



**Bharat Heavy Electricals Limited**  
**Heavy Equipment Repair Plant (HERP)**

Tarna, Shivpur, Varanasi - 221003

Enquiry Ref No.: **HERP/OT/E-578-16-0040-68-1**

Dated 06.09.2016

**TENDER DOCUMENT**

PART I: TECHNO-COMMERCIAL BID

PART II: PRICE BID &

PART III: - SUPPLIER REGISTRATION FORM (SRF)

**SUPPLY OF SCHNEIDER ELECTRIC MAKE: VVFD DRIVES at HERP,  
VARANASI**



**MATERIAL MANAGEMENT DEPARTMENT  
BHARAT HEAVY ELECTRICALS LIMITED  
HEAVY EQUIPMENT REPAIR PLANT  
TARNA, SHIVPUR  
VARANASI – 221 003 (U.P)**

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# **Bharat Heavy Electricals Limited**

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### **NOTICE INVITING TENDER**

**Enquiry Ref No. HERP/OT/E-578-16-0040-68-1 Dated 06.09.2016**

**Annexure-I**

Bid Starts From: **08:00 hrs. on 07/09/2016**

Bid Ends on: **14:00 hrs. on 28/09/2016**

Bid Opening Date and Time: **14:30 hrs. on 28/09/2016**

The Heavy Equipment Repair Plant (HERP) located in Varanasi, India is one of the manufacturing plants of Bharat Heavy Electricals Ltd (BHEL). Quotations are invited from the interested parties for the supply of the items mentioned at Annexure-V through E-Procurement System (EPS): (<https://bheleps.buyjunction.in>). No hard copy bid or bids through Email/ FAX shall be accepted.

Bids are invited in Two Parts (Part-1 & Part-2). Interested vendors who do not have login ID and password are requested to register themselves on <https://bheleps.buyjunction.in> through "Register" or "New supplier" link available on the portal.

Class-III, SHA2 2048 BIT– Signing & Encryption, Digital Signature Certificate (DSC) is required for bidders for authentication purpose (log in and bid submission). Vendors, who do not possess the DSC, are requested to obtain the same. The procedure for obtaining DSC is detailed in the "Seller Manual" available on the above mentioned website. Procedure of obtaining DSCs can also be downloaded from Important Links on [http://www.bhel.com/tender/tender\\_home.php](http://www.bhel.com/tender/tender_home.php).

Amendments / Corrigendum, if any, will be hosted on our web site, BHEL website, [www.eprocure.gov.in](http://www.eprocure.gov.in) as well as through EPS.

**For any information / clarification, parties may contact with the following executives of HERP Purchase Department:-**

1. Shri. Abhishek  
Sr. Engineer (Purchase)  
Ph No: - 0542-3076022  
Fax: - 0542-2282239/41  
Email: - [abhishek@bhel.in](mailto:abhishek@bhel.in)

2. Shri. N C Halder  
DGM (Purchase)  
Ph No: - 0542-3076020  
Fax: - 0542-2282239/41,  
Email: - [nch@bhel.in](mailto:nch@bhel.in)



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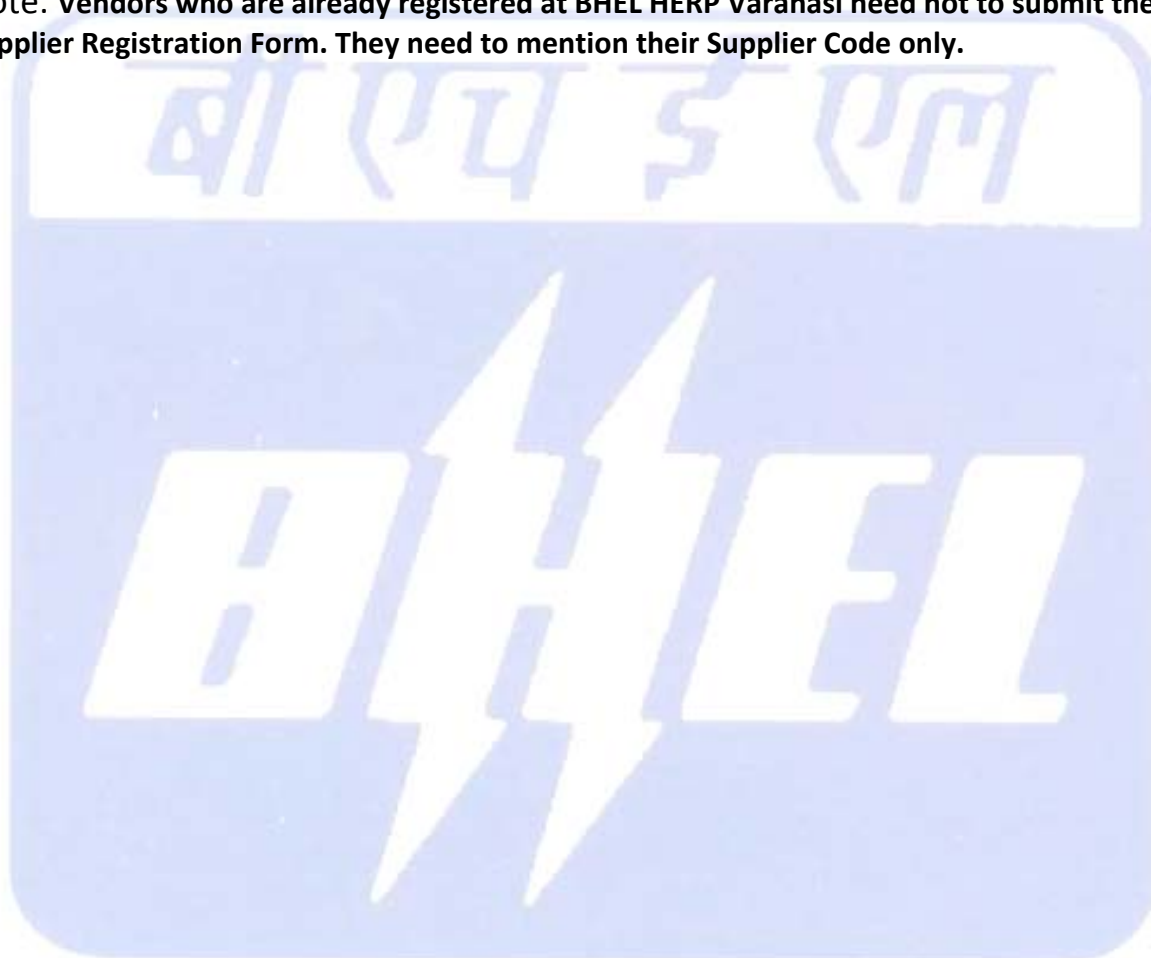
Annexure-II

**SUPPLIER REGISTRATION FORM**

Supplier Registration Form for indigenous and foreign vendors is enclosed as per Annexure-II and Annexure – III respectively along with tender.

**(PDF Format attached, 17 Pages for indigenous and 5 Pages for foreign vendors)**

**Note: Vendors who are already registered at BHEL HERP Varanasi need not to submit the Supplier Registration Form. They need to mention their Supplier Code only.**





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**Annexure-III**

**SPECIAL INSTRUCTIONS TO BIDDERS FOR OPEN TENDER DEFINITION**

- a. **Registered Vendors** - Are those who are registered with BHEL, HERP Varanasi. Registered suppliers with registered DSC will have to login with their user Id/password & DSC and search for the Open Tender. On clicking the "Interest" button, they will get attached to that particular Open Tender. Registered suppliers without DSC will have to first register themselves in <https://bheleps.buyjunction.in> as new supplier by clicking the "New Supplier" button. To know the procedure for obtaining Digital Signature Certificate (DSC), suppliers who are not having the DSC are advised to contact M/s M-Junction Services Limited helpline numbers: 8584008116, 8336925964 or 8584008205.
- b. **Un-registered Vendors** - Are those who are not registered with BHEL, HERP Varanasi. New unregistered suppliers wanting to bid against open tender will have to first register themselves in <https://bheleps.buyjunction.in> as new supplier by clicking the "New Supplier" button. After entering the Income Tax Permanent Account Number (PAN) details and pressing "Enter", they have to click the "Interested" button against the respective BHEL Unit for which they want to participate in the Open Tender and also fill up other relevant Company information as a one-time activity. Then, a box for filling in a "preferred login id" will appear at the top of the page. After giving the "preferred login id" and then clicking the "Next" button, Supplier would have to map their DSC (which will be activated by M/s mJunction Services Limited), if available. Or else, by pressing "skip" button and selecting relevant procurement category from the list available in the next page and "agreeing" to the BHEL's terms & conditions, user id and password will be generated/activated within 2 hours and mailed to their registered email id. Using this user id and password, Supplier has to login and map the Digital Signature Certificate they have purchased to their code. The DSC (Digital Signature Certificate) will then be activated by M/s mJunction Services Limited. As required by the tender, the necessary documents have to be filled-in online, in the provided template. Additional documents required are to be scanned and uploaded as .pdf file. Suppliers are advised to take note that the maximum space that is provided for uploading the documents that are to be attached is 300 MB. However the size of an individual document cannot exceed 10 MB. For any clarification on submission of offer on line, attention of the Supplier/s is invited to our document "Supplier Manual" hosted in the homepage of the e-procurement portal. During normal business hours, helpline maintained by the service provider M/s mJunction is available for clarifying any doubts of supplier/s. The helpline numbers are 8584008116, 8336925964 or 8584008205.

**c. ESSENTIAL INSTRUCTIONS:**

1. The tenders shall be submitted in two parts as described above on or before the due date:
  - i. Part I - Techno -Commercial Bid,
  - ii. Part II - Price Bid

Scanned copy of the Supplier Registration Form (SRF) shall be submitted by unregistered vendors only along with the techno – commercial Bid.



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**Annexure-III**

2. Part-II (Price Bids) along with supplementary price bids if any will be opened at the subsequently decided date of only those bidders whose techno-commercial bid has been found to be acceptable/suitable.

3. Currency exchange rate (TT selling rate of SBI) will be applicable on the date of opening of Part-I (Techno-commercial Bid) for evaluation purpose.

4. Evaluation of Bid: - The bid shall be evaluated on Cost to BHEL basis. The loading /other cost, if any determined at later stage, shall be communicated to the vendor.

5. Tenders when finalized shall be in the name of the bidder only and change of name during tender evaluation (without certificate from registrar of company) and after submission of the tender is liable to make the offer ineligible for participation.

6. BHEL will evaluate the technical bids against essential criteria/requirements. BHEL may seek clarifications, if required, from the bidders. **The offers of those bidders, who are unable to respond in specified time frame, may likely to be ignored/may be processed further with the terms and conditions already submitted with the respective bidder's risk and cost .**

7. BHEL team may visit the vendor (s) works for verification of capability and capacity claimed in tender documents/offer (s).

8. Suitability of delivery shall be the important criteria for evaluation of techno commercial bid and the bids falling within the delivery period and meeting the last delivery requirement shall be considered. Delivery period quoted by the parties beyond the required delivery period may not be considered.

9. All test certificates / Guarantee certificates to be submitted in TRIPLICATE along with dispatch documents.

10 .This open tender is floated for the procurement of VVVF drive as spare for our 10/3 EOT crane of make CRANEX- 03 nos. (02 nos. in open gantry and 01 no. in extension area heavy machine shop.)

### **11. FINALITY OF MANAGEMENT DECISION**

At all places in the preceding clauses, BHEL Management's decision shall be final.

**IN CASE YOU ARE NOT MAKING AN OFFER AGAINST THIS ENQUIRY, THEN PLEASE ARRANGE TO SEND A LETTER OF REGRET IF YOU HAVE DOWNLOADED THE TENDER DOCUMENTS.**



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**Annexure-IV**

**IMPORTANT GUIDELINES FOR FOREIGN VENDORS**

- a) BHEL shall deal directly with foreign vendors, wherever required, for procurement of equipment/machine/goods. However, if the foreign principal desires to avail of the services of an Indian agent, then the foreign principal should ensure compliance to regulatory guidelines – which require mandatory submission of an Agency Agreement.
- b) It shall be incumbent on the Indian agent and the foreign principal to adhere to the relevant guidelines of Government of India, issued from time to time.
- c) The Agency Agreement should specify the precise relationship between the foreign OEM / foreign principal and their Indian agent and their mutual interest in the business. All services to be rendered by agent/associate, whether of general nature or in relation to the particular contract, must be clearly stated by the foreign supplier / Indian agent. Any payment, which the agent or associate receives in India or abroad from the OEM, whether as commission or as a general retainer fee should be brought on record in the Agreement and be made explicit in order to ensure compliance to laws of the country.
- d) Any agency commission to be paid by BHEL to the Indian agent shall be in Indian currency only.
- e) Tax deduction at source is applicable to the agency commission paid to the Indian agent as per the prevailing rules.
- f) In the absence of any agency agreement, BHEL shall not deal with any Indian agent (authorized representatives / associate / consultant, or by whatever name called) and shall directly with the foreign principal only for all correspondence and business purposes.
- g) The supply and execution of the Purchase Order (including indigenous supplies/service) shall be in the scope of the OEM/foreign principal. The OEM/foreign principal should submit their offer inclusive of all indigenous supplies/services and evaluation will be based on 'total cost to BHEL'. In case OEM/foreign principal recommends placement of order(s) towards indigenous portion of supplies/services on Indian supplier(s)/agent on their behalf, the credentials/capacity/capability of the Indian supplier(s)/agent to make the supplies/services shall be checked by BHEL as per the extant guidelines of Supplier Evaluation, Approval & Review Procedure (SEARP), before opening of price bids. In this regard, details may be checked as per Annexure – "III" (enclosed). It will be the responsibility of the OEM/foreign principal to get acquainted with the evaluation requirements of Indian supplier/agent as per SERAP available on [www.bhel.com](http://www.bhel.com).
- h) The responsibility for successful execution of the contract (including indigenous supplies/services) lies with the OEM/foreign principal. All bank guarantees to this effect shall be in the scope of the OEM/foreign principal.



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Annexure-V

### **ITEM DETAILS AND DELIVERY SCHEDULE**

| Sl. No. | MATERIAL CODE | ITEM DESCRIPTION                                                                                                                                            | QTY     | DELIVERY REQUIRED    |
|---------|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|----------------------|
| 1.      | RVJ105100481  | VVFD DRIVE MODEL: ATV312HD11N4 WITH LINE REACTOR RATING: 11KW/15HP, VOLTAGE: 380-500V MAKE: SCHNEIDER ELECTRIC, FOR MAIN HOIST OF OUR EOT CRANE.            | 1.0 No. | 45 Days from PO date |
| 2.      | RVJ105100498  | VVFD DRIVE MODEL: ATV312HU55N4 WITH LINE REACTOR RATING: 5.5 KW/7.5 HP, VOLTAGE: 380-500V MAKE: SCHNEIDER ELECTRIC, FOR AUXILARY HOIST OF OUR EOT CRANE.    | 1.0 No. | 45 Days from PO date |
| 3.      | RVJ105100500  | VVFD DRIVE MODEL: ATV312HU15N4 RATING: 1.5KW/ 2HP WITH LINE REACTOR, VOLTAGE:380-500V MAKE: SCHNEIDER ELECTRIC, FOR CT MOTOR OF OUR EOT CRANE               | 1.0 No. | 45 Days from PO date |
| 4.      | RVJ105100511  | VVFD DRIVE MODEL: ATV312HU75N4 RATING: 7.5 Kw/10HP WITH LINE REACTOR, VOLTAGE:380-500V MAKE: SCHNEIDER ELECTRIC, FOR LONG TRAVEL OF HOIST OF OUR EOT CRANE. | 1.0 No. | 45 Days from PO date |



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**Annexure-VI**

### PRE QUALIFICATION REQUIREMENT & TECHNICAL SPECIFICATIONS FOR VVVFDRIVES at HERP, VARANASI

| SL.No. |                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Party's Confirmation |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| 01     | MATERIAL TO BE SUPPLIED AT BHEL STORES.                                                                                                                                                                                                                                                                                                                                                                                                                   |                      |
| 02     | THE PRE QUALIFYING CRITERIA (PQR): - "ONLY AUTHORIZED DEALERS/ DISTRIBUTORS OF M/S SCHNEIDER ELECTRIC CAN SUBMIT THEIR TENDER ALONG WITH VALID AUTHORIZATION CERTIFICATE". ALL QUALIFIED PARTIES SHOULD CLEARLY MENTION PART NUMBER IN THEIR OFFER ELSE THEIR TECHNICAL BID SHALL BE REJECTED. FURTHER IN CASE OF ANY DEVIATION IN PART NUMBER DUE TO AVAILABILITY OF ANY LATEST UPGRADED FUNCTION, A LETTER OF CONFIRMATION FROM OEM SHALL BE MANDATORY. |                      |
| 03     | ALL DOCUMENTATIONS IN CD DVD OR MANUALS SUPPLIED AS STANDARD DOCUMENTATION FROM OEM SHALL BE PROVIDED BY THE VENDOR.                                                                                                                                                                                                                                                                                                                                      |                      |
| 04     | WARRANTY CLAUSE: THE STANDARD WARRANTY OF THE MANUFACTURER SHALL BE APPLICABLE FOR A MINIMUM PERIOD OF 12 MONTHS FROM THE DATE OF ACCEPTANCE OF THE MATERIAL AT HERP.                                                                                                                                                                                                                                                                                     |                      |
| 05     | PACKING INSTRUCTION: ITEM TO BE SUPPLIED IN PROPERLY PACKED CONDITION TO AVOID ANY DAMAGE DURING TRANSIT AND HANDLING.                                                                                                                                                                                                                                                                                                                                    |                      |
| 06     | INSPECTION WILL BE CARRIED OUT AT BHEL, HERP.                                                                                                                                                                                                                                                                                                                                                                                                             |                      |



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Annexure-VII

### GENERAL TERMS & CONDITIONS OF THE TENDER

| Sl No | BHEL STANDARD TERMS & CONDITIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1     | OFFER MUST BE SUBMITTED IN TWO PART BID SYSTEM FOR THE ITEM AS PER ENQUIRY :<br>(I) FOR TECHNO – COMMERCIAL BID (II) FOR PRICE BID<br>(A) UN-PRICED OFFER WITH TECHNICAL BID IS REQUIRED TO BE FURNISHED BY THE VENDOR. TECHNICAL OFFER SHOULD CLEARLY REFLECT AT LEAST OUR MATERIAL CODE, ITEM DESCRIPTION & QUANTITY.<br>(B) THE DIFFERENCE BETWEEN “UN-PRICED OFFER” AND “PRICED OFFER” SHOULD BE ONLY THE PRICES WHEREVER APPLICABLE.                                                                                                                                                                                                                                                                                                                                                                                                |
| 2     | PART-I CONTAINING THE TECHNO-COMMERCIAL BID WILL BE OPENED ON THE DATE AND TIME SPECIFIED IN THE ENQUIRY, PART-II I.E., PRICE BID WILL BE OPENED ONLY OF THOSE BIDDERS WHO ARE FOUND TECHNO-COMMERCIALLY SUITABLE AFTER SCRUTINY OF THEIR PART-I OFFERS.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 3     | NO REVISED OFFERS WILL BE ACCEPTED UNLESS ASKED BY BHEL AFTER OPENING OF PART-1 BID IN ANY CASE.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 4     | THE TENDER RECEIVED AFTER THE DUE DATE AND TIME WILL NOT BE CONSIDERED.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 5     | ANY CORRECTIONS / AMENDMENTS SHALL BE PROPERLY AND FULLY AUTHENTICATED WITH SIGNATURE.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 6     | THE QUOTED RATES SHALL BE KEPT FIRM TILL EXECUTION OF THE ORDER.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 7     | VALIDITY OF OFFER SHOULD BE MINIMUM 90 DAYS FROM THE DATE OF TECHNO - COMMERCIAL BID OPENING OR 60 DAYS FROM THE REVERSE AUCTION DATE.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 8     | UNLESS SPECIFIED IN THE TENDER, VENDOR MUST NOTE THAT BHEL WILL ARRIVE THE L1 STATUS FOR EACH ITEM ON LANDED COST BASIS.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 9     | PLEASE MAKE SURE THAT THERE IS NO DISCREPANCY IN BETWEEN ACCEPTED TERMS & CONDITIONS MENTIONED IN THE CHECK LIST AND QUOTATION SUBMITTED BY VENDOR AND IF FOUND SO THEN THE TERMS & CONDITIONS WHICH ARE BENEFICIAL TO BHEL WOULD ONLY BE CONSIDERED.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 10    | ITEM & QUANTITY MENTIONED IN THE OFFERS ARE EXACTLY SAME AS PER ENQUIRY. IF ANY DEVIATION IS THERE PARTY MUST MENTION HEREWITH OTHERWISE BHEL SHALL ASSUME THAT ITEM & QUANTITY ARE INLINE WITH THE ENQUIRY.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 11    | BHEL RESERVES THE RIGHT TO REJECT THE OFFER, WHICH IS HAVING DEVIATIONS TO THE TERMS AND CONDITIONS GIVEN IN THE TENDER ENQUIRY.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 12    | EXCISE DUTY IF APPLICABLE WILL BE PAID EXTRA AGAINST DOCUMENTARY PROOF. THE RATE OF EXCISE DUTY SHOULD BE CLEARLY MENTIONED IN THE OFFER OTHERWISE THE SAME SHALL BE ASSUMED AS “ZERO”.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 13    | TAXES AND DUTIES SHOULD BE MENTIONED CLEARLY IN PERCENTAGE / ABSOLUTE VALUE WHEREVER APPLICABLE OTHERWISE THE SAME SHALL BE ASSUMED AS “ZERO”.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 14    | <b>ENTRY TAX:</b> FOR UP BASED VENDORS, ENTRY TAX IF APPLICABLE SHOULD BE INDICATED SEPARATELY. VENDOR SHOULD NECESSARILY MENTION THE RATE OF ENTRY TAX IN PERCENTAGE / ABSOLUTE VALUE WHEREVER APPLICABLE OTHERWISE THE SAME SHALL BE LOADED AS APPLICABLE AT THE TIME OF DISPATCH.<br>FOR THE VENDORS OUTSIDE UP, THE ENTRY TAX PREVAILING AT THE TIME OF DISPATCH SHALL BE LOADED.                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 15    | <b>TERMS OF DELIVERY:</b> THE TERMS OF DELIVERY SHOULD BE QUOTED ON F.O.R. DESTINATION (BHEL HERP STORES VARANASI) BASIS ONLY (i.e. FREIGHT & INSURANCE ON VENDOR'S ACCOUNT ONLY). <b>IF ANY BIDDER STILL QUOTES OTHER DELIVERY TERM IN PLACE OF BHEL HERP STORES, THEIR OFFER MAY NOT BE CONSIDERED FOR FURTHER PROCESSING. IT MUST BE SPECIFICALLY NOTED.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 16    | IF ANY SUPPLIERS SHALL ARRANGE SUPPLY FROM FOREIGN PRINCIPLES/WORKS, TERMS OF DELIVERY SHOULD BE QUOTED ON CIF JNPT MUMBAI (INDIA) SEA PORT OR CFR MUMBAI AIRPORT BASIS ONLY (i.e. FREIGHT & INSURANCE ON VENDOR'S ACCOUNT UPTO JNPT MUMBAI (INDIA) SEA PORT/AIRPORT). HOWEVER FREIGHT CHARGES AS PER BHEL TRANSPORT CONTRACT FROM JNPT MUMBAI SEAPORT/MUMBAI AIRPORT TO BHEL VARANASI FOR EACH ITEM WILL BE LOADED AT THE TIME OF TOTAL LANDED COST CALCULATION.                                                                                                                                                                                                                                                                                                                                                                        |
| 17    | INSURANCE CHARGES SHALL BE TO VENDOR'S ACCOUNT ONLY IF PRICE QUOTED ON BHEL HERP STORES BASIS. IN CASE PRICE QUOTED IS ON CIF JNPT MUMBAI BASIS/ CFR MUMBAI AIRPORT BASIS, INSURANCE UP TO CIF JNPT MUMBAI/ MUMBAI AIRPORT SHALL BE IN VENDOR ACCOUNT.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 18    | <b>PAYMENT TERMS:</b><br>1. <b>FOR MSEs VENDORS (ALSO REFER POINT NO. 20):</b> 100% AGAINST SRV WITHIN 45 DAYS THROUGH EFT (ELECTRONIC FUND TRANSFER) FROM THE DATE OF RECEIPT OF MATERIAL AT BHEL HERP VARANASI STORES AS PER PO. IF ANY SUPPLIER FALLS UNDER NON MSE CATEGORY, THEIR PAYMENT TERM WILL BE CONSIDERED AS NON MSE SUPPLIER PAYMENT WITHOUT ANY INTIMATION.<br>2. <b>FOR OTHER SUPPLIERS:</b> 100% AGAINST SRV WITHIN 60 DAYS THROUGH EFT (ELECTRONIC FUND TRANSFER) FROM THE DATE OF RECEIPT OF MATERIAL AT BHEL HERP VARANASI STORES AS PER PO.                                                                                                                                                                                                                                                                         |
| 19    | <b>LOADING OF PAYMENT TERM:</b> IN CASE OF DEVAITION, LOADING OF INTEREST RATE @SBI BASE RATE + 6% (AS ON PART-1 OPENING DATE) SHALL BE LOADED WHILE ARRIVING AT LANDED COST TO BHEL.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 20    | <b>IMPORTANT INSTRUCTION FOR MSEs SUPPLIERS:</b><br>1. “MSE SUPPLIERS CAN AVAIL THE INTENDED BENEFITS ONLY IF THEY SUBMIT ALONG WITH 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 CA CERTIFICATE (FORMAT ENCLOSED AS PER ANNEXURE-1 WHERE DEEMED VALIDITY OF EM-II CERTIFICATE OF FIVE YEARS HAS EXPIRED) APPLICABLE FOR THE RELEVANT F/Y (LATEST AUDITED).DATE TO BE RECKONED FOR DETERMINING THE DEEMED VALIDITY WILL BE THE DATE OF BID OPENING (PART -1 IN CASE OF TWO 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 |



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|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | <p>DOCUMENTS ARE NOT SUBMITTED BEFORE PRICE BID OPENING. IF THE TENDER IS TO BE SUBMITTED THROUGH e-procurement PORTAL, THEN THE ABOVE REQUIRED DOCUMENTS ARE TO BE UPLOADED ON THE PORTAL. DOCUMENTS SHOULD BE NOTARIZED OR ATTESTED BY A GAZETTED OFFICE.</p> <p>2. IN CASE OF ANY CHANGE IN THE MSE STATUS OF THE BIDDER, IT SHALL BE RESPONSIBILITY OF THE BIDDER TO NOTIFY THE CHANGE AS A PART OF THE BID DOCUMENT. IF AT A LATER DATE IT COMES TO NOTICE OF BHEL, 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 ACTION SUSPENSION OF THE BUSSINESS DEALING WITH THE BIDDER AS PER PROCUREMENT POLICY OF BHEL.</p> <p>3. 20% OF THE TENDERED QUANTITY IS EARMARKED FOR MSE SUPPLIERS IN THIS TENDER.</p> <p>4. OUT OF THIS 20% TENDERED QUANTITY RESERVED FOR MSE SUPPLIERS, 4% SHALL BE EARMARKED FOR PROCUREMENT FROM MSEs OWNED BY SC/ST ENTREPRENEURS.</p> <p>5. IN CASE MSE VENDOR PARTICIPATING IN THE TENDER QUOTES WITHIN THE PRICE BAND OF "L1+15%", THEY WILL BE ALLOWED TO SUPPLY THE 20% PORTION OF THE REQUIREMENT SUBJECT TO ACCEPTANCE OF L1 PRICE (ON LANDED COST BASIS) BY MSE VENDOR. IN CASE OF MORE THAN ONE SUCH MSE VENDOR WITHIN THE "L1+15% PRICE BAND" THE SUPPLY SHALL BE SHARED PROPORTIONATELY (TO 20% TENDERED QUANTITY).</p> <p>6. IF THE L1 VENDOR HAPPENS TO BE A MSE VENDOR AGAINST ANY ITEM CODE, THEN 100% OF THE TENDERED QTY (FOR RESPECTIVE ITEM CODE) SHALL BE PROPOSED TO ORDER ON THE L1 (MSE) VENDOR, EVEN THOUGH THERE MAY BE OTHER MSE VENDORS WITHIN THE "L1+15% PRICE BAND".</p> <p>7. IN CASE AFTER OPENING OF PRICE BID, 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 TENDERED ITEMS BEING A SYSTEM etc. THEN BHEL WOULD NOT COUNTER OFFER THE L1 PRICES EVEN THOUGH THERE MAY BE MSE BIDDERS WITHIN THE "L1+15% PRICE BAND" OF L1.</p> |
| 21 | <p><b>PENALTY:</b> SINCE DELIVERY IS ESSENCE OF CONTRACT, VENDOR MUST QUOTE THE EARLIEST POSSIBLE FIRM DELIVERY AS REQUIRED IN TENDER. FAILURE TO SUPPLY WITHIN PURCHASE ORDER DELIVERY SCHEDULE WILL MAKE THE SUPPLIER LIABLE TO AN UNCONDITIONAL PENALTY OF 0.5 % PER WEEK SUBJECT TO THE MAXIMUM OF 10% OF THE UNDELIVERED PURCHASE ORDER VALUE.</p> <p>NOTE: IF THE DELAY IS LESS THAN OR EQUAL TO 03 DAYS FROM THE SCHEDULED PO DELIVERY, NO LD WILL BE CHARGED. FURTHER IF THE DELAY IS MORE THAN 03 DAYS FROM THE SCHEDULED PO DELIVERY, LD FOR 01 WEEK PERIOD (i.e. 0.5% ) SHALL BE CHARGED.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 22 | <p><b>LOADING OF PENALTY:</b> DEVIATION TO ABOVE STANDARD PENALTY CLAUSE, MAXIMUM LOADING OF 10% (IN CASE OF NON ACCEPTANCE OF LD CLAUSE) OR PART THEREOF (IN CASE OF PART ACCEPTANCE OF LD) SHALL BE LOADED WHILE ARRIVING LANDED COST TO BHEL. FURTHER IF DEVIATION IS FOUND IN THE ACCEPTED DELIVERY TERM AS WELL AS ACCEPTED PENALTY TERM, SUITABLE LOADING BASED ON TRANSPORTATION TIME TO BE TAKEN SHALL BE LOADED WHILE ARRIVING LANDED COST TO BHEL HERP STORES (WHICH MAY BE MINIMUM 1% OF THE BASIC COST FOR INDIAN SUPPLIERS).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 23 | <p><b>DELIVERY PERIOD:</b> DELIVERY PERIOD FOR ALL THE ITEMS WILL BE <b>45 DAYS</b> FROM THE DATE OF PURCHASE ORDER. HOWEVER EARLY DELIVERY IS ACCEPTABLE.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 24 | <p>IF ANY VENDOR DOES NOT SUPPLY THE ITEM WITHIN THE PURCHASE ORDER DELIVERY PERIOD, BHEL MAY/MAY NOT ACCEPT THE SUPPLY AT ITS SOLE DISCRETION.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 25 | <p><b>RISK PURCHASE:</b> IN CASE OF DELAYS IN SUPPLIES/DEFECTIVE SUPPLIES OR NON-FULFILMENT OF ANY OTHER TERMS &amp; CONDITIONS OF THE ORDER, BHEL MAY CANCEL THE ORDER IN FULL OR PART THEREOF/ MAY ALSO MAKE THE PURCHASE OF SUCH MATERIALS FROM ELSEWHERE/ALTERNATIVE SOURCES AT THE RISK &amp; COST OF SUPPLIER. BHEL MAY ALSO MANUFACTURE THE ITEM IN-HOUSE IN PART OR FULL DEPENDING UPON THE URGENCY OF THE ITEM.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 26 | <p>BHEL WILL HOLD PARTY PAYMENT EQUIVALENT TO PO VALUE IN CASE RISK &amp; COST PURCHASE IS APPLIED FROM ANY OTHER PENDING BILLS AGAINST DIFFERENT PO AT OUR UNIT OR EVEN AT OTHER UNIT OF BHEL TILL FINALIZATION OF RISK PURCHASE ORDER. AFTER THE PLACEMNT OF RISK &amp; COST PO, DIFFERENTIAL AMOUNT, IF ANY SHALL BE RELEASED TO THE PARTY OR TO BE RECOVERED FROM THE PARTY AS THE CASE MAY BE.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 27 | <p>BHEL MAY SHORT CLOSE/CANCEL AN ORDER AT ANY TIME DURING THE CURRENCY OF THE CONTRACT/PO IRRESPECTIVE OF THE PO DELIVERY DATE, IF</p> <p>(I) THE WORK PROGRESS OF THE VENDOR IS POOR, OR</p> <p>(II) THE DELIVERY REQUIREMENT OF THE ITEM IS VERY CRITICAL &amp; NOT BEING MET BY THE VENDOR ON WHICH ORDER HAS BEEN PLACED,OR</p> <p>(III) THERE IS NO RESPONSE FOR IMPROVEMENT IN DELIVERY AS PER BHEL REQUIREMENT,</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 28 | <p>THE OFFERS OF THE BIDDERS WHO ARE ON THE BANNED LIST AND ALSO THE OFFER OF THE BIDDERS, WHO ENGAGE THE SERVICES OF THE BANNED FIRMS, SHALL BE REJECTED. THE LIST OF BANNED FIRMS IS AVAILABLE ON BHEL WEB SITE <a href="http://www.bhel.com">www.bhel.com</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 29 | <p><b>RIGHT OF ACCEPTANCE:</b> – BHEL RESERVES THE RIGHT TO REJECT ANY OR ALL 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 QUANTITIES WITHOUT ANY EXTRA CHARGES. VENDOR SHOULD ALSO BE PREPARED FOR GIVING DISCOUNT IN CASE OF INCREASE IN QUANTITY.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 30 | <p><b>NON-DISCLOSURE AGREEMENT:</b> ALL DRAWINGS AND STANDARDS ARE PROPRIETARY OF BHEL. IT MUST NOT BE USED IN ANY WAY DETRIMENTAL TO THE INTEREST OF THE COMPANY. ALL SUPPLIERS SHALL FURNISH NDAS (NON-DISCLOSURE AGREEMENT) AGAINST USE OF DOCUMENTS FURNISHED BY BHEL TOWARDS UN-AUTHORIZED USE EXCEPT FOR THE PURPOSE IT HAS BEEN FURNISHED.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 31 | <p><b>JURISDICTION:</b> 1. IN ALL CASES OF DISPUTES THE MATTER SHALL BE REFERRED FOR ARBITRATOR TO BE APPOINTED BY BHEL HERP OFFICER WHO IS THE ADMINISTRATIVE HEAD OF BHEL HERP VARANASI. THE AWARD OF ARBITRATOR SHALL BE FINAL AND BINDING ON BOTH THE PARTIES. THE ARBITRATOR SHALL HAVE THE POWER TO EXTEND FROM TIME TO TIME FOR MAKING HIS AWARD WITH CONTRACT OF THE PARTIES.</p> <p>2. ALL DISPUTES OF DIFFERENCES ARISING UNDER OUT OF OR IN CONNECTIONS WITH THE CONTRACT SHALL BE SUBJECT TO THE EXCLUSIVE JURISDICTION OF THE COURT WITHIN THE LOCAL UNIT OF WHOSE JURISDICTION THE PLACE FROM WHICH THE ACCEPTANCE OF THE TENDER IS ISSUED IS SITUATED.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |



# Bharat Heavy Electricals Limited

## Heavy Equipment Repair Plant (HERP)

Tarna, Shivpur, Varanasi - 221003

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 32 | <p>1. FOLLOWING DOCUMENTS SHOULD BE ENCLOSED AND ADDRESSED TO SR/MANAGER(FINANCE), BHEL, HERP, TARNA, SHIVPUR, VARANASI-221003 FOR PAYMENT PURPOSE:</p> <p>(a) INVOICE MARKED AS ORIGINAL FOR BUYER PRE-RECEIPTED BY REVENUE STAMP. (ONE COPY)</p> <p>(b) INVOICE MARKED AS EXTRA COPY. (TWO COPIES) INK SIGNED.</p> <p>(c) COPY OF GR/RR. (THREE COPIES)</p> <p>(d) COPY OF DELIVERY CHALLAN (ONE COPY)</p> <p>(e) TEST CERTIFICATE AND GUARANTEE/WARRANTEE CERTIFICATE AND PDI REPORT, IF APPLICABLE. (ONE COPY).</p> <p>2. FURTHER TO ABOVE, 02 COMPLETE SETS OF DOCUMENTS (COPIES OF ABOVE MENTIONED DOCUMENTS AT SL. NO. 01 SHALL BE SENT FOR PURCHASE AND QUALITY DEPARTMENTS. ORIGINAL COPIES OF TC, GC, PDI REPORTS &amp; OTHER QUALITY PAPERS SHALL BE ATTACHED IN THE SET OF DOCUMENTS FOR QUALITY DEPARTMENTS.</p> <p>NOTE: ALL THREE SETS AS MENTIONED AT SL. NO. 01 &amp; 02 ABOVE SHALL BE SENT TO DGM (MM) BHEL HERP VARANASI ONLY. IN THIS REGARD, VENDOR MAY ALSO VISIT OUR WEBSITE <a href="http://www.bhelherp.com">www.bhelherp.com</a> FOR DETAIL INSTRUCTION FOR DISPATCH OF DOCUMENTS.</p> |
| 33 | <p><b>GUIDELINES FOR SUSPENSION OF BUSINESS DEALINGS WITH SUPPLIERS/ CONTRACTORS:</b> THIS GUIDELINES ARE AVAILABLE ON BHEL WEBSITE AT "www.bhel.com" on "SUPPLIER REGISTRATION PAGE". RESPECTIVE BIDDERS / SUPPLIERS MAY REFER THIS BEFORE QUOTING AS PER THEIR REQUIREMENT. ACTION AGAINST THE DEFAULTED SUPPLIERS/ CONTRACTORS' SHALL BE TAKEN AS PER THESE GUIDELINES ONLY.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 34 | <p>VENDOR MUST FOLLOW THE SEQUENTIAL DELIVERY SCHEDULE i.e. ITEMS TO BE SUPPLIED IN SUCH A MANNER THAT THE PURCHASE ORDER HAVING OLDER DELIVERY SCHEDULE SHOULD BE SUPPLIED EARLIER AND PURCHASE ORDER HAVING LATTER DELIVERY SCHEDULE TO BE SUPPLIED LATTER. IF ANY VENDOR DOES NOT FOLLOW THE SEQUENTIAL DELIVERY SCHEDULE SPECIALLY FOR SAME ITEM, BHEL MAY ACCOUNT FOR THE ITEM IN SEQUENTIAL MANNER OR MAY RECOVER THE FINANCIAL IMPLICATION.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 35 | <p>VENDOR MUST VISIT OUR WEBSITE <a href="http://www.bhelherp.com">www.bhelherp.com</a> REGULARLY FOR ENQUIRY/PO/CLARIFICATIONS/FOR ANY LATEST UPDATES.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 36 | <p>ALL ABOVE ACCEPTED TERMS &amp; CONDITIONS SHALL BE PART OF PURCHASE ORDER WITH OR WITHOUT MENTIONING IN THE PO/CONTRACT BASED ON YOUR ACCEPTANCE AND OFFER SUBMITTED.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 37 | <p>THE BIDDER ALONG WITH ITS ASSOCIATE/COLLABORATORS/SUB-CONTRACTORS/SUB-VENDORS/CONSULTANTS/SERVICE PROVIDERS SHALL STRICTLY ADHERE TO BHEL FRAUD PREVENTION POLICY DISPLAYED ON THE BHEL WEBSITE <a href="http://www.bhel.com">http://www.bhel.com</a> and <a href="http://www.bhelherp.com">www.bhelherp.com</a> AND SHALL IMMEDIATELY BRING TO THE NOTICE OF BHEL MANAGEMENT ABOUT ANY FRAUD OR SUSPECTED FRAUD AS SOON AS IT COMES TO THEIR NOTICE.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 38 | <p>Important Instruction: VENDORS ARE REQUESTED TO QUOTE THEIR RATE WITH DESCRIPTION MENTIONED IN THE ENQUIRY CONSIDERING ALL TECHNICAL TERMS &amp; CONDITIONS OF THE ENQUIRY. ALSO RATES QUOTED SHOULD BE EXACTLY AS PER SL. NO. OF HARD COPY OF THE ENQUIRY (IF ENQUIRY HAS BEEN FLOATED THROUGH CONVENTIONAL MODE) OR AS PER SL. NO. APPEARING IN THE e-Procurement PORTAL (IF ENQUIRY HAS BEEN FLOATED THROUGH e-Procurement) ONLY. IT MUST BE FOLLOWED UP TO AVOID CONFUSION AT LATER STAGES.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 39 | <p>DOCUMENTS SUBMITTED WITH THE OFFER HAVE BEEN SIGNED AND STAMPED IN EACH PAGE BY AUTHORIZED REPRESENTATIVE OF THE BIDDER.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |



**Bharat Heavy Electricals Limited**  
**Heavy Equipment Repair Plant (HERP)**

Tarna, Shivpur, Varanasi - 221003

Enquiry Ref No.: HERP/OT/E-578-16-0040-68-1 Dated 06.09.2016

Annexure-VIII

**DETAILS OF COMPOSITION OF PART-I (TECHNO-COMMERCIAL BID), PART-II (PRICE BID) & PART-III (Supplier REGISTRATION FORM)**

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

1. Documents in line to PQR.
2. Supplier Registration Form.
3. Deviation with reference to compliance certificate, if any, should be clearly indicated.

**PART –II (Price Bid):**

- A. Price bid with prices to be submitted as part-II of the tender.
- B. Prices should remain firm till the execution of the order.

**Part-III - Vendor Registration Form (SRF):**

The SRF (as applicable) duly filled up will be assessed for manufacturing capability quality systems being followed, organizational soundness and financial worthiness.



**Bharat Heavy Electricals Limited**  
**Heavy Equipment Repair Plant (HERP)**

Tarna, Shivpur, Varanasi - 221003

Enquiry Ref No.: HERP/OT/E-578-16-0040-68-1 Dated 06.09.2016

**Annexure-IX**

**NO DEVIATION CERTIFICATE**

To,  
DEPUTY GENERAL MANAGER (PURCHASE)  
BHARAT HEAVY ELECTRICALS LTD.  
HEAVY EQUIPMENT REPAIR PLANT  
TARNA, SHIVPUR  
VARANASI

**Sub: Quotation for " SUPPLY OF SCHNEIDER ELECTRIC MAKE: VVFD DRIVES "**

Sir,

This is to inform you that we have not taken any deviation from any of the terms and conditions of the tender documents while quoting the rates for the tender for "SUPPLY OF SCHNEIDER ELECTRIC MAKE: VVFD DRIVES AT BHEL-HERP, VARANASI".

All the terms and conditions mentioned of the tender document against **Enquiry Ref. No.: HERP/OT/E-578-16-0040-68-1 Dated 06.09.2016** are acceptable to us.

Thanking you,

Yours Sincerely

*Signature seal and address of the party*

|                                                                                   |                                                                                                                           |              |             |
|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|--------------|-------------|
|  | <b>Annexure-II</b><br><b>GUIDELINES TO INDIAN SUPPLIERS</b><br><b>FOR FILLING-UP</b><br><b>SUPPLIER REGISTRATION FORM</b> | 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](http://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](http://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<br>(if sent by BHEL) |
| Part D | Score Sheet<br>(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<br>- Quality System<br>- 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<br>(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.

|                                                                                   |                                                                                         |              |             |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|--------------|-------------|
|  | <b>Annexure-II</b><br><b>Check List for Indian Supplier</b><br><b>Registration Form</b> | 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**

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

**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**

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**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 /<br>SERVICE AFTER SALES :              |          |         |         |             |
| OTHERS :                                           |          |         |         |             |
| TOTAL :                                            |          |         |         |             |
| * 5.1 POWER BACKUP :<br>(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  
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**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 :

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**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.

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**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:**

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**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 CALIBERATION |
|-------------------------------------------------------------------|-----------------------------------------------|------|------------------------------|---------------------------|
|                                                                   |                                               |      |                              |                           |
|                                                                   |                                               |      |                              |                           |
|                                                                   |                                               |      |                              |                           |
|                                                                   |                                               |      |                              |                           |
|                                                                   |                                               |      |                              |                           |
|                                                                   |                                               |      |                              |                           |
|                                                                   |                                               |      |                              |                           |
|                                                                   |                                               |      |                              |                           |
| 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

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| 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<br>Long term Debt (9.2)<br>Net worth (9.1)                                              |        |                         |        |          |
| 9.4                                                                                                                                                                                                                                                                                                                                                                                                                                                       | INVESTMENT IN:<br>Land & Building                                                                         |        |                         |        |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Plant & Machinery                                                                                         |        |                         |        |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Other Fixed Assets                                                                                        |        |                         |        |          |
| 9.5*                                                                                                                                                                                                                                                                                                                                                                                                                                                      | NET CURRENT ASSETS<br>a) Cash on hand                                                                     |        |                         |        |          |
| 1                                                                                                                                                                                                                                                                                                                                                                                                                                                         | b) Account receivable                                                                                     |        |                         |        |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                           | c) Inventories                                                                                            |        |                         |        |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Total                                                                                                     |        |                         |        |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                           | CURRENT LIABILITY<br>a) Sundry creditors                                                                  |        |                         |        |          |
| 2                                                                                                                                                                                                                                                                                                                                                                                                                                                         | b) Interest accrued but not due                                                                           |        |                         |        |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                           | c) Other liabilities                                                                                      |        |                         |        |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Total                                                                                                     |        |                         |        |          |
| 3                                                                                                                                                                                                                                                                                                                                                                                                                                                         | * QUICK RATIO<br>CA - INVENT. {9.5(1)-9.5(1)c}<br>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 |
| <p>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.</p> <p>2. Status of Tax assessments done under various laws (Income Tax, VAT/Sales Tax, Excise &amp; Service Tax, Custom) and details of disputes pending, if any, with these authorities to be submitted.</p> |                                                                                                           |        |                         |        |          |
| SUPPLIER'S AUTHORISED SIGNATORY                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                           |        | BHEL CERTIFIED ASSESSOR |        |          |

# BHARAT HEAVY ELECTRICALS LIMITED

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**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

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**Part B (QUALITY SYSTEM):**

| Sl. No | PARAMETERS                                                                                               | SYSTEM IN EFFECT<br>(Tick if exists & provide evidences if ticked in written procedure) |          | RECORDS<br>(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                                                                             |                                                                                         |          |                                                   |                                                                             |

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**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

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### 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<br>( where <b>design specification</b> 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)                                                                |                                                      |               |
| <b>TOTAL MARKS OUT OF POSSIBLE</b>                                                               | <b>10</b>     | <b>25</b>                                                            |                                                      |               |

**OR**

| TECHNICAL COMPETENCE<br>(where <b>performance specification</b> 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)                                                                |                                          |               |                                          |               |                                          |               |
| <b>TOTAL MARKS OUT OF POSSIBLE Average of Total (Total/3) = -----</b>             | <b>10</b>     | <b>25</b>                                                            |                                          |               |                                          |               |                                          |               |

##### **(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.

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### Part D : SCORE SHEET

#### 1. ORGANISATIONAL SOUNDNESS (for Manufacturers):

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

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

**BHEL CERTIFIED ASSESSOR**

# BHARAT HEAVY ELECTRICALS LIMITED

## SUPPLIER REGISTRATION FORM

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

ANNEXURE-II

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

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 (%)<br>Average of three years to be worked out | More than 35% : 5<br>20 -35 % : 4<br>5 - 20 % : 3<br>>0 - 5 % : 2<br>0 or negative : 0 | 5             |               |
| 2.   | 9.7 PROFIT BEFORE TAX<br><br>Growth over previous year (%)                            | More than 20 % : 5<br>5 – 20 % : 4<br>>0 – 5 % : 3<br>0 or below : 0                   | 5             |               |

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## SUPPLIER REGISTRATION FORM

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### Part D : SCORE SHEET

#### 3. QUALITY SYSTEM :

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

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# BHARAT HEAVY ELECTRICALS LIMITED SUPPLIER REGISTRATION FORM

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## Part D : SCORE SHEET

### 4. TECHNICAL COMPETENCE

|                                | Maximum Marks<br>(1) | Marks obtained<br>(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<br>(1) | Parameter<br>(2) | Scoring criteria<br>(3) | Maximum Marks<br>(4) | Marks obtained<br>(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                 |                | <b>Recommended :</b><br><br>Permanent code<br>/Development code/<br>Trial code<br><b>Not recommended</b> |
|        | 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<br><=90  | Supplier may be visited if recommended by MISCC or to be registered and given permanent code.                                          |
| 3.     | >=60<br><=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

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

1. Registration Form no. SRF(F)01 may be obtained from BHEL website [www.bhel.com](http://www.bhel.com).
2. Any clarification with respect to procedure for registration may be obtained from the Supplier Development Cell of respective BHEL unit.
3. 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.
4. Please attach separate sheet if the space provided is insufficient. For any other information also, separate sheet may be attached.
5. Any information / clarification required by BHEL during processing of registration must be given expeditiously.
6. Please ensure that all required enclosures are attached with the filled up Supplier Registration Form and list of enclosures is given as required.
7. Please fill up the check- list given on next page and send along with the Supplier Registration Forms to BHEL.
8. 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.
9. If you are attaching a document in a language other than English, a self attested English translated document may please be also attached.

|                                                                                   |                                                                                            |              |             |
|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|--------------|-------------|
|  | <b>Annexure-III</b><br><b>CHECK-LIST FOR FOREIGN</b><br><b>SUPPLIERS REGISTRATION FORM</b> | 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                                                     |        |
|--------------------------------------------------------------------------------|--------|
| <b>1.0 GENERAL INFORMATION :</b>                                               |        |
| 1.1 NAME OF SUPPLIER :<br>(TO BE REGISTERED)                                   |        |
| 1.2 SUPPLIER ADDRESS :<br>(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                                                        |        |

# **BHARAT HEAVY ELECTRICALS LIMITED , INDIA**

ANNEXURE-III

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

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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 PROVIDE DETAILS:**

### **6.0 ANY OTHER INFORMATION:**

### **7.0 LIST OF ENCLOSURES :**

(BROCHURES, CATALOGUES, TECHNICAL LITERATURE ETC.)

Signature & Seal

AUTHORISED SIGNATORY

E – Mail

NAME :

TELEPHONE : (Landline):

DESIGNATION :

Mobile :

DATE :

BHEL CERTIFIED ASSESSOR