



Bharat Heavy Electricals Limited
Heavy Equipment Repair Plant (HERP)

Tarna, Shivpur, Varanasi - 221003

Enquiry Ref No.: **HERP/OT/E-588-17-0001-69-1**

Dated 11.04.2017

TENDER DOCUMENT

PART I: TECHNO-COMMERCIAL BID

PART II: PRICE BID &

PART III: - SUPPLIER REGISTRATION FORM (SRF)

TENDER FOR SUPPLY OF XRF ANALYZER 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

Heavy Equipment Repair Plant (HERP)

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NOTICE INVITING TENDER

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Annexure-I

Bid Starts From: **09:00 hrs. on 14/04/2017**

Bid Ends on: **14:30 hrs. on 05/05/2017**

Bid Opening Date and Time: **15:00 hrs. on 05/05/2017**

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 E mail/ 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.

Amendments / Corrigenda, if any, will be hosted on www.bhelherp.com, www.bhel.com , www.eprocure.gov.in as well as through EPS (<https://bheleps.buyjunction.in>).

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

2. Shri. N C Halder
DGM (Purchase)
Ph No: - 0542-3076020
Fax: - 0542-2282239/41,
Email: - 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- D and Annexure – E respectively along with tender.

(PDF Format attached, 08 Pages for indigenous and 04 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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- 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. 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.
8. All test certificates / Guarantee certificates to be submitted in TRIPLICATE along with dispatch documents.
9. The bidder shall upload the scanned copy of the proof of the submission of EMD along with its bid and shall submit the original copy of the mode of payment of EMD to BHEL through registered post or courier.
10. 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 “Guidelines for Indian Agents of Foreign Suppliers” enclosed at Annexure – “C” shall apply in all such cases.
- h) 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 – “B” (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.
- i) The responsibility for successful execution of the contract (including indigenous supplies/services) lies with the OEM/foreign principal.



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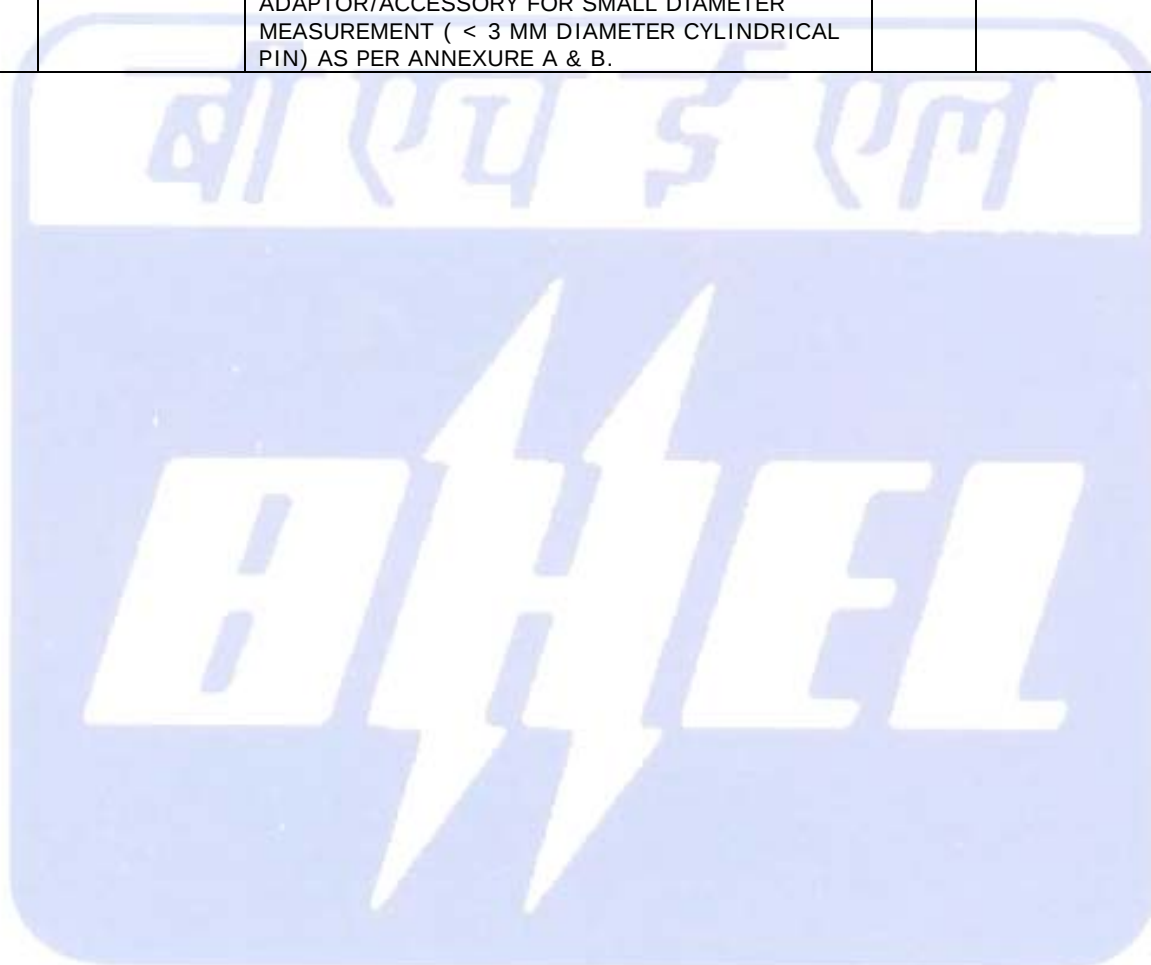
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Annexure-V

ITEM DETAILS AND DELIVERY SCHEDULE

Sl. No.	MATERIAL CODE	ITEM DESCRIPTION	QTY	DELIVERY REQUIRED
1.	RVT206000091	SUPPLY & INSTALLATION OF MICROPROCESSOR & TOUCH SCREEN BASED X-RAY FLUORESCENCE (XRF)PORTABLE HANDHELD METAL ANALYZER ALONG WITH SMALL SPOT COLLIMATOR/ ADAPTOR/ACCESSORY FOR SMALL DIAMETER MEASUREMENT (< 3 MM DIAMETER CYLINDRICAL PIN) AS PER ANNEXURE A & B.	1.0 No.	120 Days from the date of PO





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Annexure-VI

**PRE QUALIFICATION REQUIREMENT & TECHNICAL SPECIFICATIONS FOR XRF
ANALYZER at HERP, VARANASI**

SL.No.		Party's Confirmation
01	MATERIAL TO BE SUPPLIED AT BHEL HERP STORES.	
02	THIRD PARTY INSPECTION: NOT REQUIRED.	
03	GUARANTEE & TEST CERTIFICATE: AS PER ANNEXURE- A & B.	
04	PACKING INSTRUCTION: PORTABLE METAL ANALYSER & ITS ACCESSORIES/ ASSEMBLIES SHALL BE SUPPLIED AT HERP STORES IN PROPERLY PACKED CONDITION TO AVOID ANY DAMAGE DURING TRANSIT & HANDLING.	
05	INSPECTION REMARK: INSPECTION WILL BE CARRIED OUT AT HERP, VARANASI.	
06	PRE QUALIFYING REQUIREMENT & TECHNICAL SPECIFICATIONS SHALL BE AS PER ANNEXURE A & B.	



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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 : (I) FOR TECHNO – COMMERCIAL BID (II) FOR PRICE BID (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. (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	ENTRY TAX: 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. FOR THE VENDORS OUTSIDE UP, THE ENTRY TAX PREVAILING AT THE TIME OF DISPATCH SHALL BE LOADED.
15	TERMS OF DELIVERY: 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). 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.
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	PAYMENT TERMS: 1. FOR MSEs VENDORS (ALSO REFER POINT NO. 21): 80 % OF EQUIPMENT COST PLUS 100% TAXES & DUTIES AGAINST SRV WITHIN 45 DAYS THROUGH EFT (ELECTRONIC FUND TRANSFER) OF RECEIPT OF EQUIPMENT AT BHEL. BALANCE 20% OF MATERIAL COST AND E&C CHARGES, IF APPLICABLE WILL BE PAID TO THE PARTY AFTER INSTALLATION AND COMMISSIONING OF THE EQUIPMENT AT BHEL VARANASI AND SUBMISSION OF PBG. IF ANY SUPPLIER FALLS UNDER NON MSE CATEGORY, THEIR PAYMENT TERM WILL BE CONSIDERED AS NON MSE SUPPLIER PAYMENT WITHOUT ANY INTIMATION. 2. FOR OTHER SUPPLIERS: 80 % OF EQUIPMENT COST PLUS 100% TAXES & DUTIES AGAINST SRV WITHIN 60 DAYS THROUGH EFT (ELECTRONIC FUND TRANSFER) OF RECEIPT OF EQUIPMENT AT BHEL. BALANCE 20% OF MATERIAL COST AND E&C CHARGES, IF APPLICABLE WILL BE PAID TO THE PARTY AFTER INSTALLATION AND COMMISSIONING OF THE EQUIPMENT AT BHEL VARANASI AND SUBMISSION OF PBG.
19	LOADING OF PAYMENT TERM: 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	P.B.G. TERMS: THE SUCCESSFUL TENDERERS ARE REQUIRED TO SUBMIT A PERFORMANCE BANK GUARANTEE ON THE PRESCRIBED BHEL FORMAT FROM ANY OF THE CONSORTIUM BANKS OF BHEL EQUAL TO THE VALUE OF 10% OF THE TOTAL ORDER VALUE VALID FOR 30 DAYS BEYOND THE AGREED WARRANTY / GUARANTEE PERIOD.
21	IMPORTANT INSTRUCTION FOR MSEs SUPPLIERS: 1. “MSE SUPPLIERS CAN AVAIL THE INTENDED BENEFITS ONLY IF THEY SUBMIT ALONG WITH OFFER, ATTESTED COPIES OF EITHER



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	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 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. 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. 3. 20% OF THE TENDERED QUANTITY IS EARMARKED FOR MSE SUPPLIERS IN THIS TENDER. 4. OUT OF THIS 20% TENDERED QUANTITY RESERVED FOR MSE SUPPLIERS, 4% SHALL BE EARMARKED FOR PROCUREMENT FROM MSEs OWNED BY SC/ST ENTREPRENEURS. 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). 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". 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.
22	PENALTY: 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. NO GRACE PERIOD SHALL BE GIVEN.
23	LOADING OF PENALTY: 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).
24	DELIVERY PERIOD: DELIVERY PERIOD FOR ALL THE ITEMS WILL BE 120 DAYS FROM THE DATE OF PURCHASE ORDER. THE VENDOR SHALL COMPLETE COMMISSIONING WITHIN 30 DAYS FROM RECEIPT OF MATERIAL AT HERP.
25	AN EMD AMOUNT OF RS. 40,000 IS TO BE SUBMITTED BY INTERESTED VENDORS THROUGH DEMNAD DRAFT /PAY ORDER. IN CASE OF FOREIGN VENDORS, E –PAYMENT MAY ALSO BE ACCEPTED AS EMD. EMD BY THE TENDERER WILL BE FORFEITED AS PER THE TENDER DOCUMENTS IF, THE BIDDER/VENDOR REFUSES TO HONOUR THE ORDER AFTER AWARD OF THE SAME ON HIM AND / OR WITHDRAWS HIS BID AND / OR UNILATERALLY CHANGES THE OFFER AND /OR ANY OF ITS TERMS & CONDITIONS WITHIN THE VALIDITY PERIOD. EMD OF THE SUCCESSFUL BIDDER WILL BE RETURNED AFTER THE SUPPLY OF THE EQUIPMENT. EMD GIVEN BY ALL UNSUCCESSFUL TENDERERS WILL BE REFUNDED ON ACCEPTANCE OF AWARD /LOI / PO BY SUCCESSFUL TENDERER. EMD WILL NOT CARRY ANY INTEREST.
26	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.
27	RISK PURCHASE: IN CASE OF DELAYS IN SUPPLIES/DEFECTIVE SUPPLIES OR NON-FULFILMENT OF ANY OTHER TERMS & 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 & COST OF SUPPLIER. BHEL MAY ALSO MANUFACTURE THE ITEM IN-HOUSE IN PART OR FULL DEPENDING UPON THE URGENCY OF THE ITEM.
28	1. BHEL WILL HOLD PARTY PAYMENT EQUIVALENT TO PO VALUE IN CASE RISK & 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 & COST PO, DIFFERENTIAL AMOUNT, IF ANY SHALL BE RELEASED TO THE PARTY OR TO BE RECOVERED FROM THE PARTY AS THE CASE MAY BE. 2. FURTHER TO POINT NO. 01, IT MAY BE NOTED THAT IN ADDITION TO DIFFERENTIAL AMOUNT AS MENTIONED ABOVE, ADMINISTRATIVE OVERHEAD @ 10.21% ON TOTAL LANDED COST VALUE OF NEW PURCHASE ORDER (i.e. PO PLACED AS ALTERNATE PROCUREMENT ACTION) SHALL BE CHARGED.
29	BHEL MAY SHORT CLOSE/CANCEL AN ORDER AT ANY TIME DURING THE CURRENCY OF THE CONTRACT/PO IRRESPECTIVE OF THE PO DELIVERY DATE, IF (I) THE WORK PROGRESS OF THE VENDOR IS POOR, OR (II) THE DELIVERY REQUIREMENT OF THE ITEM IS VERY CRITICAL & NOT BEING MET BY THE VENDOR ON WHICH ORDER HAS BEEN PLACED, OR (III) THERE IS NO RESPONSE FOR IMPROVEMENT IN DELIVERY AS PER BHEL REQUIREMENT,
30	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 www.bhel.com



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Heavy Equipment Repair Plant (HERP)

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31	RIGHT OF ACCEPTANCE: – 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.
32	NON-DISCLOSURE AGREEMENT: 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.
33	JURISDICTION: 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. 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.
34	1. FOLLOWING DOCUMENTS SHOULD BE ENCLOSED AND ADDRESSED TO SR/MANAGER(FINANCE), BHEL, HERP, TARNA, SHIVPUR, VARANASI-221003 FOR PAYMENT PURPOSE: (a) INVOICE MARKED AS ORIGINAL FOR BUYER PRE-RECEIPTED BY REVENUE STAMP. (ONE COPY) (b) INVOICE MARKED AS EXTRA COPY. (TWO COPIES) INK SIGNED. (c) COPY OF GR/RR. (THREE COPIES) (d) COPY OF DELIVERY CHALLAN (ONE COPY) (e) TEST CERTIFICATE AND GUARANTEE/WARRANTEE CERTIFICATE AND PDI REPORT, IF APPLICABLE. (ONE COPY). 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 & OTHER QUALITY PAPERS SHALL BE ATTACHED IN THE SET OF DOCUMENTS FOR QUALITY DEPARTMENTS. NOTE: ALL THREE SETS AS MENTIONED AT SL. NO. 01 & 02 ABOVE SHALL BE SENT TO DGM (MM) BHEL HERP VARANASI ONLY. IN THIS REGARD, VENDOR MAY ALSO VISIT OUR WEBSITE www.bhelherp.com FOR DETAIL INSTRUCTION FOR DISPATCH OF DOCUMENTS.
35	GUIDELINES FOR SUSPENSION OF BUSINESS DEALINGS WITH SUPPLIERS/ CONTRACTORS: 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.
36	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.
37	VENDOR MUST VISIT OUR WEBSITE www.bhelherp.com REGULARLY FOR ENQUIRY/PO/CLARIFICATIONS/FOR ANY LATEST UPDATES.
38	ALL ABOVE ACCEPTED TERMS & CONDITIONS SHALL BE PART OF PURCHASE ORDER WITH OR WITHOUT MENTIONING IN THE PO/CONTRACT BASED ON YOUR ACCEPTANCE AND OFFER SUBMITTED.
39	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 http://www.bhel.com and www.bhelherp.com AND SHALL IMMEDIATELY BRING TO THE NOTICE OF BHEL MANAGEMENT ABOUT ANY FRAUD OR SUSPECTED FRAUD AS SOON AS IT COMES TO THEIR NOTICE.
40	Important Instruction: VENDORS ARE REQUESTED TO QUOTE THEIR RATE WITH DESCRIPTION MENTIONED IN THE ENQUIRY CONSIDERING ALL TECHNICAL TERMS & 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.
41	1. SINCE ‘GST’ IS LIKELY TO BE IMPLEMENTED w.e.f. 1 ST APRIL- 2017, FOR WHICH THE IMPACT OF TAX LIABILITY ON BHEL IS NOT KNOWN AT THIS STAGE. HENCE THE ‘GST’ RELATED IMPACT ON BHEL, IF ANY, AGAINST PURCHASE ORDERS SUPPLIED AFTER EXPIRY OF PO DELIVERY SCHEDULE (i.e. WHERE PO DELIVERY SCHEDULE EXPIRING 31 ST MARCH 2017) SHALL BE IN ACCOUNT OF VENDORS ONLY AND FINANCIAL IMPLICATION ON ACCOUNT OF IT SHALL BE RECOVERED FROM VENDORS. 2. FURTHER TO ABOVE, IMPLICATION OF OTHER TAXES & DUTIES, AGAINST PURCHASE ORDERS SUPPLIED AFTER EXPIRY OF PO DELIVERY SCHEDULE SHALL BE IN ACCOUNT OF VENDORS ONLY.
42	DOCUMENTS SUBMITTED WITH THE OFFER HAVE BEEN SIGNED AND STAMPED IN EACH PAGE BY AUTHORIZED REPRESENTATIVE OF THE BIDDER.



Bharat Heavy Electricals Limited

Heavy Equipment Repair Plant (HERP)

Tarna, Shivpur, Varanasi - 221003

Enquiry Ref No.: **HERP/OT/E-588-17-0001-69-1** Dated 11.04.2017 Annexure-VIII-A

PRICE FORMAT FOR INDIGENOUS VENDORS

SI No	ITEM DESCRIPTION	NAME OF ITEM AS PER ENQUIRY	
	QTY (IN NO.)		
1	BASIC COST (PER NO. IN INR)	X	
2	P&F (IF Y %)	$P = X * Y\%$	
3	ED[12.363(OR AS APPLICABLE)% OF 1+2]	$ED = (X + P) * 12.36\%$	
4	CST (2% OF 1+2+3)	$CST = (X + P + ED) * 2\%$	AGAINST FORM 'C'
5	UPVAT (IF APPLICABLE @14% (OR AS APPLICABLE)% OF 1+2+3) UP BASED VENDORS ONLY	$UPVAT = (X + P + ED) * 14\%$	APPLICABLE FOR UP BASED VENDORS ONLY
6	MODVAT (EQUAL TO 3)	ED	
7	UPVAT CREDIT [@92% (OR AS APPLICABLE)% OF 5]	$UPVAT * 92\%$	
8	ENTRY TAX (1%) (IF APPLICABLE)	$(X + P + ED + CST/UPVAT) * 1\%$	
9	FREIGHT (PER NO.) NIL IF QUOTED BHEL STORES		
10	LOADING OF PAYMENT TERM	SBI BASE RATE + 6% OF (1+2+3+4/5)	
11	LOADING OF LD	AS DEVIATED OR MAX 10% OF 01	
12	TOTAL LANDED COST (1+2+3+4-6+8)	$X + P + CST + FREIGHT$	FOR OUTSIDE UP VENDORS
	TOTAL LANDED COST (1+2+3+5-6-7+8)	$X + P + UPVAT - UPVAT CREDIT + FREIGHT$	FOR UP BASED VENDORS



Bharat Heavy Electricals Limited

Heavy Equipment Repair Plant (HERP)

Tarna, Shivpur, Varanasi - 221003

Enquiry Ref No.: **HERP/OT/E-588-17-0001-69-1** Dated 11.04.2017 **Annexure-VIII-B**

PRICE FORMAT FOR FOREIGN VENDORS

SL. NO.	DESCRIPTION	NAME OF ITEM AS PER ENQUIRY
	QUANTITY	
1	BASIC COST PER NO. IN CURRENCY APPLICABLE (say 100 as assumption)	Rs. 8,000.00
	EUR 100.00	
	EXCHANGE RATE (AS PER SBI TT selling rates on the date of tender opening of Techno-Commercial Bid, assume that it is INR 80.00 for unit applicable currency)	80
2	PACKING CHARGE (x% of 01)	0% Rs. 0.00
3	TOTAL COST (1+2)	Rs. 8,000.00
4	MISCELLANEOUS CHARGES (1% OF 3)	1% Rs. 80.00
5	TOTAL ASSESSABLE VALUE (3+4)	Rs. 8,080.00
6	BCD (7.5% OF 5) (rates may be changed)	7.50% Rs. 606.00
7	CVD (12% OF 5+6) (rates may be changed)	12% Rs. 1,042.32
8	EDU.CESS ON CVD (2% OF 6+7)	2% Rs. 32.97
9	CUS.EDU.CESS (1% OF 6+7)	1% Rs. 16.48
10	ADDL. IMPORT DUTY (4% OF 5+6+7+8+9)	4% Rs. 391.11
11	CD TOTAL (6+7+8+9+10)	Rs. 2,088.88
12	Credit	
13	CVD	Rs. 1,042.32
14	ADDL. IMPORT DUTY	Rs. 391.11
16	CD CREDIT (13+14)	Rs. 1,433.43
17	ACTUAL COST NET OF CD(5+11-15)	Rs. 8,735.45
18	Loading of Payment Terms ((Total Assessable Value+ Custom Duty)*60/365*(sbi base rate + 6%)/100))	15.25% Rs. 254.91
19	Loading for LD (0 weeks)	0.00% Rs. 0.00
20	Inspection Charges (X% of 01)	0.00% Rs. 0.00
21	FREIGHT FROM MUMBAI TO VARANASI (as applicable, zero has been taken as assumption)	Rs. 0.00
22	NET LANDED COST TO BHEL HERP (IN INR)	Rs. 8,990.36



Enquiry Ref No.: **HERP/OT/E-588-17-0001-69-1** Dated 11.04.2017 Annexure-IX

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.

PRE QUALIFYING CRITERIA FOR SUPPLY OF MICROPROCESSOR & TOUCH SCREEN BASED X-RAY FLUORESCENCE PORTABLE HANDHELD METAL ANALYZER.

OUR REQUIREMENT		Bidder's Comment
1	The OEM should have authorized Service center in India for installation, commissioning, fault & complaint resolution.	
2	The OEM should have supplied similar rating item to any Government Enterprise/ Undertaking within 24 months from the date of floating of tender.	
3	Metal analyzer shall be tested for its performance by the vendor at the vendors work prior to dispatch of the equipment. The test certificate indicating the serial number of the equipment shall be sent for dispatch clearance by BHEL.	
4	The supplied equipment shall be covered under warranty for a period of 24 months from the date of commissioning of equipment at BHEL.	
5	The vendor shall submit type approval certificate/ NOC for the quoted model as per AERB India. In case of any exemption/ relaxation given under Atomic energy Act/Rule, the vendor should mention the same in the form of declaration issued by authorized person. In case type approval is under process, details of same may be informed OR In case where such type certificate is not available, the vendor should submit copy of PO for supply of same / higher/upgraded model to any Government of India Enterprise/ Undertaking in last 03 years (approx.). Such vendors should also submit details of radiation scatter pattern issued by authorized person to the satisfaction of BHEL. Satisfaction & acceptance of BHEL for such cases (where type certificate is not available) shall be final.	To provide necessary document & details in support

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27/03/17
(N.K. Singh)

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27/03/17
(B.R. Singh)

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[Signature]
27/3/17
N.C. Hall

TECHNICAL SPECIFICATION & SCOPE OF SUPPLY FOR MICROPROCESSOR & TOUCH SCREEN BASED X-RAY FLUORESCENCE PORTABLE HANDHELD METAL ANALYZER

SL No	Description	BHEL REQUIREMENT	Bidder comment
1.0 Purpose			
1.1	Purpose	Positive material identification (PMI) on various turbine/boiler components at different locations	
1.2	Jobs to be analyzed	- Pipes, Tubes, Plates, Fitting & Castings of Carbon Steel, High Alloy Steel, Low Alloy steels, Light elements, Alloy FP Stainless Steel, Nickel, based alloy. - The XRF should be suitable for PMI of minimum 03 mm diameter cylindrical pins for which any further attachment if required should be quoted along with the equipment.	
2.0 Principle of operation			
2.1	Principle of operation	Microprocessor & Touch screen based X-ray Fluorescence portable handheld metal analyzer.	
2.2	Type of X Ray Source	Rh/Au/Ag Anode target, 40/50 KV X-Ray Tube 4 Watt approx.	
2.3	Detector	Silicon Drift Detector	
3.0 Machine Configuration			
3.1	Weight	Approx 2 kg	
3.2	Power Source	The equipment shall work with rechargeable Li-Ion battery with One complete recharge should give minimum 8Hrs operation. (Li-Ion). One spare battery to be provided as stand by.	
3.2	Elements to be analyzed	Chemistry of all elements present in a metal like Ti, V, Co, Zn, Pb, Bi, Sn, Sb, Mn, Ni, Cr, Mo, Fe, V, W, Cu, Al, Si, S, Mg, P etc (supplier to provide details of Metal and their level of detection in PPM for ferrous & nonferrous bases.)	
3.3	Accuracy of equipment	Minimum 2 Sigma accuracy with 95% of confidence level.	
3.4	Ingress Protection	Minimum IP 54	
4.0 User Interface			
4.1	Interface	USB Port for interfacing communication device & USB stick/dongle for displaying/storage/ print out of the data, docking device, charger, PC Software etc.	
4.2	Display & Keyboard	LCD display with Touch screen, User Programmable pick list.	
4.3	Alloy Library	Alloy library should include standard alloy and stainless steel grades. The library should be upgradable.	
4.4	Security	Password protected user security	
5.0 Accessories			
5.1	Accessories	Vendor has to specify the entire list of accessories like Battery charger, USB cable, Bluetooth dongle, docking station etc. as per applicability.	

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(N.K. Singh)

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(B.P. Singh)

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N.C. Haldar

		Any Adaptor/accessory for measurement of minimum small job of size 3 mm diameter cylinder pins should be quoted separately in the offer.	
5.2	Calibration	The equipment should have CRM SS316 calibration check sample coin.	
6.0	Safety	Level of radiation should be non-hazardous and safe for operation. The equipment shall be equipped with necessary safety features for cutting off radiation in the absence of any target and to avoid leakage of radiation.	
7.0	Service manual	Operation & Maintenance User Manual, User Interface guide, Quick start guide- One original copy along with soft copy on USB Stick/DVD.	
8.0	Testing	On site Testing will include testing of 03 mm diameter cylindrical pins used in turbine.	
9.0	Warranty	The equipment shall be covered under 24 months warranty from the date of successful commissioning of the material at HERP.	
10.0	Commissioning	The onsite commissioning and testing & training of equipment shall be in the scope of vendor.	

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27/03/17
N.C. Haldar

Guidelines for Indian Agents of Foreign Suppliers

- 1.0 There shall be compulsory registration of agents for all Global (Open) Tender and Limited Tender. An agent who is not registered with BHEL shall apply for registration in the registration form in line with SEARP.
- 1.1 Registered agents will file an authenticated Photostat copy duly attested by a Notary Public/Original certificate of the Principal confirming the agency agreement and giving the status being enjoyed by the agent and the commission/ remuneration/ salary/ retainership being paid by the principal to the agent before the placement of order by BHEL.
- 1.2 Wherever the Indian representatives have communicated on behalf of their principals and the foreign parties have stated that they are not paying any commission to the Indian agents, and the Indian representative is working on the basis of salary or as retainer, a written declaration to this effect should be submitted by the party (i.e. Principal) before finalizing the order.
- 2.0 **Disclosure of particulars of agents/ representatives in India, if any.**
- 2.1 Tenderers of Foreign nationality shall furnish the following details in their offers:
 - 2.1.1 The Bidder(s)/ Contractor(s) of foreign origin shall disclose the name and address of the agents/ representatives in India if any and the extent of authorization and authority given to commit the Principals. In case the agent/ representative be a foreign Company, it shall be confirmed whether it is existing Company and details of the same shall be furnished.
 - 2.1.2 The amount of commission/ remuneration included in the quoted price(s) for such agents/ representatives in India.
 - 2.1.3 Confirmation of the Tenderer that the commission/ remuneration, if any, payable to his agents/ representatives in India, may be paid by BHEL in Indian Rupees only.
- 2.2 Tenderers of Indian Nationality shall furnish the following details in their offers:
 - 2.2.1 The Bidder(s)/ Contractor(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any, indicating their nationality as well as their status, i.e. whether manufacturer or agents of manufacturer holding the Letter of Authority of the Principal specifically authorizing the agent to make an offer in India in response to tender either directly or through the agents/ representatives.
 - 2.2.2 The amount of commission/ remuneration included in the price (s) quoted by the Tenderer for himself.
 - 2.2.3 Confirmation of the foreign principals of the Tenderer that the commission/ remuneration, if any, reserved for the Tenderer in the quoted price(s), may be paid by BHEL in India in equivalent Indian Rupees on satisfactory completion of the Project or supplies of Stores and Spares in case of operation items.
- 2.3 In either case, in the event of contract materializing, the terms of payment will provide for payment of the commission/ remuneration, if any payable to the agents/ representatives in India in Indian Rupees on expiry of 90 days after the discharge of the obligations under the contract.
- 2.4 Failure to furnish correct and detailed information as called for in paragraph 2.0 above will render the concerned tender liable to rejection or in the event of a contract materializing, the same liable to termination by BHEL. Besides this there would be a penalty of banning business dealings with BHEL or damage or payment of a named sum.

—X—

This format is applicable only to Indian Suppliers/ Agents supplying indigenous portion of Foreign Purchases.

* In all other cases, extant guidelines of SEARP, 2016 are to be followed.

SEARP (SRF) Clause No	Detail
	Name & address of the firm
1.0	Products/ Systems / Services being considered for
2.0	General Information
2.2	Name of Chief Executive
2.3	Details of authorized signatory
3.0	Ownership Information
3.1	Type of firm
3.2	Nature of Business • Attach authorization letter and agency agreement from Principal (from whom capital equipment is procured) • Attach copy of declaration from Foreign Principal for total guarantee/ warranty of indigenous supplies
3.3	Year of establishment
3.4	Year of commencement of business
4.0	Registration particulars
4.1	Permanent Account No.
4.2 / 4.3	Sales Tax / TIN no
4.6	Service tax no. (in case of E&C)
5.0	Organisational strength
6.0	Other particulars
6.1	If the company is already registered with other units
6.2	Directors/ Partners, if related to any BHEL Employee
6.9	If any Ex BHEL Personnel employed by the Company
6.12	Details of pending legal issues with BHEL
6.13	Bank Account information
9.0	Financial information
9.6	Sales/ Turnover details of last 3 years (or from the date of incorporation whichever is less)

—X—

Applicants need to comply with the requirements of the registration process. The information/ documents furnished will be treated in strict confidence.

Instructions for filling the Registration Form

- Supplier registration is only through online portal at <https://supplier.bhel.in>.
- All columns in the Registration Form are to be duly filled up. Indicate, '**NIL**'/ '**Not Applicable**', wherever details are not available or not relevant respectively.
- All sheets of the Registration Form are to be signed & stamped/ digitally signed by the authorized signatory.
- Expeditious furnishing of any clarification/ information required during registration to be ensured, failure of which may affect the registration process.
- PO copies/ Experience certificates/ Test certificates or any other required document will be sent for verification to the concerned issuing authority. Registration will be liable to be cancelled if any document is found to be fake/ false/ forged on verification.
- Submission of fake/ false/ forged documents will invite action by BHEL as per extant Guidelines for Suspension of Business Dealings and Fraud Prevention Policy (both as available on www.bhel.com).
- Just submission of supplier registration form does not mean automatic registration. Registration shall be done, after due evaluation and will be intimated accordingly.
- Registration of supplier will be done on the basis of the following criteria depending upon the applicability

SNO	Criteria	Max. Marks	Min. Qualifying Marks	Applicable for
1.	Organizational soundness	50	30	Manufacturers*/ EPC Contractors*/ Non-Manufacturers/ Subcontractor
2.	Financial information			
3.	Quality system	25	15	Manufacturers/ Subcontractor
4.	Technical competence	25	15	
	Total	100	60	

* Minimum qualifying marks for financial information shall be 10 within the ambit of 30 marks put together for Organisational soundness & Financial information.

- For a document in language other than Hindi/ English, a self-attested Hindi/ English translated document to be attached
- Class 3, Signing & Encryption Digital Signature has to be obtained.

DECLARATION

(This declaration should be signed by the Proprietor/ Partner/ Director)

I/ Wedeclare and confirm that the information furnished and attachments submitted with the application are true and correct. I/ we are aware that any false information provided herein will result in the rejection of my/ our application for registration. I/ we shall be bound by the acts of the duly authorized signatory, who has signed this application and of any other person, who in the future, may be appointed by us in his place, whether or not an intimation of such changes has been given. I/ we undertake to communicate promptly to BHEL any changes in the conditions or working of the firm.

I/ We.....also give the undertaking that BHEL's 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.

I/ We.....have read and understood that action can be taken as per extant guidelines for Suspension of Business Dealings with Supplier/ Contractor and Fraud Prevention Policy (both as available on www.bhel.com).

I/ Weagree to participate in e-procurement as and when required by BHEL.

Name:

Position:

Date & Place:

Signature along with Office Seal:

- Scanned (Hard/ digitally) copy of declaration signed by the Proprietor/ Partners/ Director and/ or authorized signatory, who has the authority to do so, is to be uploaded.

PART- A: ORGANISATIONAL SOUNDNESS

1.0 ORGANISATIONAL INFORMATION						
1.1 NAME AND CORRESPONDENCE ADDRESS OF THE FIRM/ COMPANY TO BE REGISTERED						
1.2 REGISTERED OFFICE ADDRESS						
Tel: Landline				Fax		
Website						
1.3 Address, Contact person & Telephone no for:						
- WORKS 1/ DIVISON 1/ BRANCH 1/ SISTER CONCERN 1: - WORKS 2/ DIVISON 2 / BRANCH 2/ SISTER CONCERN 2: - WORKS N/ DIVISON N/ BRANCH N/ SISTER CONCERN N:						
1.4 PRODUCTS/ SYSTEMS/ SERVICES FOR WHICH REGISTRATION IS APPLIED FOR (ATTACH BROCHURES & CATALOGUES)						
SNO	DESCRIPTION	SIZE & RANGE	MANUFACTURING STANDARD (IS/ DIN/ BS/ ASME etc.)	WORKS/ DIVISON (as per cl 1.3)		
2.0 GENERAL INFORMATION						
2.1 DETAILS OF CHIEF EXECUTIVE:		2.2 DETAILS OF AUTHORISED SIGNATORY ATTACH AUTHORIZATION LETTER)		2.3 DETAILS OF CONTACT PERSON FOR ANY CLARIFICATION (S)		
Name						
Designation						
Aadhar No.						
E-Mail						
Tel: Landline						
Mobile						
Fax						
2.4 DETAILS OF DIRECTORS IN CASE OF PRIVATE LTD., ONE PERSON COMPANY, PUBLIC LTD. AND PARTNERS IN CASE OF LIMITED LIABILITY PARTNERSHIP/ PARTNERSHIP FIRMS, OFFICE BEARERS IN CASE OF CO-OPERATIVE SOCIETY, TRUSTEES IN CASE OF TRUST, PROPRIETOR IN CASE OF PROPRIETORSHIP FIRM, Karta of HUF:						
Name	Gender (Male/ Female)	% Share of Ownership	SC/ ST (Y/ N)	PAN	Aadhar No.	DIN No. (if applicable)

(Attach organization chart)						
2.5 DIRECTORS / PARTNERS/ PROPRIETOR, IF RELATED TO ANY BHEL EMPLOYEE.				2.6 IF ANY EX-BHEL PERSONNEL IS EMPLOYED/ ENGAGED BY THE COMPANY		
Name of BHEL Employee				Name of Ex. BHEL Employee		
Staff No.& Designation				Staff No.& last Designation held		
Unit & Department				Place of last posting (Unit & Dept.)		
Relationship				Date of leaving Service from BHEL		
3.0 OWNERSHIP INFORMATION (DOCUMENTS TO BE FURNISHED)						
3.1 OWNERSHIP				DOCUMENTS TO BE FURNISHED		
Govt. Of India Undertaking				-		
State Govt. Undertaking				-		
Public Limited Company				Memorandum of Association, Articles of Association and Certificate of Incorporation		
Private Limited Company						
One Person Company						
Limited Liability Partnership				Memorandum of Association, Articles of Association, LLP partnership agreement, Certificate of Incorporation (LLPIN)		
Partnership Firm				Registered Partnership Deed duly signed by Registrar of Firms		
Proprietorship				Profession Tax Regn./ Municipal Regn/ PAN of Firm (Proprietor)		
Co-Operative Society				Certificate of Registration of society issued by Registrar of Societies along with its Society Rules and Bye Laws (as per Extant Act)		
Trust				Registered Trust Deed		
Others (please specify)				Attach a copy of the relevant Statutory document		
Any other Statutory document need to carry out business (please specify)						
3.2 Nature of Business						
Tick as applicable: • Manufacturer / Engg. Consultant/ EPC Contractor/ System Integrator () • Subcontractor - Machinist / Fabricator with free issue of material () • Dealer*/ Trader*/ Distributor*/ Stockist*/ Channel Partner*/ Indian sales office* or subsidiary of registered Foreign Principal* etc. (attach authorization certificate of Principal) () • Indian Agents* (attach authorization certificate of principal, third party business rating report of foreign principal from Dun & Bradstreet/ Creditreform etc. & deed of agency agreement) ()						
*Non-Manufacturer needs to submit an Authorization Certificate, clearly indicating the validity period as well as rights granted by respective OEMs to them i.e. to negotiate/ quote/ supply/ after sales service etc. in line with scope matrix submitted.						
3.3 Year of Commencement of Business (attach relevant documents)						

4.0 REGISTRATION PARTICULARS (COPY OF RELEVANT DOCUMENTS TO BE ATTACHED)		
4.1	Permanent Account No (PAN)	
4.2	Central Sales Tax Regn. Number / TIN Number	
4.3	State Sales Tax/ VAT / TIN Number	
4.4	Excise Control Code number	
4.5	Service Tax Regn. Number	
4.6	Whether Company is Micro/ Small Enterprise (MSE) Category	YES/ NO
4.6.1	Category as per extant MSME Act (Micro/ Small/ Medium)	
Documents to be furnished (any one) & (Tick the appropriate) • Udyog Aadhaar Memorandum & Acknowledgement • Valid NSIC Certificate () • Entrepreneurs Memorandum part II (EM II) certificate (deemed validity of 5 years) () {in case of EM II certificate older than 5 Years, EM II certificate along with attested copy of CA certificate* applicable for the relevant financial year (latest audited)} () * Certificate by Chartered Accountant on letter head as per <i>Annexure-H</i>		
4.6.2	MSE Ownership w.r.t. SC/ ST, if applicable, documents to be furnished (Tick the appropriate)	
• Proprietor: SC/ ST Certificate () • Partnership Firm: SC/ ST Certificate of partners holding 51% shares & above () • Limited Company: SC/ ST Certificate of Directors/ Owners holding 51% shares & above ()		
5.0 OTHER PARTICULARS (DOCUMENTS TO BE FURNISHED)		
5.1 IF REGISTERED WITH ANY OF BHEL UNITS		
Name of BHEL unit		
Common/ Unit Supplier Identification (ID)Number		
Items for which supplier is registered & their specifications (copy of at least one or more successfully executed purchase orders)		
5.1.1 IF ANY OF YOUR SISTER UNIT/ FIRM IS REGISTERED FOR SIMILAR ITEM/S?		
Name of Sister Unit(s) already registered with BHEL		
Common/ Unit Supplier Identification(ID)Number/ Code		
Item/s for which supplier is registered	Item 1	Item 2
5.2 Whether approved by ASME / NTPC/ NPC/ EIL/ DGS&D/ RAILWAYS/ IBR/ LLOYDS/ ONGC/ PGCIL/ BARC/ RITES/ IOCL/ PDIL/ CPWD/ Any other CPSU for similar items, for which registration is sought?	YES/ NO (Documentary Evidence)	
5.3 Whether Supplier is ISO 9001 Certified	YES/ NO (Certificate)	
5.4 Whether Supplier is ISO 14000 Certified	YES/ NO (Certificate)	
5.5 Whether Supplier is OHSAS 18000 Certified	YES/ NO (Certificate)	
5.6 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 applicant has continuous business since last three years. Copies of latest previous two purchase orders executed to be attached. (Attach performance certificates issued by its customers for successful execution of the contracts)		
5.7 Details of Pending Legal/ Arbitrations issues on contractual aspects with customer, if any? (If Yes, kindly furnish details with latest status on a separate sheet)		YES/ NO

6.0 MANUFACTURING FACILITIES:**6.1 LIST OF MANUFACTURING FACILITIES/EQUIPMENTS INCLUDING MATERIAL HANDLING FACILITY (RELATED TO THE ITEMS APPLIED FOR REGISTRATION)**

Sl. No	Works/ Division (as per cl. 1.)	Description of Machine/Equipment	Quantity	Make & Year of Installation	Remarks

In case of space limitation, please enclose annexure / catalogue with tag

6.2 IF IN-HOUSE MFG FACILITIES NOT AVAILABLE, INFORM SOURCE OF MFG. DETAILS ALONG WITH THEIR FACILITIES (RELATED TO THE ITEMS APPLIED FOR REGISTRATION)

Sl. No	Process Outsourced	Name & address of The Company	Description of Machine / Equipment	Remarks

In case of space limitation enclose annexure/ catalogue with tag

6.3 RATIO OF OUTSOURCED COST TO TOTAL PRODUCTION VALUE: _____.**6.4 POWER BACK UP (Furnish details on separate sheet) YES/ NO****7.0 INSPECTION & TESTING FACILITIES****7.1 LIST OF INSPECTION & TESTING FACILITIES / EQUIPMENT AVAILABLE (RELATED TO THE ITEMS APPLIED FOR REGISTRATION)**

Sl. No	Works/ Division(as per cl. 1.2)	Description of Facility/ Equipment & Capacity	Nos.	Make & Year of Manufacturing	Last Date of Calibration(With Traceability)

In case of space limitation enclose annexure/ catalogue with tag

7.2 IF IN-HOUSE TESTING FACILITIES NOT AVAILABLE, INDICATE SOURCE OF TESTING ALONGWITH THEIR FACILITIES (RELATED TO THE ITEMS APPLIED FOR REGISTRATION)

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.

PART- B: FINANCIAL INFORMATION (to be certified by a Chartered Accountant)

1. Audited copies of annual reports/ complete set of annual accounts for the last four years (or from date of incorporation whichever is less) are to be submitted.
2. If the supplier is new in business and does not have past data, then the financial evaluation will be done on the basis of information provided.
3. Scanned copy of the financial information as below signed by a Chartered Accountant is to be uploaded.

FINANCIAL INFORMATION FOR THE PREVIOUS FOUR YEARS**“Figures to be as per Revised Schedule 6 of the Companies Act 2013, as applicable”**

8.0	Parameter	Year 1	Year 2	Year 3	Year 4
(Years in ascending order, Money value in Rs. Lakhs)					
8.1	NET WORTH (Share Capital + Reserves)				
8.2	LONG TERM DEBT/ LOAN				
8.3	DEBT EQUITY RATIO <u>Long term Debt (8.2)</u> <u>Net worth (8.1)</u>				
8.4	INVESTMENT IN: Land & Building				
	Plant & Machinery				
	Other Fixed Assets				
8.5	NET CURRENT ASSETS				
	a) Cash on hand				
	b) Account receivable				
	c) Inventories				
	d) Loans and advances				
	e) Other current assets				
	Total				
	CURRENT LIABILITY & PROVISIONS				
	a) Sundry creditors				
	b) Advances from customers				
	c) Other liabilities				
	d) Provisions				
	Total				
8.6	QUICK RATIO <u>CA - Inventory {8.5(1)-</u> <u>8.5(1)c}/</u> <u>Current liability {8.5 (2)}</u>				
	SALES (excluding other income)				
	PROFIT BEFORE TAX				
8.7	Contingent Liabilities				
8.8	Whether the supplier has been referred to BIFR/ NCLT/ any other Govt agency (If YES, enclose details)				YES / NO
8.9	Whether the supplier is a potential sick company.(If YES, enclose details)				YES / NO

Date:**Name:****Membership number & Seal of Chartered Accountant****Signature -----**

Part C: (QUALITY SYSTEM):

9.0	Parameters	System in effect (tick if exists & provide evidences if ticked in written procedure)		Records (tick if available & submit evidence)	Remark / Relevant documents to be furnished
		Written Procedure	Practice		
9.1	Incoming Material Control System				System and documentary evidence of control over sub-suppliers in the form of Quality Plan/ Checklist (Customer Hold Point (CHP), In-Stage Inspection etc.)
9.2.1	In Process Control				Work instructions/ checklist/ job card & record of process control parameter
9.2.2	Control on Outsourced Processes, if applicable				Documentary evidence of control over suppliers in the form of Quality Plan/ Checklist (Customer Hold Point (CHP), In-Stage Inspection etc.)
9.3	Manufacturing Process/ Testing Procedure Qualification				Copy of Manufacturing process work flow/ Testing Procedure Qualification
9.4	Personnel qualification for cl. 9.3 (above).				Copy of Record of Personnel qualification for critical processes (welding, painting, NDT etc.)
9.5	Calibration system				Copy of list of instruments & their calibration status(certificate from NABL/ any other Govt. approved & accredited lab)
9.6	System of Identification & Traceability of materials, tools, jigs, fixtures & processed components, etc.				Copy of procedure
9.7	System of Storage, Preservation, Painting & packing				Copy of procedure
9.8	System of Non Conformity Report (NCR) disposition, corrective and preventive action (CAPA)				Copy of System for NCR handling and list of NCRs observed in the last three years along with details of disposition and CAPA.
9.9	Customer complaints (CC) handling system, CC disposition, corrective and preventive action (CAPA)				Copy of System for CC handling and list of customer complaints in the last three years along with details of disposition and CAPA.
9.10	Safety measures				Copy of safety procedure/ guideline & Record of accidents for last three years.
9.11	Any other quality initiative				

Part D: TECHNICAL COMPETENCE (MARKS SHEET)

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

a) COMMON TECHNICAL COMPETENCE

TECHNICAL COMPETENCE (where design specification is given by BHEL)	MARKING RANGE	Marking range, if product specific technical competency not required	Supplier to attach supporting documents	Marks by BHEL
Supplier understands the product specification.	(0-3)	(0-8)	e.g. Technical Catalogue	
Supplier understands the inspection requirements.	(0-2)	(0-5)	e.g. Inspection Report	
Supplier has process capability to achieve the product specification/dimensional requirement.	(0-3)	(0-8)	e.g. Type test report	
Supplier has experienced manpower to carry out the job.	(0-2)	(0-4)	e.g. skill matrix of the personnel	
TOTAL MARKS OUT OF POSSIBLE	10	25		

OR

TECHNICAL COMPETENCE (where performance specification is given by BHEL)	MARKING RANGE	Marking range, if product specific technical competency not required	PROCEDURE		SYSTEM IN EFFECT		RECORDS	
			Supplier to attach supporting documents	Marks by BHEL	Supplier to attach supporting documents	Marks by BHEL	Supplier to attach supporting documents	Marks by BHEL
Design capability	(0-3)	(0-8)						
Adequacy of quality assurance plan	(0-2)	(0-5)						
Process capability for components	(0-3)	(0-8)						
Adequacy of testing facilities	(0-2)	(0-4)						
TOTAL MARKS OUT OF POSSIBLE	10	25						
Average of Total (Total/3) = -----								

b) PRODUCT/ MATERIAL CATEGORY/ ITEM SPECIFIC TECHNICAL COMPETENCE

(Max. marks 15)

Unit MISCC to structure the parameters to be considered for technical competence and score of individual parameter depending on material category/ item. MISCC shall identify the requirement of enclosures to be furnished by supplier.

Product:

SNO	Material category/ item	Tech Parameter	Supplier's response with relevant documents	Remarks

To be filled up by supplier only on receipt of technical requirements/ Specification/ Drawings/ Standards from BHEL and to be sent to BHEL for further scrutiny.

Applicants need to comply with the requirements of the registration process. The information/ documents furnished will be treated in strict confidence.

Instructions for filling the Registration Form

- Supplier registration is only through online portal at <https://supplier.bhel.in>.
- All columns in the Registration Form are to be duly filled up. Indicate, '**NIL**'/ '**Not Applicable**', wherever details are not available or not relevant respectively.
- All sheets of the Registration Form are to be **signed & stamped/ digitally signed** by the authorized signatory.
- Expedient furnishing of any clarification/ information required during registration to be ensured, failure of which may affect the registration process.
- PO copies/ Experience certificates/ Test certificates or any other required document will be sent for verification to the concerned issuing authority. Registration will be liable to be cancelled if any document is found to be fake/ false/ forged on verification.
- Submission of fake/ false/ forged documents will invite action by BHEL as per extant Guidelines for Suspension of Business Dealings and Fraud Prevention Policy (both as available on www.bhel.com).
- Just submission of supplier registration form does not mean automatic registration. Registration shall be done, after due evaluation and will be intimated accordingly.
- For a document in language other than Hindi/ English, a self-attested English translated document to be attached.
- Class 3, Signing & Encryption Digital Signature has to be obtained.

DECLARATION

(This declaration should be signed by the Proprietor/ Partner/ Director)

I/ We declare and confirm that the information furnished and attachments submitted with the application are true and correct. I/ we are aware that any false information provided herein will result in the rejection of my/ our application for registration. I/ we shall be bound by the acts of the duly authorized signatory, who has signed this application and of any other person, who in the future, may be appointed by us in his place, whether or not an intimation of such changes has been given. I/ we undertake to communicate promptly to BHEL any changes in the conditions or working of the firm.

I/ We.....also give the undertaking that BHEL's 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.

I/ We.....have read and understood that action can be taken as per extant guidelines for Suspension of Business Dealings with Supplier/ Contractor and Fraud Prevention Policy (both as available on www.bhel.com).

I/ Weagree to participate in E procurement as and when required by BHEL.

Name:

Position:

Date & Place:

Signature along with Office Seal:

- Scanned (Hard/ digitally) copy of declaration signed by the Proprietor/ Partners/ Director and/ or authorized signatory, who has the authority to do so, is to be uploaded.

PART- A: ORGANISATIONAL SOUNDNESS

1.0 ORGANISATIONAL INFORMATION				
1.1 NAME AND CORRESPONDENCE ADDRESS OF THE FIRM/ COMPANY TO BE REGISTERED				
1.2 REGISTERED OFFICE ADDRESS				
Tel: Landline				
Fax				
Website				
1.2 Correspondence address & Telephone no for:				
• WORKS 1/ DIVISON 1/ BRANCH 1/ SISTER CONCERN 1: • WORKS 2/ DIVISON 2 / BRANCH 2/ SISTER CONCERN 2: • WORKS N/ DIVISON N/ BRANCH N/ SISTER CONCERN N:				
1.3 PRODUCTS/ SYSTEMS/ SERVICES FOR WHICH REGISTRATION IS APPLIED FOR (ATTACH BROCHURES & CATALOGUES)				
SNO.	DESCRIPTION	SIZE & RANGE	MANUFACTURING STANDARD (IS/ DIN/ BS/ ASME etc.)	WORKS/ DIVISON (as per cl 1.2)
2.0 GENERAL INFORMATION				
2.1 DETAILS OF MARKETING REPRESENTATIVE (OUTSIDE INDIA , IF ANY):			2.2 DETAILS OF INDIAN REPRESENTATIVE, IF. ANY : (Attach authorization letter)	
Name				
Designation				
E-Mail				
Tel: Landline				
Mobile				
Fax				

2.3 NAME & CONTACT DETAILS OF CHIEF EXECUTIVE:			
2.4 DIRECTORS / PARTNERS/ PROPRIETOR, IF RELATED TO ANY BHEL EMPLOYEE.		2.5 IF ANY EX-BHEL PERSONNEL IS EMPLOYED/ ENGAGED BY THE COMPANY	
Name of BHEL Employee		Name of Ex. BHEL Employee	
Staff No.& Designation		Staff No.& last Designation held	
Unit & Department		Place of last posting (Unit & Dept.)	
Relationship		Date of leaving Service from BHEL	
3.0 OWNERSHIP INFORMATION			
3.1 Nature of Business			
Tick that is applicable: • Manufacturing Unit/ Engg. Consultant/ EPC Contractor/ System Integrator () • Dealer*/ Trader*/ Distributor*/ Stockist*/ Channel Partners*/ Holding Company () *Non-Manufacturer needs to submit an Authorization Certificate, clearly indicating the validity period as well as rights granted by respective OEMs to them. i.e. to negotiate/ quote/ supply/ after sales service etc			
3.2 Year of Establishment			
3.3 Year of Commencement of Business			
3.4 Report from third party business rating agencies eg. Dun & Bradstreet/ Credit Reform Etc. (MANDATORY)			
3.5 Port of Loading			
3.6 Nearest Airport			
3.7 Production Capacity per Annum (details of relevant major manufacturing/ testing facilities to be furnished)			
3.8 Name (s) of Bankers			
(Enclose banker's certificate certifying creditworthiness)			
4.0 IF REGISTERED WITH ANY OF BHEL UNITS			
Name of BHEL unit			
Common/ Unit Supplier Identification (ID) number/ Code			
Items for which supplier is registered	Item 1	Item 2	

5.0 FINANCIAL INFORMATION FOR THE PREVIOUS FOUR YEARS					
	Parameter	Year 1	Year 2	Year 3	Year 4
		(Years in ascending order, Money value in Rs. Lakhs)			
5.1	Turnover				
5.2	Profit After Tax				

Audited copies of annual reports/ complete set of annual accounts for the last four years (or from date of incorporation whichever is less) are to be submitted.

6.0 QUALITY MANAGEMENT SYSTEM	
6.1 Whether Supplier is ISO 9001 Certified	YES (Enclose Certificate)
	NO (Enclose Quality Management System/ Written down Procedure)
7.0 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.	
8.0 ANY OTHER INFORMATION:	
9.0 LIST OF ENCLOSURES (Brochures, Catalogues, Technical Literature Etc.):	
i) ii) iii) IV)	

**Signature & Seal
(Authorized Signatory)**

E – Mail:

Name:

Telephone: (landline):

Designation:

Mobile:

Date: