

**CATEGORY UNDER WORK / PURCHASE FOR HR-GAX, HR-TAX & HRDI etc.**

<b>Sl. No.</b>	<b>DESCRIPTION OF WORK / PURCHASE</b>
<b>A</b>	<b>WORKS</b>
1	Book/Report binding jobs including photocopying
2	Construction, Renovation & repair work of the building and allied services i.e. Plumbing & sanitary; Carpentry; Painting and Polishing; Internal Electrical works etc.
3	Electrical works (Cables, Panels etc.) including Repair & AMC etc.
4	Hiring of services for house keeping services for transit flats / hostels / guest house etc.
5	Hiring of services for job contract for upkeep & maintenance office and residential complex
6	Hiring of Tea & coffee vending machine
7	Hiring of Tent etc. for official functions
8	Horticulture Works & AMC services of parks and plants etc.
9	Laundry service providers
10	Painting and Polishing works
11	Printing Jobs
12	Providing Dak Boy (Messenger) services
13	Providing round the clock operation and maintenance services for AC Systems.
14	Repair & AMC for Neon Signs, Glow Signs
15	Repair & AMC of fire detection and fire alarm system
16	Repair & AMC of fire extinguishers and fire fighting system
17	Repair & AMC of kitchen & pantry equipments
18	Repair & AMC of Telecom Cabling
19	Repair & AMC of window, split Air Conditioners, drinking water coolers & refrigerators etc.
20	Repair & maintenance of company owned vehicles - Repair Workshops
21	Repair & servicing of Power Transformers
22	Repair of office furniture and storage items

<b>B</b>	<b>PURCHASE</b>
1	Supply of Audio conferencing, Public Address systems & spares etc.
2	Supply of Batteries for Vehicles & Invertors etc.
3	Supply of construction materials like Cement, Steel, Bricks, Aggregates, Coarse & Fine Sand etc.
4	Supply of crockery items
5	Supply of Drinking water purifiers & RO etc.
6	Supply of Electrical Distribution Boards & Panels
7	Supply of electrical switchgears, components, devices, fittings, fixtures & appliances
8	Supply of Electrical Wires & Cables
9	Supply of flowers, bouquets etc.
10	Supply of hardware fitting & fixtures
11	Supply of Health / Fitness Equipments & sports materials
12	Supply of HVAC Systems and part thereof
13	Supply of indoor plants & other horticulture items
14	Supply of Linen, Blankets, mattress, pillows, foot mats etc.
15	Supply of mementos, gifts etc.
16	Supply of office automation equipment like Projectors etc
17	Supply of Office stationery
18	Supply of office uniform cloth like Shirts & Pants etc. for male employees and saree etc. for women employees
19	Supply of office uniform woolen cloth etc.
20	Supply of package drinking water
21	Supply of Photocopying Paper
22	Supply of Plumbing items, sanitary fittings & fixtures etc.
23	Supply of sweets packets
24	Supply of Telecom cables, accessories & Telephone instruments etc.
25	Supply of Towels
26	Supply of Training Programme Bags
27	Supply of Venetian / roller blinds, curtain rods etc.
28	Supply of White Boards & Screens etc.
29	Supply of window / door glass panes, mirrors & glass table tops etc.
30	Supply of wood, wooden & carpentry items etc.

### **CATEGORY UNDER WORK / PURCHASE FOR CORPORATE INFORMATION TECHNOLOGY**

<b>C</b>	<b>CORPORATE IT RELATED PURCHASES &amp; JOBS</b>
1	Hardware & Networking
2	Packaged Software
3	Software Development
4	AMC & Facility Management
5	Power Conditioning
6	Spare Hardware Items & Components

**GUIDELINES TO INDIAN SUPPLIERS FOR FILLING-UP  
SUPPLIER REGISTRATION FORM**

1. Registration Form may be obtained from Supplier Development Cell of respective BHEL Unit or downloaded from BHEL website [www.bhel.com](http://www.bhel.com).
2. Any clarification with respect to procedure for registration may be obtained from the Supplier Development Cell of respective BHEL unit.
3. The Supplier Registration Form has four parts:

Part A	Organizational Information	Form no. VOR AA01
Part B	Quality System	Form no. VQS AA01
Part C	Technical Competence	Form no. VTC AA01
Part D	Score Sheet	Form no. VSS AA01

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

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

4. All sheets of above forms are to be filled up and signed by the authorized signatory.
5. Please attach separate sheet if the space provided is insufficient.
6. For any other information also, separate sheet may be attached.
7. Any information / clarification required by BHEL during evaluation must be given expeditiously.
8. Please ensure that all required enclosures are attached with the filled up Supplier Registration Form and list of enclosures is given as required.
9. The scoring of marks by Suppliers for self- assessment must be done as required against each information in all the above parts. Incomplete forms and forms without self assessment are likely to be rejected. If any question is not applicable or relevant to your organization, please mention accordingly. Questions left unanswered will get zero marks.
10. Scoring for questions on Quality System (Part B) is to done on 0-3 scale as follows:
 

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

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

- 11 Part-B of the form on Quality System need not be filled by ISO 9000-2000 accredited suppliers. Instead, the Table of Contents of Quality Manual may be submitted with the Registration Form.
- 12 Scoring for question on Technical competence is to be done on 0-3 scale as follows:

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

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

- 13 Assessment Criteria shall be as follows:

Organizational Soundness : OS 1 : 85 % and more  
OS 2 : 70 % to less than 85 %  
OS 3 : Less than 70 %

Quality System : Q 1 - Overall system rating above 90 % , rated 2 or better on all mandatory requirements and a rating of 70 % or better in each section  
Q 2 - Overall system rating 80 to 90 % , rated 2 or better in all mandatory requirements and a rating of 60 % or better in each section  
Q 3 - Overall system rating above 70 % and less than 80 % , rated 2 or better on all mandatory requirements and a rating of 55 % or better in each section

Technical Competence : TC 1 - Above 90 % and rated 2 or better in all mandatory reqts.  
TC 2 - 80 to less than 90 % and rated 2 or better in all mandatory requirements  
TC 3 - Above 70 % and less than 80 % and rated 2 or better in all mandatory requirements

- 15 Please fill up the check- list given on next page and send along with the Supplier Registration Forms to BHEL.

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

S. No.	Check-Point	Yes/No
1.	Information against all points under “Organizational Information “(Part-A) has been given.	
2.	All enclosures and supporting documents have been enclosed.	
3.	Summary list of enclosures has been furnished as per S.N. 9.9 of Organizational Information form.	
4.	Are you an ISO 9001 -2000 accredited supplier ?	
5.	If yes, have you enclosed "Table of Contents” of your Quality Manual and copy of ISO 9001 -2000 accreditation certificate?	
6.	If no , have you filled up Quality System formats given in Part B ?	
7.	Technical requirements, specifications, drawings ,standards have been obtained from BHEL before filling up Technical Competence, Part C	
8.	All the pages of the form & enclosures have been signed by Authorized Signatory.	
9.	Scoring has been done in Part A, B and C.	
10.	Total scoring has been done in score sheet Part D.	

Date :

Signature & seal

(Authorized Signatory)

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

**BHARAT HEAVY ELECTRICALS LIMITED  
SUPPLIER REGISTRATION FORM**

**PART- A**

**FORM NO. VORAA01 (INDIAN SUPPLIER)**

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

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

<b>ORGANISATIONAL INFORMATION</b>						
<b>NAME OF THE APPLICANT SUPPLIER SEEKING REGISTRATION :-</b>						
<b>D&amp;B D-U-N-S Number :</b> ( Dun & Bradstreet nine digit identification number, not mandatory )						
<b>1.0 PRODUCTS / SYSTEMS / SERVICES FOR WHICH REGISTRATION IS APPLIED FOR :</b>				Marks	Marks by Supplier	Marks by BHEL
SL. NO.	DESCRIPTION	SIZE & RANGE	MFG. STD/ IS / DIN /BS ETC.			
				1		
<b>TOTAL MARKS</b>				1		
<div style="display: flex; justify-content: space-between;"><div>SUPPLIER'S AUTHORISED SIGNATORY</div><div>BHEL CERTIFIED ASSESSOR</div></div>						

# BHARAT HEAVY ELECTRICALS LIMITED

## SUPPLIER REGISTRATION FORM

**FORM NO. VORAA01 ( INDIAN SUPPLIER )**

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<b>ORGANISATIONAL INFORMATION</b>			
<b>2.0 <u>GENERAL INFORMATION</u> :</b>  <b>2.1 NAME OF THE APPLICANT SUPPLIER SEEKING REGISTRATION :</b>  <b>HEAD OFFICE ADDRESS :</b>   <b>TELEPHONE :</b> _____ <b>FAX :</b> _____ <b>E-MAIL :</b> _____ <b>WEB SITE :</b> _____  <b>2.2 NAME OF THE WORKS/DIVISON :</b>  <b>ADDRESS :</b>   <b>TELEPHONE :</b> _____ <b>FAX :</b> _____ <b>E-MAIL :</b> _____ <b>2.3 BRANCH OFFICE ADDRESS (IF ANY) :</b>   <b>TELEPHONE :</b> _____ <b>FAX :</b> _____ <b>E-MAIL :</b> _____  <b>2.4 NAME OF CHIEF EXECUTIVE / PROPRIETOR / PARTNER &amp; ADDRESS :</b>   <b>2.5 OFFICIAL TO BE CONTACTED FOR CLARIFICATION :</b>  <b>NAME</b>  <b>DESIGNATION</b>  <b>ADDRESS</b>   <b>TELEPHONE :</b> _____ <b>FAX :</b> _____ <b>E - Mail :</b> _____	<b>Marks</b>	<b>Marks by Supplier</b>	<b>Marks by BHEL</b>
1	1		
1	1		
1	1		
1	1		
1	1		
<b>TOTAL MARKS</b>	5		
<div style="display: flex; justify-content: space-between;"> <span><b>SUPPLIER'S AUTHORIZED SIGNATORY</b></span> <span><b>BHEL CERTIFIED ASSESSOR</b></span> </div>			

# BHARAT HEAVY ELECTRICALS LIMITED

## SUPPLIER REGISTRATION FORM

FORM NO. VORAA01 ( INDIAN SUPPLIER )

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### ORGANISATIONAL INFORMATION

	Marks	Marks by Supplier	Marks by BHEL
<b>3.0 <u>OWNERSHIP INFORMATION :</u></b>  <div style="text-align: right; margin-right: 20px;">DOCUMENTS TO BE FURNISHED</div>			
<b>3.1</b> 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) :	1		
<b>3.2</b> NATURE OF BUSINESS : ( MANUFACTURING UNIT/AGENTS/ DISTRIBUTORS/STOCKISTS)	1		
<b>3.3</b> YEAR OF ESTABLISHMENT :	1		
TOTAL MARKS	3		
<div style="display: flex; justify-content: space-between; padding: 10px;"> <div>SUPPLIER'S AUTHORIZED SIGNATORY</div> <div>BHEL CERTIFIED ASSESSOR</div> </div>			



# BHARAT HEAVY ELECTRICALS LIMITED

## SUPPLIER REGISTRATION FORM

FORM NO. VOR AA01 (INDIAN SUPPLIER)

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

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

# BHARAT HEAVY ELECTRICALS LIMITED

## SUPPLIER REGISTRATION FORM

**FORM NO. VORAA01 (INDIAN SUPPLIER)**

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### ORGANISATIONAL INFORMATION

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

**SUPPLIER'S AUTHORISED SIGNATORY**

**BHEL CERTIFIED ASSESSOR**

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ORGANISATION INFORMATION					
			Marks	Marks by Supplier	Marks by BHEL
6.1 TOTAL ORGANISATIONAL STRENGTH : (ATTACH ORGANISATION CHART)			1		
GRADUATE    DIPLOMA    SKILLED    NON-SKILLED					
ADMN & COMMERCIAL        :					
ENGINEERING       :					
TECHNOLOGY       :					
MANUFACTURING   :					
QUALITY            :					
MAINTENANCE      :					
SITE MANAGEMENT:					
OTHERS             :					
TOTAL               :					
6.2 STANDBY ARRANGEMENT FOR POWER : (GIVE DETAILS)			1		
6.3 DOES THE COMPANY SELL ITS PRODUCT DIRECTLY :					

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[illegible]

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BHEL CERTIFIED ASSESSOR

# BHARAT HEAVY ELECTRICALS LIMITED

## SUPPLIER REGISTRATION FORM

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<b>ORGANISATION INFORMATION</b>			
<b>9.0 <u>OTHER PARTICULARS</u> :</b>		Marks by Supplier	Marks by BHEL
9.1 IF THE COMPANY IS ALREADY IN BUSINESS WITH ANY OF BHEL UNITS, GIVE :	1		
9.1.1 BHEL UNIT'S NAME :			
9.1.2 SUPPLIER REGN. CODE NO. :			
9.1.3 ITEMS FOR WHICH REGISTERED & THEIR SPECIFICATION ( <b>ENCLOSE PROOF OF SUCCESSFUL EXECUTION OF AT LEAST 3 PURCHASE ORDERS</b> ) :			
9.2 IS THE COMPANY APPROVED BY ASME / NTPC / NPC / EIL / DGS&D / RAILWAYS / IBR / LLOYDS ETC ? : YES / NO ( <b>ENCLOSE DOCUMENTARY EVIDENCE</b> )	1		
9.3 IS THE COMPANY ISO 9001-2000 APPROVED? : YES / NO ( <b>ENCLOSE CERTIFICATE</b> ) :	1		
9.4 IS THE COMPANY AN ISO 14000 APPROVED? : YES / NO ( <b>ENCLOSE CERTIFICATE</b> ) :	1		
9.5 IS THE COMPANY OHSAS - 18000 APPROVED?: YES / NO ( <b>ENCLOSE CERTIFICATE</b> ) ?	1		
9.6 TECHNICAL COLLABORATOR : (FOREIGN OR INDIGENOUS) ( <b>ENCLOSE DOCUMENTARY EVIDENCE</b> )	1		
9.7 NAME & ADDRESS OF CONCERN(S) HAVING SUBSTANTIAL INTEREST IN : (NAME OF THE OTHER COMPANY, COMMON DIRECTOR, PARTNER, OWNER ETC.)	1		
<b>TOTAL MARKS</b>	<b>7</b>		
<div style="display: flex; justify-content: space-between;"> <div>SUPPLIER'S AUTHORISED SIGNATORY</div> <div>BHEL CERTIFIED ASSESSOR</div> </div>			

# BHARAT HEAVY ELECTRICALS LIMITED

## SUPPLIER REGISTRATION FORM

FORM NO. VORAA01 ( INDIAN SUPPLIER )

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<b>ORGANISATION INFORMATION</b>			
	Marks	Marks by Supplier	Marks by BHEL
<p>9.8 DIRECTORS / PARTNERS, IF RELATED TO ANY BHEL EMPLOYEE.</p> <p>NAME :  STAFE NO. :  DESIGNATION :  DEPARTMENT :  RELATIONSHIP :</p>	1		
<p>9.9 IF ANY EX-BHEL PERSONNEL IS EMPLOYED BY THE COMPANY, MENTION HIS / HER DETAILS OF LAST POSTING.</p> <p>NAME :  STAFF NO. :  DESIGNATION :  DEPARTMENT :  DATE OF LEAVING SERVICE :</p>	1		
<p>9.10 COMPANY'S WEEKLY HOLIDAYS :</p> <p style="text-align: center;">WORKS                  OFFICE</p>	1		
<p>9.11 EXPERIENCE LIST :</p> <p>(ATTACH LIST OF PRESENT CUSTOMERS WITH NAME &amp; ADDRESS FOR OFFERED / SIMILAR TYPE &amp; SIZE OF ITEM / EQUIPMENT FOR WHICH REGISTRATION HAS BEEN SOUGHT AND WITH WHOM YOU HAVE CONTINUOUS BUSINESS SINCE LAST THREE YEARS )</p>	1		
<p>9.12 LIST OF ENCLOSURES :</p> <p>ATTACH LIST OF ENCLISURES</p>	1		
<p>10 I/ WE GIVE THE UNDERTAKING THAT BHEL DRAWINGS &amp; SPECIFICATIONS SHALL NOT BE USED IN ANY WAY DETRIMENTAL TO THE INTEREST OF BHEL AND / OR FOR SUPPLY OF ANY MATERIAL, PRODUCT OR SERVICES DIRECTLY OR INDIRECTLY TO ANY OTHER CUSTOMER.</p>	--	--	--
<b>TOTAL MARKS</b>	5		
<div style="display: flex; justify-content: space-between;"> <span>SUPPLIER'S AUTHORISED SIGNATORY</span> <span>BHEL CERTIFIED ASSESSOR</span> </div>			

# BHARAT HEAVY ELECTRICALS LIMITED

## SUPPLIER REGISTRATION FORM

**Part B ( QUALITY SYSTEM ) : Pages 11 to 13 of 17 need not be filled by ISO 9001-2000 accredited suppliers**

**FORM NO. VQSAA01**

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

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

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

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

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

SUPPLIER'S AUTHORISED SIGNATORY	BHEL CERTIFIED ASSESSOR
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# BHARAT HEAVY ELECTRICALS LIMITED

## SUPPLIER REGISTRATION FORM

FORM NO. VQSA01

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

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

V. CONFORMANCE TO SAFETY REQUIREMENTS :	PROCEDURE 0-3		SYSTEM IN EFFECT 0-3		RECORDS 0-3	
	MARKS BY SUPPLIER	MARKS BY BHEL	MARKS BY SUPPLIER	MARKS BY BHEL	MARKS BY SUPPLIER	MARKS BY BHEL
*1. Adequate safety precautions are being taken in plant for all personnel						
<b>TOTAL MARKS</b>						

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

# BHARAT HEAVY ELECTRICALS LIMITED

## SUPPLIER REGISTRATION FORM

**FORM NO. VQSAA01**

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

SUPPLIER'S AUTHORISED SIGNATORY	BHEL CERTIFIED ASSESSOR
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**NOTE:**

**ISO 9001:2000 CERTIFIED SUPPLIERS SHALL GET Q1 QUALITY RATING  
SUBJECT TO VERIFICATION DURING VISIT TO THEIR WORKS, IF  
REQUIRED.**

# BHARAT HEAVY ELECTRICALS LIMITED

## SUPPLIER REGISTRATION FORM

### Part C:

FORM NO. VTCAA01

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### TECHNICAL COMPETENCE

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

**OR**

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

Here :

Score of 0 indicates “No capability”

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

Score of 2 indicates “Occasional technical support from BHEL”

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

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

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

**Part D:**  
**FORM NO. VSS AA01**

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

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

# BHARAT HEAVY ELECTRICALS LIMITED

## SUPPLIER REGISTRATION FORM

**Part D :**  
**FORM NO. VSS AA01**

### SCORE SHEET

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SL. NO.	PARAMETER	Marks	Marks by Supplier	Marks by BHEL
7.	Sl. No. 4.9 of Page 4/17 , Part A – if referred to BIFR / NCLT	(-) 24		
8.	Sl. No. 4.10 of Page 4/17 , Part A – if potentially SICK	(-) 12		
9.	For supplier having standby arrangement of power. (Sl. No. 6.2 of Page 6/17 , Part A)	3		
10.	Supplier having continuous business for more than 3 years. (Sl. No. 9.8 of Page 10 /17 , Part A)			
	Beyond 3 customers	4		
	Upto 3 customers	3		
	No customer	0		
11.	Manufacturing facilities : (Sl. No. 7.0 of Page 7/17 , Part A)			
	Supplier having adequate facilities	3		
	Supplier having substantial facility	2		
	Supplier having inadequate facilities	0		
12.	Measuring and Testing Facilities : (Sl. No. 8.0 , Page 8/17 , Part A)			
	Adequate measurement facilities	3		
	Substantial measuring facilities	2		
	Inadequate facilities	0		
13	. If answer to Question No. 9.3 of Page 9/17, Part A is Yes i.e. ISO 9001 company	3		
	If answer to Question No. 9.4 of Page 9/17, Part A is Yes i.e. ISO 14000 company	1		
	If answer to Question No. 9.5 of Page 9/17, Part A is Yes i.e. ISO 18000 company	1		
	Total Marks scored ( Sl. 01 to 13 above )	42		
	Total Marks scored ( Page 01 to 10 )	46		
	Total Marks ( Organizational Soundness )	88		
	Total Marks ( Organizational Soundness ) : PERCENTAGE ( % )			
	<b>Category of Supplier : OS 1 ( 85 % &amp; more )</b>			
	<b>OS 2 ( 70 % to less than 85 % )</b>			
	<b>OS 3 ( less than 70 % )</b>			
		Mention category		
<div style="display: flex; justify-content: space-between;"> <div>SUPPLIER'S AUTHORISED SIGNATORY</div> <div>BHEL CERTIFIED ASSESSOR</div> </div>				

# BHARAT HEAVY ELECTRICALS LIMITED

## SUPPLIER REGISTRATION FORM

**Part D :**  
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### 2. QUALITY SYSTEM (SCORING CRITERIA):

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

**Category of Supplier:** Q 1 - Overall system rating above 90 % , rated 2 or better on all mandatory requirement and a rating of 70 % or better in each section or **supplier is ISO 9001:2000 certified ( subject to verification )**

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

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

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

SUMMARY:	MARKS SCORED / OUT OF POSSIBLE 12 or 36 MARKS (BY SUPPLIER)		MARKS ASSESSED / OUT OF POSSIBLE 12 or 36 MARKS (BY BHEL)	
-----	-----		-----	
Technical Competence	----- / 12	-----%	----- / 12	-----%
OR				
Technical Competence	----- / 36	-----%	----- / 36	-----%

**Category of supplier:** TC 1 - Above 90 % and rated 2 or better in all mandatory reqts.  
TC 2 - 80 to less than 90 % and rated 2 or better in all mandatory requirements  
TC 3 - Above 70 % and less than 80 % and rated 2 or better in all mandatory requirements

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

**GUIDELINES TO FOREIGN SUPPLIERS FOR FILLING UP  
SUPPLIER REGISTRATION FORM**

01. Registration Form no. VRG AA01 may be obtained from Source Development Cell of the respective BHEL Unit or downloaded from BHEL website [www.bhel.com](http://www.bhel.com).
02. Any clarification with respect to procedure for registration may be obtained from the Source Development Cell of respective BHEL unit.
03. All sheets of above form are to be filled up and signed by the authorized signatory.
04. Please attach separate sheet if the space provided is insufficient. For any other information also, separate sheet may be attached.
05. Any information / clarification required by BHEL during processing of registration must be given expeditiously.
06. Please ensure that all required enclosures are attached with the filled up Supplier Registration Form and list of enclosures is given as required.
07. Please fill up the check- list given on next page and send along with the Supplier Registration Forms to BHEL.

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

S. No.	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 agent )	
3.0	Banker's certificate has been enclosed	
4.0	Are you an ISO: 9001-2000 accredited supplier ?	
4.1	If yes, have you enclosed copy of ISO 9001-2000 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 ( as per sl. 4.0 of the form VRG AA01 )	
6.0	List of enclosures has been furnished ( as per Sl 6.0 of the form VRG AA01)	
7.0	All the pages of the form & enclosures have been signed by Authorized Signatory.	

Date :

Signature & seal

(Authorized Signatory)

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



**FORM NO. VRG AA01 (FOREIGN SUPPLIER)**

Page 01 of 03

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.**

SUPPLIER REGISTRATION FORM	
<b>1.0 GENERAL INFORMATION :</b>  1.1 NAME OF COMPANY :  1.2 DETAILS OF HEAD OFFICE :  <div>             ADDRESS :             <div>TELEPHONE : FAX :</div> <div>E-MAIL :</div> <div>WEB SITE :</div> </div> 1.3 DETAILS OF FACTORY / WORKS :  <div>             ADDRESS :             <div>TELEPHONE : FAX:</div> <div>E-MAIL :</div> </div> 1.4 DETAILS OF MARKETING AGENT ( OUT SIDE INDIA , IF ANY )  <div>             ADDRESS :             <div>TELEPHONE : FAX:</div> <div>E-MAIL :</div> </div> 1.5 DETAILS OF INDIAN AGENT, IF ANY : ( <b>Attach authorisation letter</b> )  <div>             NAME :             <div>ADDRESS :</div> <div>TELEPHONE : FAX:</div> <div>E-MAIL :</div> </div> 1.6 CHIFE EXECUTIVE :	FOR BHEL USE
SUPPLIER’S AUTHORIZED SIGNATORY	BHEL CERTIFIED ASSESSOR

# **BHARAT HEAVY ELECTRICALS LIMITED, INDIA**

**FORM NO. VRG AA01 (FOREIGN SUPPLIER )**

**Page 02 of 03**

## **SUPPLIER REGISTRATION FORM**

1.7 CONTACT PERSON (S) FOR PRODUCT OFFERED :

NAME (S) :

OFFICIAL CAPACITY :

ADDRESS :

TELEPHONE : FAX :

E-MAIL :

1.8 YEAR OF ESTABLISHMENT :

1.9 PRODUCTION CAPACITY PER ANNUM :

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 D&B D-U-N-S Number :  
( Dun & Bradstreet nine digit identification number, not mandatory )

1.16 ANY OTHER INFORMATION :

FOR BHEL USE

BHEL CERTIFIED  
ASSESSOR

SUPPLIER'S AUTHORISED SIGNATORY

# **BHARAT HEAVY ELECTRICALS LIMITED , INDIA**

**FORM NO. VRG AA01 (FOREIGN SUPPLIER)**

**Page 03 of 03**

## **SUPPLIER REGISTRATION FORM**

### **2.0 FINANCIAL INFORMATION :**

ANNUAL TURN OVER AND PROFIT AFTER TAX FOR  
LAST 3 YEARS : YEAR -1 :

YEAR-2 :

YEAR-3 :

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

### **3.0 QUALITY MANAGEMENT SYSTEM :**

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

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

3.1.2 IF NO, FORMATS VQS AA01 ( QUALITY SYSTEM ) ARE TO BE FILLED UP .

4.0 EXPERIENCE LIST FOR OFFERED / SIMILAR ITEMS :

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

5.0 LIST OF ENCLOSURES :

( BROCHURES, CATALOGUES, TECHNICAL LITERATURE ETC.)

6.0 ANY OTHER INFORMATION :

SIGNATURE OF SUPPLIER :

NAME :

DESIGNATION :

DATE :

OFFICIAL SEAL :

FOR BHEL USE

SUPPLIER'S AUTHORIZED SIGNATORY

BHEL CERTIFIED  
ASSESSOR