	Annexure-VI <u>Guidelines to Contractors</u> <u>filling up the Registration Form</u>	Document No.	AA:MM:SR:01
		Revision No.	01
		Page No.	I of II

1. Registration Form may be obtained from BHEL website www.bhel.com.
2. Any clarification with respect to procedure for registration may be obtained from the Supplier Development Cell of respective BHEL unit/ Power sector Region.
3. The Contractor Registration Form has three sections:

Section-I: COMPANY PROFILE AND GENERAL INFORMATION

Section-II : RESOURCES OWNED BY THE COMPANY


Section-III : WORK EXPERIENCE

For each of the Work experience format filled up, the following needs to be attached
 Self attested Copy of Work Order/Award letter and allied documents containing interalia (a) Brief Description of work, (b) Value of Contract (c) Time schedule

- 1) Completion Certificates (Any one of the following):
 - a) Self attested copies of Work Completion Certificates issued by Owner or agency who has awarded the contract. BHEL reserves the right to verify the authenticity of the document from the originator. Hence kindly see that all contractual details are available in the completion certificates to lend easy verification if required.
 - b) Self attested copies of Protocol signed by Client and Owner, indicating the completion/achievement/execution of the Milestone achieved
 - c) Self attested copies of 'Final Bill' verified by Client/Customer which indicates the Quantum of work not less than that specified in Basic QR
 - d) Documentary evidence issued by Owner/Client, indicating the progress of Work achieved not less than that specified in the Basic QR even if the total contract is not completed/closed

Relevant documents for each 'WORK EXPERIENCE' format being filled up are to be submitted

4. 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.
5. 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.
6. Any information / clarification required by BHEL during evaluation must be given expeditiously.
7. Please ensure that all required enclosures are attached with the filled up Supplier Registration Form and list of enclosures is given as required.
8. Incomplete forms will be rejected.
9. Please fill up the check- list given below and send along with the Supplier Registration Forms to BHEL.

	Annexure-VI Check List for Contractor Registration Form	Document No.	AA:MM:SR:01
		Revision No.	01
		Page No.	II of II

Sl.No.	Check-Point	Yes/No
1.	Information against all points under “Organizational Information “ has been given.	
2.	All enclosures and supporting documents have been enclosed.	
3.	Technical requirements, specifications, drawings ,standards have been received from BHEL before filling up Technical Competence.	
4.	All the parts of the form & enclosures have been signed by Authorised Signatory.	

Signature & seal

Date :

(Authorised Signatory)

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

**BHARAT HEAVY ELECTRICALS LIMITED
CONTRACTOR REGISTRATION FORM**

SECTION-I: Company Profile & Organisational Information

1.1 GENERAL INFORMATION

Sl No	Detail/Particulars	Remarks by BHEL, if any
1.1.1	<u>Name of Company seeking Registration:-</u>	
1.1.1a	Work description/package for which registration is sought.	Package code to be given by BHEL
1.1.2	Date of Incorporation/Establishment :- (Please attach Certificate of Incorporation)	
1.1.3	<u>Registered Office Address:-</u> ➤ Tel No : ➤ Fax No : ➤ Email ID: ➤ Web site :	
1.1.4	<u>Head Office Address:-</u> ➤ Tel No : ➤ Fax No : ➤ Email ID: ➤ Web site :	
1.1.5	<u>Mailing Address:-</u> ➤ Tel No : ➤ Fax No : ➤ Email ID: ➤ Web site :	
1.1.6	<u>Officer to be contacted for clarification on CONTRACTOR Empanelment:-</u> Name & Address ➤ Tel No : ➤ Fax No : ➤ Email ID:	

**BHARAT HEAVY ELECTRICALS LIMITED
CONTRACTOR REGISTRATION FORM**

SECTION-I: Company Profile & Organisational Information

		Remarks by BHEL, if any
1.1.7 i	<p><u>Branches:-</u> Address:-</p> <p>➤ Contact Person: ➤ Tel No : ➤ Fax No : ➤ Email ID :</p>	
ii	<p>Address:-</p> <p>➤ Contact Person: ➤ Tel No : ➤ Fax No : ➤ Email ID :</p>	
iii	<p>Address:-</p> <p>➤ Contact Person: ➤ Tel No : ➤ Fax No : ➤ Email ID :</p>	
1.1.8 i	<p><u>Sister Concerns if any:-</u> Address:-</p> <p>➤ Contact Person: ➤ Tel No : ➤ Fax No : ➤ Email ID : ➤ Web site :</p>	
ii	<p>Address:-</p> <p>➤ Contact Person: ➤ Tel No : ➤ Fax No : ➤ Email ID : ➤ Web site :</p>	

**BHARAT HEAVY ELECTRICALS LIMITED
CONTRACTOR REGISTRATION FORM**

SECTION-I: Company Profile & Organisational Information

1.2 OWNERSHIP INFORMATION

1.2.1	TYPE OF COMPANY (please tick “√” any one applicable)	Documents to be submitted	Remarks by BHEL, if any
i	Govt of India Undertaking <input type="checkbox"/>		
ii	State Govt Undertaking <input type="checkbox"/>		
iii	Public Limited Company <input type="checkbox"/>	Memorandum and Articles of Association	
iv	Private Limited Company <input type="checkbox"/>	Memorandum and Articles of Association	
v	Co-operative Society <input type="checkbox"/>	Society Rules and Byelaws	
vi	Partnership Firm <input type="checkbox"/>	Partnership deed	
vii	Proprietorship <input type="checkbox"/>	Professional Tax Registration & Municipal Registration	
viii	Any Other (specify) <input type="checkbox"/>	Supporting docuemnts	

1.2.2	DIRECTOR/PARTNER/OWNER/PROPRIETOR INFORMATION	Position Held In Company	Remarks by BHEL, if any
i			
ii			
iii			
iv			

BHARAT HEAVY ELECTRICALS LIMITED CONTRACTOR REGISTRATION FORM

SECTION-I: Company Profile & Organisational Information

1.3 REGISTRATION PARTICULARS

Sl No	Description (PLEASE INDICATE PARTICULARS IN THE SPACE PROVIDED FOR EACH)	Required for	Documents to be submitted	Remarks by BHEL, if any
a	INCOME TAX (PERMANENT AC NO):-	All categories	Copy of Certificate	
b	SERVICE TAX REGISTRATION	All Categories	Copy of Certificate	
c	Sales Tax VAT Registration Number and Date :			
	1	As applicable	Copy of Certificate	
	2.	As applicable	Copy of Certificate	
	3.	All categories	Copy of Certificate	
	4.	As applicable	Copy of Certificate	
	5.	As applicable	Copy of Certificate	
d	PF Registration	All categories	Copy of Certificate	
e	CPWD/Government Organisation	As applicable	Copy of Certificate	
f	Geological Survey Of India/Equivalent	For Geo Tech Investigationsetc	Copy of Certificate	
g	IBR	For Boiler and IBR Piping	Copy of Certificate	
h	Contractorship License for Electrical Works (from any State/Union Territory of India)	For Electrical Works	Copy of Certificate	

1.4	MANPOWER	Remarks by BHEL, if any
A	Organisation Strength (In number): (please submit Organisation Chart)	

B	List of Key Persons on rolls of the Company		Qualification	Total work experience	Remarks by BHEL, if any
	Category	No of persons in the Company			
i	Resident Managers/Resident Engineers				
ii	Site Engineers (Erection & Commissioning)				
iii	Site Engineers (Quality)				
iv	Site Safety Co-ordinators				
v	Site Supervisors				
vi	Skilled Workmen				
vii	Others				

BHARAT HEAVY ELECTRICALS LIMITED CONTRACTOR REGISTRATION FORM

SECTION-I: Company Profile & Organisational Information

1.5 OTHER PARTICULARS

A	Registration with BHEL and Other Firms	Registration/ Empanelment Number	Registration/ Empanelment valid upto	Document to be submitted	Remarks by BHEL, if any
i	BHEL/Northern Region			Documentary evidence	
ii	BHEL/Eastern Region			Documentary evidence	
iii	BHEL Southern Region			Documentary evidence	
iv	BHEL Western Region			Documentary evidence	
v	Electricity Boards			Documentary evidence	
vi	NTPC/other Public Sector/Private Sector			Documentary evidence	
vii	PWD/Railways			Documentary evidence	

B	BANKING DETAILS OF COMPANY		
	Information of Bank Account of Company	Document to be submitted	Remarks by BHEL, if any
	<p>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</p> <ol style="list-style-type: none"> 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) <p>NOTE : (i) CONTRACTORS who have already submitted the above information are requested to submit a copy of the same</p>	Information of Bank Account of the Company, duly endorsed by the Bank	

BHARAT HEAVY ELECTRICALS LIMITED CONTRACTOR REGISTRATION FORM

SECTION-I: Company Profile & Organisational Information

1.6	QUALITY SYSTEMS	Certificate Number and Valid upto	Document to be submitted	Remarks by BHEL, if any
A	Accreditation to ISO 9001-2000		Copy of accreditation certificate OR Copy of 'Table of Contents' of 'Quality Manual'	
B	Accreditation to ISO 14000		Copy of accreditation certificate OR Copy of 'Table of Contents' of 'Quality Manual'	
C	Accreditation to OHSAS 18000		Copy of accreditation certificate OR Copy of 'Table of Contents' of 'Quality Manual'	
D	In House Quality Systems		Copy of quality manual .	

1.7 FINANCIAL INFORMATION FOR THE PREVIOUS THREE YEARS

Sl No	Financial Information	Financial Value in Rupees in Lakhs (Audited)		Remarks by BHEL, if any
		Year	Value in Rupees in lakhs	
i	NET WORTH (Latest) Paid up Share Capital# + Reserves			
ii	SALES/TURN OVER (Last three Financial Years)			
		Average		
iii	CASH PROFIT (PAT + Non Cash Expenditure viz Depreciation) (Last three Financial Years)			
iv	Whether CONTRACTOR has been referred to BIFR/NCLT/ any other similar Govt. Agency (If 'YES' enclose details)		YES/NO	
v	Whether CONTRACTOR is a potential sick Company (If 'YES' enclose details)		YES/NO	
vi	Copies of Audited Annual Accounts (Balance Sheet, P&L Account, Cash flow statement) for the last three (3) years to be submitted.			
vii	Status of Tax assessments done under various laws (Income Tax, VAT/Sales Tax, Excise & Service Tax, Custom) and details of disputes pending, if any, with these authorities to be submitted.			

Legend:

: Share Capital OR Partnership Capital OR Proprietor Capital as the case may be

CONTRACTOR EVALUATION**Part A : ORGANISATIONAL SOUNDNESS**

Sl. No.	PARAMETER	QUALIFICATION CRITERIA(MANDATORY)	EVALUATION BY BHEL	
1	NET WORTH: (from audited figures for the LATEST FINANCIAL YEAR)	Positive network	(Yes/ No)	
2	SALES/TURN OVER : (from Audited Accounts of last three FINANCIAL YEARS)	Average annual turnover of last 3 years should be more than 30% of estimated value of work	Code & Category:	
			i	
			ii	
			iii	
			iv	
			v	
			vi	
			vii	
3	Current Ratio = (Current Assets/ Current Liabilities) OR Quick Ratio = {(Current Assets – Inventories)/ Current Liabilities}	Current Ratio > 1.5:1	(Yes/ No)	
		OR Quick Ratio > 1:1.75		
4	BIFR/NCLT case OR "SICK"	Should NOT have been referred to BIFR/NCLT or declared "SICK" by any Statutory Authority	(Yes/ No)	
5	Remarks, if any :			
6	<u>Signature of evaluation committee:</u>			
	QUALIFIED		NOT QUALIFIED	

CONTRACTOR EVALUATION

Part B: QUALITY :

Sl. No.	PARAMETER	QUALIFICATION CRITERIA	EVALUATION BY BHEL
1	Ability to deliver Quality Services in terms of Evidence of Quality Assurance within the Organisation on the basis of various information available in the application OR on reports from existing Sites OR reports from Previous Works.	1. Submission of Completion Reports/ certificate 2. Worked satisfactorily with any BHEL Units/Power Sector Regions for similar jobs/works 3. CONTRACTOR having business with 3 or more Customers 4. Having continuous business in the last 3 years 5. ISO 9001/ 14000 and OHSAS 18000 accreditation	
<p><u>NOTE: If any of the above 3 Qualification Criterias are met, the Contractor can be treated as Qualified for Part B.</u></p>			
2	<p><u>CONTRACTOR evaluation for QUALITY (tick which ever applicable)</u></p> <p style="text-align: center;">QUALIFIED NOT QUALIFIED</p>		
3	<p>Remarks, if any :</p>		
4	<p><u>Signature of evaluation committee:</u></p>		

CONTRACTOR EVALUATION**Part C: TECHNICAL:**

Sl no	PARAMETER	QUALIFICATION CRITERIA (MANDATORY)	EVALUATION BY BHEL	
1	BASIC REQUIREMENT	Should fulfil the "BASIC REQUIREMENT" for the subject CATEGORY/WORK for which empanelment is sought Note: To be evaluated for every work for which 'Empanelment' sought and given suitable code.	Code & Category: i ii iii iv v vi vii viii ix x	
2	Adequacy of T&P, Machinery (owned by the Company)	Adequately available OR Available for the major part	YES/ NO	
3	Adequacy of Inspection, Measuring and Testing Equipments (owned by the Company)	Adequately available OR Available for the major part	YES/ NO	
4	Remarks, if any : QUALIFIED NOT QUALIFIED			
5	<u>Signature of evaluation committee:</u>			

CONTRACTOR EVALUATION**Part D: FINAL RECOMMENDATION**

Name of CONTRACTOR :	
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Table-1 CRITERIA for CONTRACTOR EMPANELMENT (for each PACKAGE/CODE)

Sl no	Evaluation of CONTRACTOR for Empanelment	ASSESSMENT CRITERIA		
		Organisational Soundness	Quality	Technical Capability
1	RECOMMENDED	QUALIFIED	QUALIFIED	QUALIFIED
2	NOT RECOMMENDED	IF NOT QUALIFIED FOR EVEN ANY ONE OF THE ABOVE ASPECTS		

Table-2 RECOMMENDATION FOR EMPANELMENT OF CONTRACTOR

Sl No	GROUP	PACKAGE	CATEGORY	CODE	Recommendation of BHEL
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Signature of evaluation committee:

--

**EVALUATION OF CONTRACTOR
PERFORMANCE**

Annexure VIII

PAGE 1 OF 4

NOTE: This Evaluation Should be done **EVERY QUARTER** by the respective Regions for all contracts under executions.

GENERAL

Reporting Period

Name of Site

Name of Sub-Contractor

Contract No./ LOI No. & Date

Name of work

Contract start date

I. As per Contract

II. Actual date of start

Completion Status

I. Physical completion in %age

II. Running Bill amount paid in %age of Contract Value

Scheduled completion time

Actual date of completion

Awarded Contract Value

Final Contract value

**EVALUATION OF CONTRACTOR
PERFORMANCE**

Annexure VIII

PAGE 2 OF 4

		MAX. SCORE	SCORE OBTAINED
1.0 QUALITY			
1.1	Amenability to Quality System	5	
1.2	Adherence to Quality Standards	5	
1.3	Preventing recurrence of defects/complaints	5	
1.4	Finishing and aesthetics	5	
1.5	Housekeeping	5	
1.6	Rating of Quality officer for quality control of job	5	
2.0 DELIVERY			
2.1	Achievements vis a vis Requirements/Commitments	5	
2.2	Timely Deployment of Manpower	5	
2.3	Timely Deployment of T&Ps and IMTEs	5	
2.4	Timely arrangement of consumables	5	
3.0 MANPOWER			
3.1	Experience and Job knowledge of Supervisory personnel	5	
3.2	Aptitude of supervisory Personnel (w.r.t. Attitude, initiative, leadership, cooperativeness etc)	5	
3.3	Adequacy of manpower (work force) deployed	5	
3.4	Competence of manpower (work force) deployed	5	
4.0 T&Ps, IMTEs & CONSUMABLES			
4.1	Adequacy of T&P & IMTEs as per site requirement	5	
4.2	Condition of T&P & IMTEs	5	
4.3	Ensuring fitness & calibration of T&P & IMTEs	5	
4.4	Adequacy of consumables as per site requirement	5	
5.0 SITE INFRASTRUCTURE AND SERVICE			
5.1	Site organization vis a vis commitment	5	
5.2	Readiness to rectify defects	5	
5.3	Providing support documents and records	5	
5.4	Speed of response	5	
5.5	Cooperativeness in delivering and implementing improvement measures	5	
5.6	Approachability of top management during critical requirements and its cooperation	5	

**EVALUATION OF CONTRACTOR
PERFORMANCE**

Annexure VIII

PAGE 3 OF 4

		MAX. SCORE	SCORE OBTAINED
6.0 SITE FINANCE			
6.1	Regularity in payment to staff and workers	5	
6.2	Financing Site Operations	5	
7.0 HSE (Health Safety & Environment) & SA (Social Accountability)			
7.1	Health & Safety awareness among employees	5	
7.2	Rating of Safety Supervisor on HSE Aspects		
7.2.1	Experience and Job knowledge of Safety Supervisor	5	
7.2.2	Rating of Safety Supervisor for controlling safety at site	5	
7.3	Quality & usage of Safety gadgets		
7.3.1	Personal Protective Equipments (PPE)	5	
7.3.2	Use of Safety Equipments & Safety in Equipments(Safety Net, Toe guard, Proper earthing, fire-fighting equipments etc.	5	
7.4	Use of Safety Posters	5	
7.5	Compliance to Social Accountability Norms	5	
7.6	Rating based on Feed back of HSE & SA Audits	5	
8.0 OTHERS			
8.1	Concern for employees welfare and health (like first aid)	5	
8.2	Compliance to statutory requirements, state and local laws/regulations	5	
8.3	Tendency of taking undue advantage by interpreting contract clauses in their favour (Score 5 for no tendency)	5	
8.4	Understanding of contract (scope & contract clauses)	5	
8.5	Planning of work activities (Monthly/Weekly/Daily)	5	
8.6	Submission of Monthly/Weekly/Daily reports	5	

**EVALUATION OF CONTRACTOR
PERFORMANCE**

Annexure VIII

PAGE 4 OF 4

EVALUATION

	Max score	Score obtained	Weightage factor	Weighted Score
Quality	30		0.40	
Delivery	20		0.75	
Manpower	20		0.60	
T&Ps, IMTEs & Consumables	20		0.75	
Site Infrastructure & Service	30		0.40	
Site Finance	10		1.10	
HSE & SA	40		0.35	
Others	30		0.30	

Total Weighted Score

Any detail which Construction Manager wants to share with management

Less

a) Score for accidents attributable to Contractor during the reporting period (Major @ 3 Minor @ 1)

Major Accidents ----- Fatal , Permanent Disability, Major Damage to Equipment (-)
 Minor Accidents ----- All Others

Net Weighted Score (OUT OF 100) :

Overall Performance evaluation: Good/Satisfactory/Unsatisfactory

Net Weighted Score
 80% and Above - Good
 Between 60% To 80% - Satisfactory
 60% and Below - Unsatisfactory

Dated: **Section Head/Site Engineer**

Specific Recommendation of Construction Manager;

Construction Manager

FOR SUB CONTRACT DEPTT.

Dated: **Head (S/C)**

GM/PROJECTS

Note: This summary evaluation sheet is to be sent to Contractor after every evaluation.