUALITY SYSTEM**

Page 2 of 4

I. INCOMING MATERIAL CONTROL	PROCEDURE 0-3		SYSTEM IN EFFECT 0-3		RECORDS 0-3	
	By Supplier	By BHEL	By Supplier	By BHEL	By Supplier	By BHEL
1. A formalized supplier rating, evaluation, certification programme has been established wherein quality performance is one of the criteria.						
* 2. Incoming shipment is verified prior to storage or use.						
<b>TOTAL MARKS</b>						

II. PROCESS CONTROL	PROCEDURE 0-3		SYSTEM IN EFFECT 0-3		RECORDS 0-3	
	By Supplier	By BHEL	By Supplier	By BHEL	By Supplier	By BHEL
* 1. Work instructions are documented, updated & followed by workers.						
* 2. Required tools, jigs, fixtures are identified and used.						
3. Procedure for qualification , if applicable , and revalidation of qualification of workers exist such as : ❖ Welders ❖ NDT Personnel						
4. Preventive maintenance activities are performed on critical machines & records kept.						
5. Material identification and acceptance status is maintained throughout the manufacturing process & during storage.						
* 6. Availability of updated drawing/specification at workplace						
7. Preservation, painting & packing procedure exists						
<b>TOTAL MARKS</b>						

Scoring for questions on Quality System (Part B) is to done on 0-3 scale as follows:-

0 ( For non-compliance ) , 1 ( System exists in rudimentary stage ) , 2 ( System exists with minimal discrepancies ) , 3 ( System is in mature stage i.e meets all requirements )

The question with asterisk (\*) mark is mandatory where supplier must achieve a minimum score of 2 marks.

<b>SIGNATURE WITH SEAL</b>  <b>DATE</b>	BHEL REVIEWING OFFICER
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**BHARAT HEAVY ELECTRICALS LIMITED  
SUPPLIER REGISTRATION FORM**

Page 3 of 4

III. CONTROL OF NON- CONFORMANCE	PROCEDURE 0-3		SYSTEM IN EFFECT 0-3		RECORDS 0-3	
	Marks by Supplier	Marks by BHEL	Marks by Supplier	Marks by BHEL	Marks by Supplier	Marks by BHEL
* 1. Record of Rework / Rectification is kept.						
2. System of review and analysis of repeated failures and their prevention in future.						
<b>TOTAL MARKS</b>						

IV. CONTROL OF MEASURING AND MONITORING DEVICES	PROCEDURE 0-3		SYSTEM IN EFFECT 0-3		RECORDS 0-3	
	Marks by Supplier	Marks by BHEL	Marks by Supplier	Marks by BHEL	Marks by Supplier	Marks by BHEL
1. System of calibration of gauges, fixtures & instruments exists						
* 2. Master Gauges / Standards are traceable to recognized national standards.						
<b>TOTAL MARKS</b>						

V. CONFORMANCE TO SAFETY REQUIREMENTS :	PROCEDURE 0-3		SYSTEM IN EFFECT 0-3		RECORDS 0-3	
	MARKS BY SUPPLIER	MARKS BY BHEL	MARKS BY SUPPLIER	MARKS BY BHEL	MARKS BY SUPPLIER	MARKS BY BHEL
*1. Provision of adequate safety of Customer's inspection staff during inspection by customer's representative.						
<b>TOTAL MARKS</b>						

<p><b>SIGNATURE WITH SEAL</b> <b>DATE</b></p>	<p>BHEL REVIEWING OFFICER</p>
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# BHARAT HEAVY ELECTRICALS LIMITED SUPPLIER REGISTRATION FORM

Page 4 of 4

V . CUSTOMER - SUPPLIER COMMUNICATION	PROCEDURE 0-3		SYSTEM IN EFFECT 0-3		RECORDS 0-3	
	MARKS BY SUPPLIER	MARKS BY BHEL	MARKS BY SUPPLIER	MARKS BY BHEL	MARKS BY SUPPLIER	MARKS BY BHEL
*1. Tender documents are reviewed with reference to customer requirement both technically & from delivery point of view. In case of deviation, in technical specifications and delivery conditions, the deviations are identified and clearly spelt out in offer.						
2. System of submission of documents like: (A) Invoice. (B) Packing list. (C) Test Certificate. (D) Inspection Data.						
3. Organisation of after sales service and response time for attending complaints.						
<b>TOTAL MARKS</b>						

<b>SIGNATURE WITH SEAL</b>  <b>DATE</b>	<b>BHEL REVIEWING OFFICER</b>
---	-------------------------------

**BHARAT HEAVY ELECTRICALS LIMITED**  
**SUPPLIER REGISTRATION FORM**

**Part - C : “TECHNICAL COMPETENCE”**

<b>TECHNICAL COMPETENCE</b> (where <b>design specification</b> is given by BHEL)	<b>0 - 3 MARKS</b>
1 Supplier understands the Product Specification	
2 Supplier understands the Inspection Requirements	
3 Supplier has the process capability to achieve the Product specification / dimensional requirement	
4 Supplier has experienced man- power to carry out the job	
<b>TOTAL / OUT OF POSSIBLE :</b>	/ = %

Here

Score of 0 indicates “No Capability”

Score of 1 indicates “ Requires continuous technical support of BHEL during execution of job”

Score of 2 indica “Occasional technical support from BHEL”

Score of 3 indicates “ Can handle BHEL’s job without any technical assistance”

**OR**

<b>TECHNICAL COMPETENCE</b> (where <b>performance specification</b> is given by BHEL)	Procedure 0 - 3	System - in - effect 0 - 3	Records 0 - 3	Remarks
1. Design Capability				
2. Adequacy of Quality Assurance Plan				
3. Process capability for the job				
4. Adequacy of testing				
<b>TOTAL / OUT OF POSSIBLE :</b>	/	=	%	

SIGNATURE WITH SEAL

DATE :

BHEL REVIEWING OFFICER



R 35-494

**BHEL, BAP, RANIPET – 632 406**  
**SUPPLIER DEVELOPMENT CELL**  
**REGISTRATION FORM (FOR INDIAN AGENT)**

PHONE : 04172-254333  
FAX : 04172-241131  
E-mail :  
gchandr@bhelrpt.co.in

Note :1.Use separate forms for each principal. 2. Use additional sheets if required.

**1.0 GENERAL INFORMATION :**

1.1 NAME OF AGENCY

1.2 DETAILS OF HEAD OFFICE :

ADDRESS :

TELEPHONE :

FAX :

E-MAIL :

1.3 DETAILS OF BRANCH OFFICE :

ADDRESS :

TELEPHONE :

FAX :

E-MAIL :

**2.0 OWNERSHIP INFORMATION**

DOCUMENTS TO BE FURNISHED

(Mark with  in appropriate box )

2.1.1 LIMITED COMPANY :

COPY OF MEMORANDUM & ARTICLES OF ASSN

2.1.2 PRIVATE LTD. COMPANY :

COPY OF MEMORANDUM & ARTICLES OF ASSN

2.1.3 PARTNERSHIP FIRM :

PARTNERSHIP DEED

2.1.4 PROPRIETORSHIP :

TAX REGN. & MUNICIPAL REGN.

**2.2 NAME OF C.E. / PROPRIETOR / PARTNER:**

ADDRESS :

TELEPHONE :

FAX :

E-MAIL :

**2.3 OFFICIAL TO BE CONTACTED FOR CLARIFICATION :**

NAME :

DESIGNATION:

ADDRESS :

TELEPHONE :

FAX :

E-MAIL :



R 35-494

**BHEL, BAP, RANIPET – 632 406**  
**SUPPLIER DEVELOPMENT CELL**  
**REGISTRATION FORM (FOR INDIAN AGENT)**

PHONE : 04172-254333  
 FAX : 04172-241131  
 E-mail :  
 gchandr@bhelrpt.co.in

**3.0 DETAILS OF PRINCIPAL WHOM THE AGENT REPRESENT :**

NAME OF COMPANY :

NAME OF UNIT / DIVISION :

ADDRESS :

TELEPHONE :

FAX :

E-MAIL :

**4.0 PRODUCTS OF PRINCIPAL REPRESENTED :****5.0 RELATIONSHIP BETWEEN AGENT & PRINCIPAL:**

5.1 Whether You are sole representative of principal? :

5.2 Validity of Agency agreement : From ..... To.....

(Attach copy of agency agreement)

5.3 What is the precise relationship between principal &amp; you? ;

5.4 What is the mutual interest (between principal &amp; agent) each has in the business of others:

**6.0 Details of payment receivable from the principal as commission / remuneration / discount etc. for each contract or as a general retainer / or in any other manner.****7.0 REGISTRATION PARTICULARS :**7.1 AGENT'S INCOME TAX PERMANENT ACCOUNT NO. :  
( Attach copy of certificate)7.2 FOREIGN PRINCIPAL'S INDIAN INCOME TAX  
PERMANENT ACCOUNT NO. (IF ANY) :**8.0 ANY OTHER INFORMATION :**

PLACE :

DATE :

AGENT'S AUTHORISED SIGNATORY WITH SEAL

**Guidelines To Indian Suppliers For Filling-Up  
Supplier Registration Form**

1. Registration Form may be obtained from Source Development Cell of respective BHEL Unit or downloaded from BHEL website [www.bhel.com](http://www.bhel.com).
2. Any clarification with respect to procedure for registration may be obtained from the Source Development Cell of respective BHEL unit.
3. The Supplier Registration Form has four parts:
  - Part A        Organizational Information
  - Part B        Quality System
  - Part C        Technical Competence
  - Part D        Score Sheet
4. All sheets of above forms are to be filled up and signed by the authorised signatory.
5. Please attach separate sheet if the space provided is insufficient.
6. For any other information also, separate sheet may be attached.
7. Any information / clarification required by BHEL during evaluation must be given expeditiously.
8. Please ensure that all required enclosures are attached with the filled up Supplier Registration Form and list of enclosures is given as required.
9. The scoring of marks by Suppliers for self assessment must be done as required against each information in all the above parts .Incomplete forms and forms without self assessment are likely to be rejected. If any question is not applicable or relevant to your organisation , please mention accordingly. Questions left unanswered will get zero marks..
10. Scoring for questions on Quality System (Part B) is to done on 0-3 scale as follows:
  - 0        For non-compliance
  - 1        System exists in rudimentary stage
  - 2        System exists with minimal discrepancies
  - 3        System is in mature stage (i.e meets all requirements)

The question with asterisk ( \* ) mark is mandatory where supplier must achieve a minimum score of 2 marks.
- 11 Part-B of the form on Quality System need not be filled by ISO-9001-2000 accredited suppliers. Instead, the Table of Contents of Quality Manual may be submitted with the Registration Form.

12 Scoring for question on Technical competence is to be done on 0-3 scale as follows:

- 0 No capability
- 1 Requires continuous technical support of BHEL during execution of job.
- 2 Occasional technical support from BHEL
- 3 Can handle job without any technical support from BHEL.

The question with asterisk (\*) mark is mandatory where supplier must achieve a minimum score of 2 marks.

13 Assessment Criteria shall be as follows:

Organisational Soundness : OS 1 : 75 % and above

OS 2 : 60 % to less than 75 %

OS 3 : Less than 60 %

Quality System } : Q 1 - Overall system rating above 90 % , rated 2 or better in all mandatory requirements and a rating of 70 % or better in each section

Q 2 - Overall system rating 80 to 90 % , rated 2 or better in all mandatory requirements and a rating of 60 % or better in each section

Q 3 - Overall system rating above 70 % and less than 80 % , rated 2 or better on all mandatory requirements and a rating of 55 % or better in each section

Technical Competence : TC 1 - Above 90 % and rated 2 or better in all mandatory reqts.

TC 2 - 80 to less than 90 % and rated 2 or better in all mandatory requirements

TC 3 - Above 70 % and less than 80 % and rated 2 or better in all mandatory requirements

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

S,No	Supplier Category	Formats
1.	Indian Suppliers ( manufacturers )	<ul style="list-style-type: none"> <li>- Organisational Information</li> <li>- Quality System</li> <li>- Technical Competence</li> <li>- Score sheet</li> </ul>
2.	Agents / stockists / distributors / dealers	<ul style="list-style-type: none"> <li>- Organisational Information</li> <li>- Letter of authorisation from Principal / Manufacturer</li> <li>- Score sheet</li> </ul>

15 Please fill up the enclosed check- list also before sending the Supplier Registration Forms to BHEL to ensure compliance of guidelines.

**CHECK-LIST FOR INDIAN SUPPLIERS REGISTRATION FORM**

S. 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 sl 9.9 of Organisational Information form.	
4.	Are you an ISO: 9000 -2000 accredited supplier ?	
5.	If yes, have you enclosed "Table of Contents” of your Quality Manual and copy of ISO 9000 -2000 accreditation certificate ?	
6.	If no , have you filled up Quality System formats given in Part B ?	
7.	Technical requirements, specifications, drawings, standards have been obtained from BHEL before filling up Technical Competence, Part C	
8.	All the pages of the form & enclosures have been signed by Authorised Signatory and <b>Name seal affixed ?</b>	
9.	Scoring has been done in Part A , B and C .	
10.	Total scoring has been done in score sheet Part D.	

Please attach this check list with the filled up Supplier Registration Forms.

Date :

Signature & seal

(Authorised Signatory)

**BHARAT HEAVY ELECTRICALS LIMITED  
SUPPLIER REGISTRATION FORM**

**PART- A**

( INDIAN SUPPLIER )

Page 1 of 17

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 .**

**SUPPLIERS HAVE TO ALLOT MARKS IN THE RELEVANT COLUMNS .**

<b>ORGANISATIONAL INFORMATION</b>						
<b>NAME OF THE APPLICANT SUPPLIER SEEKING REGISTRATION :-</b>						
<b>1.0 PRODUCTS / SYSTEMS / SERVICES FOR WHICH REGISTRATION IS APPLIED FOR :</b>				Marks	BY SUPPLIER	BY BHEL
SL. NO.	DESCRIPTION	SIZE & RANGE	MFG. STD/ IS / DIN /BS etc			
				1		
TOTAL MARKS				1		
SIGNATURE WITH SEAL DATE				BHEL REVIEWING OFFICER		



**BHARAT HEAVY ELECTRICALS LIMITED  
SUPPLIER REGISTRATION FORM**

( INDIAN SUPPLIER )

Page 3 of 17

<b>ORGANISATIONAL INFORMATION</b>				
		Marks	By Supplier	By BHEL
<b>3.0 <u>OWNERSHIP INFORMATION</u> :</b>				
<b>DOCUMENTS TO BE FURNISHED</b>				
3.1	GOVT. OF INDIA UNDERTAKING :	1		
	OR			
	STATE GOVT. UNDERTAKING :			
	OR			
	LIMITED COMPANY, : MEMORANDUM AND			
	OR			
	PRIVATE COMPANY : MEMORANDUM AND			
	OR			
	CO-OPERATIVE SOCIETY, : SOCIETY RULES AND			
	OR			
	PARTNERSHIP FIRM, : PARTNERSHIP DEED			
	OR			
	PROPRIETORSHIP, : PROFESSION TAX REGN.			
	OR			
	ANY OTHER (SPECIFY) :	1		
3.2	NATURE OF BUSINESS :	1		
	( MANUFACTURING UNIT / AGENTS /			
	DISTRIBUTORS / STOCKISTS)			
3.3	YEAR OF ESTABLISHMENT :			
<b>TOTAL MARKS</b>		3		
SIGNATURE WITH SEAL		BHEL REVIEWING OFFICER		
DATE				

**BHARAT HEAVY ELECTRICALS LIMITED  
SUPPLIER REGISTRATION FORM**

( INDIAN SUPPLIER )

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<b>ORGANISATIONAL INFORMATION FOR THE PREVIOUS FOUR YEARS</b>					<b>MARKS By Supplier</b>	<b>MARKS By BHEL</b>	
4.0	<b>FINANCIAL INFORMATION</b>	Year 1	Year 2	Year 3	Year 4	\$ ( See below )	\$ ( See below )
		(Years in ascending order, Money value in Rs. Lakhs )					
4.1	NET WORTH (Share Capital + Reserves)						
	Growth over previous year (%)	-----					
4.2	LONG TERM DEBT / LOAN						
4.3	DEBT EQUITY RATIO Long term Debt (4.2) Net worth (4.1)						
4.4	INVESTMENT IN: Land & Building						
	Plant & Machinery						
	Other Fixed Assets						
4.5	NET CURRENT ASSETS						
1	a) Cash on hand						
	b) Account receivable						
	c) Inventories						
	<b>Total</b>						
2	CURRENT LIABILITY						
	a) Sundry creditors						
	b) Interest accrued but not due						
	c) Credit balance in sundry debtors						
	d) Other liabilities						
	<b>Total</b>						
3	CURRENT RATIO Current assets {4.5 (1)} Current liability {4.5 (2)}						
4.6	SALES						
	Growth over previous year (%)	-----					
4.7	PROFIT BEFORE TAX						
	Growth over previous year (%)	-----					
4.8	PROFIT AFTER TAX						
	Growth over previous year (%)	-----					
4.9	Whether the supplier has been referred to BIFR / NCLT . ( If YES , <b>enclose details</b> )				YES / NO		
4.10	Whether the supplier is a potential sick company.( If YES , <b>enclose details</b> )				YES / NO		
<b>Copies of annual accounts (Balance Sheet) for the last four years along with audit report are to be submitted. The above details shall be highlighted in the Balance Sheet.</b>					Total marks ( out of 10 )		
<b>SIGNATURE WITH SEAL &amp; DATE</b>					<b>BHEL REVIEWING OFFICER</b>		

§ : ONE MARK EACH TO BE GIVEN FOR COMPLETE REPLY AGAINST SL. Nos. 4.1 to 4.10 (Total 10 marks )

**BHARAT HEAVY ELECTRICALS LIMITED  
SUPPLIER REGISTRATION FORM**

( INDIAN SUPPLIER )

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<b>ORGANISATIONAL INFORMATION</b>			
<b>5.0 REGISTRATION PARTICULARS :</b>	Marks	By Supplier	By BHEL
	5.1 INCOME TAX PERMANENT ACCOUNT NO. : ( COPY OF CERTIFICATE )	1	
5.2 CENTRAL SALES TAX REGISTRATION NUMBER : ( COPY OF CERTIFICATE )	1		
5.3 STATE SALES TAX REGISTRATION NUMBER : ( COPY OF CERTIFICATE )	1		
5.4 EXCISE DUTY REGISTRATION NUMBER : ( COPY OF CERTIFICATE )	1		
5.5 SERVICE TAX REGISTRATION NUMBER ( COPY OF CERTIFICATE )	1		
5.6 EXCISE CONTROL CODE NUMBER: ( COPY OF CERTIFICATE )	1		
5.7 NATIONAL SMALL SCALE INDUSTRIES REGISTRATION NO. : (VALIDITY UPTO .....) ( COPY OF CERTIFICATE )	1		
5.8 SMALL SCALE INDUSTRIES REGISTRATION NO. : (VALIDITY UPTO .....) ( COPY OF CERTIFICATE )	1		
5.9 ANCILLARY STATUS RECOGNISED BY .....			
<b>TOTAL MARKS</b>	9		
SIGNATURE WITH SEAL DATE		BHEL REVIEWING OFFICER	



**BHARAT HEAVY ELECTRICALS LIMITED  
SUPPLIER REGISTRATION FORM**

( INDIAN SUPPLIER )

Page 7 of 17

<b>ORGANISATIONAL INFORMATION</b>							
<b>7.0 LIST OF MANUFACTURING FACILITIES : (INCLUDING MATERIAL HANDLING FACILITY)</b>					Marks	BY SUPPLIER	BY BHEL
SL. NO.	DESCRIPTION & SPECIFICATION OF MACHINE & ITS MAKE YEAR OF MAKE & YEAR OF INSTALLATION	ACCURACY & FINISH ATTAINABLE	NO. OF MACHINES INSTALLED	REMA RKs			
	In-house facilities -----				1		
<b>TOTAL MARKS</b>					1		
SIGNATURE WITH SEAL DATE :					BHEL REVIEWING OFFICER		



**BHARAT HEAVY ELECTRICALS LIMITED  
SUPPLIER REGISTRATION FORM**

( INDIAN SUPPLIER )

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**ORGANISATIONAL INFORMATION**

<b>9.0 OTHER PARTICULARS :</b>	Marks	BY SUPPLIER	BY BHEL
9.1 IF THE COMPANY IS ALREADY IN BUSINESS WITH ANY OF BHEL UNITS, GIVE :  9.1.1 BHEL UNIT'S NAME :  9.1.2 REGISTRATION NO. :  9.1.3 ITEMS FOR WHICH REGISTERED & THEIR SPECIFICATION ( ATTACH PROOF OF SUCCESSFUL EXECUTION OF AT LEAST 3 PURCHASE ORDERS ) :	1		
9.2 IS THE COMPANY APPROVED BY ASME / NTPC / NPC / EIL / DGS&D / Railways /IBR/ LLOYDS, etc? YES / NO (ENCLOSE DOCUMENTARY EVIDENCE)	1		
9.3 IS THE COMPANY AN ISO 9000 APPROVED? : YES / NO (ENCLOSE CERTIFICATE) :	1		
9.4 IS THE COMPANY AN ISO 14000 APPROVED? : YES / NO (ENCLOSE CERTIFICATE) :	1		
9.5 IS THE COMPANY OHSAS - 18000 APPROVED? YES / NO (ENCLOSE CERTIFICATE)	1		
9.6 TECHNICAL COLLABORATOR : (FOREIGN OR INDIGENOUS) ( ENCLOSE DOCUMENTARY EVIDENCE)	1		
9.7 NAME & ADDRESS OF CONCERN(S) HAVING SUBSTANTIAL INTEREST IN : (NAME OF THE OTHER COMPANY, COMMON DIRECTOR, PARTNER, OWNER ETC.)			
<b>TOTAL MARKS</b>	7		

SIGNATURE WITH SEAL

BHEL REVIEWING OFFICER

DATE :

**BHARAT HEAVY ELECTRICALS LIMITED**  
SUPPLIER REGISTRATION FORM

( INDIAN SUPPLIER )

Page 10 of 17

**ORGANISATION INFORMATION**

	Marks	BY SUPPLIER	BY BHEL
<p>9.8 DIRECTORS / PARTNERS, IF RELATED TO ANY BHEL EMPLOYEE.</p> <p>NAME : STAFE NO. : DESIGNATION : DEPARTMENT : RELATIONSHIP :</p>	1		
<p>9.9 IF ANY EX-BHEL PERSONNEL IS EMPLOYED BY THE COMPANY, MENTION HIS / HER DETAILS OF LAST POSTING.</p> <p>NAME : STAFF NO. : DESIGNATION : DEPARTMENT : DATE OF LEAVING SERVICE :</p>	1		
<p>9.10 COMPANY'S WEEKLY : WORKS OFFICE HOLIDAYS</p>	1		
<p>9.11 EXPERIENCE LIST :</p> <p>(ATTACH LIST OF PRESENT CUSTOMERS WITH NAME &amp; ADDRESS FOR OFFERED / SIMILAR TYPE &amp; SIZE OF ITEM / EQUIPMENT FOR WHICH REGISTRATION HAS BEEN SOUGHT AND WITH WHOM YOU HAVE CONTINUOUS BUSINESS SINCE LAST THREE YEARS )</p>	1		
<p>9.12 LIST OF ENCLOSURES :</p> <p>ATTACH LIST OF ENCLISURES</p>	1		
<p>10 I/ WE GIVE THE UNDERTAKING THAT BHEL DRAWINGS &amp; 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.</p>	--	--	--

TOTAL MARKS	5		
-------------	---	--	--

<p>SIGNATURE WITH SEAL</p> <p>DATE :</p>	<p>BHEL REVIEWING OFFICER</p>
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**BHARAT HEAVY ELECTRICALS LIMITED  
SUPPLIER REGISTRATION FORM**

**Part B :**

**QUALITY SYSTEM**

<b>I. INCOMING MATERIAL CONTROL</b>	PROCEDURE 0-3		SYSTEM IN EFFECT 0-3		RECORDS 0-3	
	By Supplier	By BHEL	By Supplier	By BHEL	By Supplier	By BHEL
1. A formalized supplier rating, evaluation, certification programme has been established wherein quality performance is one of the criteria.						
* 2. Incoming shipment is verified prior to storage or use.						
<b>TOTAL MARKS</b>						

<b>II. PROCESS CONTROL</b>	PROCEDURE 0-3		SYSTEM IN EFFECT 0-3		RECORDS 0-3	
	By Supplier	By BHEL	By Supplier	By BHEL	By Supplier	By BHEL
* 1. Work instructions are documented, updated & followed by workers.						
* 2. Required tools, jigs, fixtures are identified and used.						
3. Procedure for qualification , if applicable , and revalidation of qualification of workers exist such as : ❖ Welders ❖ NDT Personnel						
4. Preventive maintenance activities are performed on critical machines & records kept.						
5. Material identification and acceptance status is maintained throughout the manufacturing process & during storage.						
* 6. Availability of updated drawing/specification at workplace						
7. Preservation, painting & packing procedure exists						
<b>TOTAL MARKS</b>						

Scoring for questions on Quality System (Part B) is to done on 0-3 scale as follows:-

0 ( For non-compliance ) , 1 ( System exists in rudimentary stage ) , 2 ( System exists with minimal discrepancies ) , 3 ( System is in mature stage i.e meets all requirements )

The question with asterisk (\*) mark is mandatory where supplier must achieve a minimum score of 2 marks.

SIGNATURE WITH SEAL  DATE :	BHEL REVIEWING OFFICER
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**BHARAT HEAVY ELECTRICALS LIMITED  
SUPPLIER REGISTRATION FORM**

**QUALITY SYSTEM**

**Page 12 of 17**

<b>III. CONTROL OF NON-CONFORMANCE</b>	<b>PROCEDURE 0-3</b>		<b>SYSTEM IN EFFECT 0-3</b>		<b>RECORDS 0-3</b>	
	Marks by Supplier	Marks by BHEL	Marks by Supplier	Marks by BHEL	Marks by Supplier	Marks by BHEL
* 1. Record of Rework / Rectification is kept.						
2. System of review and analysis of repeated failures and their prevention in future.						
<b>TOTAL MARKS</b>						

<b>IV. CONTROL OF MEASURING AND MONITORING DEVICES</b>	<b>PROCEDURE 0-3</b>		<b>SYSTEM IN EFFECT 0-3</b>		<b>RECORDS 0-3</b>	
	Marks by Supplier	Marks by BHEL	Marks by Supplier	Marks by BHEL	Marks by Supplier	Marks by BHEL
1. System of calibration of gauges, fixtures & instruments exists						
* 2. Master Gauges / Standards are traceable to recognized national standards.						
<b>TOTAL MARKS</b>						

<b>V. CONFORMANCE TO SAFETY REQUIREMENTS :</b>	<b>PROCEDURE 0-3</b>		<b>SYSTEM IN EFFECT 0-3</b>		<b>RECORDS 0-3</b>	
	<b>MARKS BY SUPPLIER</b>	<b>MARKS BY BHEL</b>	<b>MARKS BY SUPPLIER</b>	<b>MARKS BY BHEL</b>	<b>MARKS BY SUPPLIER</b>	<b>MARKS BY BHEL</b>
*1. Provision of adequate safety of Customer's inspection staff during inspection by customer's representative.						
<b>TOTAL MARKS</b>						

SIGNATURE WITH SEAL  DATE	BHEL REVIEWING OFFICER
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**BHARAT HEAVY ELECTRICALS LIMITED  
SUPPLIER REGISTRATION FORM**

**QUALITY SYSTEM**

**Page 13 of 17**

<b>V . CUSTOMER - SUPPLIER COMMUNICATION</b>	PROCEDURE 0-3		SYSTEM IN EFFECT 0-3		RECORDS 0-3	
	MARKS BY SUPPLIER	MARKS BY BHEL	MARKS BY SUPPLIER	MARKS BY BHEL	MARKS BY SUPPLIER	MARKS BY BHEL
*1. Tender documents are reviewed with reference to customer requirement both technically & from delivery point of view. In case of deviation, in technical specifications and delivery conditions, the deviations are identified and clearly spelt out in offer.						
2. System of submission of documents like: (A) Invoice. (B) Packing list. (C) Test Certificate. (D) Inspection Data.						
3. Organisation of after sales service and response time for attending complaints.						
<b>TOTAL MARKS</b>						

SIGNATURE WITH SEAL  DATE	BHEL REVIEWING OFFICER
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**BHARAT HEAVY ELECTRICALS LIMITED  
SUPPLIER REGISTRATION FORM**

**Part C :**

**Page 14 of 17**

**TECHNICAL COMPETENCE**

<b>TECHNICAL COMPETENCE</b> ( where <b>design specification</b> is given by BHEL )	<b>MARKS</b> <b>0-3</b>	
	MARKS BY SUPPLIER	MARKS BY BHEL
*1. Supplier understands the product specification.		
2. Supplier understands the inspection requirements.		
*3. Supplier has process capability to achieve the product specification/dimensional requirement.		
4. Supplier has experienced manpower to carry out the job.		
<b>TOTAL MARKS OUT OF POSSIBLE ( 12 ) = ----- %</b>		

**OR**

<b>TECHNICAL COMPETENCE</b> ( where <b>performance specification</b> is given by BHEL )	<b>PROCEDURE</b> <b>0-3</b>		<b>SYSTEM IN EFFECT</b> <b>0-3</b>		<b>RECORDS</b> <b>0-3</b>	
	MARKS BY SUPPLIER	MARKS BY BHEL	MARKS BY SUPPLIER	MARKS BY BHEL	MARKS BY SUPPLIER	MARKS BY BHEL
1. Design capability						
2. Adequacy of quality assurance plan						
*3. Process capability for components						
*4. Adequate of testing						
<b>TOTAL MARKS OUT OF POSSIBLE ( 36 ) = ----- %</b>						

Here :

Score of 0 indicates “ No capability”

Score of 1 indicates “Requires continuous technical support of BHEL during Execution of job”

Score of 2 indicates “Occasional technical support from BHEL”

Score of 3 indicates “ Can handle BHEL’s job without any technical Assistance.”

The question with asterisk (\*) mark is mandatory where supplier must achieve a minimum score of 2 marks.

SIGNATURE WITH SEAL  DATE :	BHEL REVIEWING OFFICER
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**BHARAT HEAVY ELECTRICALS LIMITED  
SUPPLIER REGISTRATION FORM**

**Part D :**

**SCORE SHEET**

**Page 15 of 17**

**1. ORGANISATIONAL SOUNDNESS :**

Each question should be answered. No question is to be left unanswered. If any of the questions is not relevant to your organization , please mention so against that question ( but do not leave the question unanswered ). Each question answered carries (1) mark . Questions left unanswered will get (0) score.

S L  N O	PARAMETER	CRITERIA	Range	M A R K S	Marks by Supplier	Marks by BHEL
1.	Net Worth Refer Sl. No. 4.1 of Supplier Registration Form Page 4/17 , Part A . Average of three years to be worked out	Growth over the previous year	More than 10 %	4		
		Growth over the previous year	5 – 10 %	3		
		Growth over the previous year	Less than 5 %	1		
2.	Sales for current year. Sl. No. 4.6 of Page 4/17, Part A	Growth over the previous year	More than 10 %	4		
		Growth over the previous year	5- 10 %	3		
		Growth over the previous year	> 0 < 5 %	1		
		Growth over the previous year	0% & Below	0		
3.	Debt Equity Ratio i.e. Long Term Debt / Share Capital ( Sl. No. 4.3 of Page 4/17, Part A )	1 : 1		4		
		1.1 up to 1.5 : 1		3		
		1.6 & above : 1		1		
4.	Current Ratio i.e. Current Assets / Current Liability ( Sl. No. 4.5 of Page 4/17, Part A )	2 : 1		4		
		Less than 2 upto 1.1 : 1		3		
		1 : 1		1		
5.	Profit Before Tax Sl. No. 4.7 of Page 4/17 , Part A	Growth over the previous year	More than 10 %	4		
		Growth over the previous year	5 – 10 %	3		
		Growth over the previous year	Less than 5 %	1		
6.	Profit After Tax Sl. No. 4.8 of Page 4/17 , Part A	Growth over the previous year	More than 10 %	4		
		Growth over the previous year	5 to 10 %	3		
		Growth over the previous year	Less then 5%	1		

SIGNATURE WITH SEAL

BHEL REVIEWING OFFICER

DATE :

**BHARAT HEAVY ELECTRICALS LIMITED  
SUPPLIER REGISTRATION FORM**

**Part D :**

**SCORE SHEET**

**Page 16 of 17**

SL. NO.	PARAMETER	Marks	Marks by Supplier	Marks by BHEL
7.	Sl. No. 4.9 of Page 4/17 , Part A – if referred to BIFR / NCLT	(-) 24		
8.	Sl. No. 4.10 of Page 4/17 , Part A – if potentially SICK	(-) 12		
9.	For supplier having standby arrangement of power. (Sl. No. 6.2 of Page 6/17 , Part A)	3		
10.	Supplier having continuous business for more than 3 years. (Sl. No. 9.8 of Page 10 /17 , Part A)			
	Beyond 3 customers	4		
	Upto 3 customers	3		
	No customer	0		
11.	Manufacturing facilities : (Sl. No. 7.0 of Page 7/17 , Part A)			
	Supplier having adequate facilities	3		
	Supplier having substantial facility	2		
	Supplier having inadequate facilities	0		
12.	Measuring and Testing Facilities : (Sl. No. 8.0 , Page 8/17 , Part A)			
	Adequate measurement facilities	3		
	Substantial measuring facilities	2		
	Inadequate facilities	0		
13.	If the answer to Question No. 9.2.1 of Page 9/17, Part A is Yes i.e. ISO company	3		
	If the answer to Question No. 9.2.1 of Page 9/17, Part A is No i.e. non-ISO company	0		

Total Marks ( Sl. 01 to 13 above ) = -----/ 40 , Total Marks ( Page 01 to 10 ) = -----/ 46

**Total Marks ( Organisational Soundness ) = -----/ 86 = ----- %**

**Category of Supplier : OS 1 ( 75 % & more ) , OS 2 ( 60 % to less than 75 % ) , OS 3 ( less than 60 % )**  
( Tick category )

SIGNATURE WITH SEAL

BHEL REVIEWING OFFICER

DATE :

**BHARAT HEAVY ELECTRICALS LIMITED  
SUPPLIER REGISTRATION FORM**

**Part D :**

**SCORE SHEET**

**Page 17 of 17**

**2. QUALITY SYSTEM (SCORING CRITERIA) :**

<u>SURVEY SUMMARY :</u>	<u>MARKS SCORED / OUT OF POSSIBLE</u>	<u>SCORE ( % )</u>
I. Incoming Material Control	----- / 18	-----%
II. Process Control	----- / 63	-----%
III. Control of Non-Conformance	----- / 18	-----%
IV. Control of measuring & monitoring device	----- / 18	-----%
V. Conformance to Safety Requirements	----- / 09	-----%
VI. Customer-Supplier Communication	-----/ 27	-----%
	TOTAL =	-----%
	-----/ 153	

**Category of Supplier :** Q 1 - Overall system rating above 90 % , rated 2 or better on all mandatory requirements and a rating of 70 % or better in each section  
( **Tick category** )

Q 2 - Overall system rating 80 to 90 % , rated 2 or better in all mandatory requirements and a rating of 60 % or better in each section

Q 3 - Overall system rating above 70 % and less than 80 % , rated 2 or better on all mandatory requirements and a rating of 55 % or better in each section

**2. TECHNICAL COMPETENCE : Tick category as per score on page 14 .**

**Category of supplier :** TC 1 - Above 90 % and rated 2 or better in all mandatory reqts.

TC 2 - 80 to less than 90 % and rated 2 or better in all mandatory requirements

TC 3 - Above 70 % and less than 80 % and rated 2 or better in all mandatory requirements

SIGNATURE WITH SEAL

BHEL REVIEWING OFFICER

DATE :