

Guidelines To Indian Suppliers For Filling-Up
Supplier Registration Form

1. Registration Form may be obtained from Source Development Cell of respective BHEL Unit or downloaded from BHEL website www.bhel.com.
2. Any clarification with respect to procedure for registration may be obtained from the Source Development Cell of respective BHEL unit.
3. The Supplier Registration Form has four parts:
Part A Organisational Information
Part B Quality System
Part C Technical Competence
Part D Score Sheet
4. All sheets of above forms are to be filled up and signed by the authorised signatory.
5. Please attach separate sheet if the space provided is insufficient.
6. For any other information also, separate sheet may be attached.
7. Any information / clarification required by BHEL during evaluation must be given expeditiously.
8. Please ensure that all required enclosures are attached with the filled up Supplier Registration Form and list of enclosures is given as required.
9. The scoring of marks by Suppliers for self assessment must be done as required against each information in all the above parts .Incomplete forms and forms without self assessment are likely to be rejected. If any question is not applicable or relevant to your organisation , please mention accordingly. Questions left unanswered will get zero marks..
10. Scoring for questions on Quality System (Part B) is to done on 0-3 scale as follows:
0 For non-compliance
1 System exists in rudimentary stage
2 System exists with minimal discrepancies
3 System is in mature stage (i.e meets all requirements)
The question with asterisk (*) mark is mandatory where supplier must achieve a minimum score of 2 marks.
11. Part-B of the form on Quality System need not be filled by ISO-9001-2000 accredited suppliers. Instead, the Table of Contents of Quality Manual may be submitted with the Registration Form.

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

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

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

13 Assessment Criteria shall be as follows:

Organisational Soundness : OS 1 : 75 % and above

OS 2 : 60 % to less than 75 %

OS 3 : Less than 60 %

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

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

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

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

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

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

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

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

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

CHECK-LIST FOR INDIAN SUPPLIERS REGISTRATION FORM

S. No	Check-Point	Yes/No
1.	Information against all points under “Organizational Information “ (Part-A) has been given.	
2.	All enclosures and supporting documents have been enclosed.	
3.	Summary list of enclosures has been furnished as per sl 9.9 of Organisational Information form.	
4.	Are you an ISO: 9000 -2000 accredited supplier ?	
5.	If yes, have you enclosed "Table of Contents” of your Quality Manual and copy of ISO 9000 -2000 accreditation certificate ?	
6.	If no , have you filled up Quality System formats given in Part B ?	
7.	Technical requirements, specifications, drawings, standards have been obtained from BHEL before filling up Technical Competence, Part C	
8.	All the pages of the form & enclosures have been signed by Authorised Signatory and Name seal affixed ?	
9.	Scoring has been done in Part A , B and C .	
10.	Total scoring has been done in score sheet Part D.	

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

Date :

Signature & seal
(Authorised Signatory)

BHARAT HEAVY ELECTRICALS LIMITED
SUPPLIER REGISTRATION FORM

PART- A

(INDIAN SUPPLIER)

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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 .

ORGANISATIONAL INFORMATION						
NAME OF THE APPLICANT SUPPLIER SEEKING REGISTRATION :-						
1.0 PRODUCTS / SYSTEMS / SERVICES FOR WHICH REGISTRATION IS APPLIED FOR :				Marks	BY SUPPLIER	BY BHEL
SL. NO.	DESCRIPTION	SIZE & RANGE	MFG. STD/ IS / DIN /BS etc			
				1		
TOTAL MARKS				1		
<div style="display: flex; justify-content: space-between;"><div style="width: 45%;">SIGNATURE WITH SEAL DATE</div><div style="width: 45%; text-align: right;">BHEL REVIEWING OFFICER</div></div>						

BHARAT HEAVY ELECTRICALS LIMITED
SUPPLIER REGISTRATION FORM

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ORGANISATIONAL INFORMATION			
2.0 <u>GENERAL INFORMATION</u> :	Marks	By Supplier	By BHEL
2.1 NAME OF THE APPLICANT SUPPLIER SEEKING REGISTRATION : HEAD OFFICE ADDRESS : TELEPHONE : FAX : E-MAIL : WEB SITE :	1		
2.2 NAME OF THE WORKS /DIVISON: ADDRESS : TELEPHONE : FAX : E-MAIL :	1		
2.3 DETAILS OF BRANCH OFFICE : (IF ANY) ADDRESS : TELEPHONE : FAX : E-MAIL :	1		
2.4 NAME OF CHIEF EXECUTIVE / PROPRIETOR / PARTNER & ADDRESS :	1		
2.5 OFFICIAL TO BE CONTACTED FOR CLARIFICATION : NAME DESIGNATION ADDRESS TELEPHONE NO. FAX NO. E - Mail	1		
TOTAL MARKS	5		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> SIGNATURE WITH SEAL DATE : </div> <div style="width: 45%; text-align: right;"> BHEL REVIEWING OFFICER </div> </div>			

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

BHARAT HEAVY ELECTRICALS LIMITED
SUPPLIER REGISTRATION FORM

(INDIAN SUPPLIER)

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ORGANISATIONAL INFORMATION FOR THE PREVIOUS FOUR YEARS						MARKS By Supplier \$ (See below)	MARKS By BHEL \$ (See below)
4.0	FINANCIAL INFORMATION	Year 1 (Years in ascending order,	Year 2	Year 3	Year 4 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						
	Total						
	CURRENT LIABILITY						
	a) Sundry creditors						
2	b) Interest accrued but not due						
	c) Credit balance in sundry debtors						
	d) Other liabilities						
	Total						
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 , enclose details)				YES / NO		
4.10	Whether the supplier is a potential sick company.(If YES , enclose details)				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)		
SIGNATURE WITH SEAL & DATE						BHEL REVIEWING OFFICER	

\$: 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**

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ORGANISATIONAL INFORMATION			
5.0 REGISTRATION PARTICULARS :	Marks	By Supplier	By BHEL
5.1 INCOME TAX PERMANENT ACCOUNT NO. : (COPY OF CERTIFICATE)	1		
5.2 CENTRAL SALES TAX REGISTRATION NUMBER : (COPY OF CERTIFICATE)	1		
5.3 STATE SALES TAX REGISTRATION NUMBER : (COPY OF CERTIFICATE)	1		
5.4 EXCISE DUTY REGISTRATION NUMBER : (COPY OF CERTIFICATE)	1		
5.5 SERVICE TAX REGISTRATION NUMBER (COPY OF CERTIFICATE)	1		
5.6 EXCISE CONTROL CODE NUMBER: (COPY OF CERTIFICATE)	1		
5.7 NATIONAL SMALL SCALE INDUSTRIES REGISTRATION NO. : (VALIDITY UPTO) (COPY OF CERTIFICATE)	1		
5.8 SMALL SCALE INDUSTRIES REGISTRATION NO. : (VALIDITY UPTO) (COPY OF CERTIFICATE)	1		
5.9 ANCILLARY STATUS RECOGNISED BY			
TOTAL MARKS	9		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>SIGNATURE WITH SEAL</p> <p>DATE</p> </div> <div style="width: 45%; text-align: right;"> <p>BHEL REVIEWING OFFICER</p> </div> </div>			

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ORGANISATIONAL INFORMATION				
		Marks	By Supplier	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 :				

**BHARAT HEAVY ELECTRICALS LIMITED
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ORGANISATIONAL INFORMATION							
7.0 LIST OF MANUFACTURING FACILITIES : (INCLUDING MATERIAL HANDLING FACILITY)					Marks	BY SUPPLIER	BY BHEL
SL. NO.	DESCRIPTION & SPECIFICATION OF MACHINE & ITS MAKE YEAR OF MAKE & YEAR OF INSTALLATION	ACCURACY & FINISH ATTAINABLE	NO. OF MACHINES INSTALLED	REMA RKs	1		
	In-house facilities -----						
TOTAL MARKS					1		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>SIGNATURE WITH SEAL</p> <p>DATE :</p> </div> <div style="width: 45%; text-align: right;"> <p>BHEL REVIEWING OFFICER</p> </div> </div>							

BHARAT HEAVY ELECTRICALS LIMITED
SUPPLIER REGISTRATION FORM

(INDIAN SUPPLIER)

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ORGANISATIONAL INFORMATION								
8.0 LIST OF MEASURING FACILITIES, TESTING – EQUIPMENT AND INSPECTION FACILITIES :						Marks	By SUPPLIER	BY BHEL
SL. NO .	DISCRIPTION OF EQUIPMENT	SIZE, RANGE, CAPACITY & ACCURACY	MODE AND MAKE	LAST DATE OF CALIBRATION	QUAN- TITY			
	In-house facilities -----					1		
	Out-sourced facilities , if any -----							
TOTAL MARKS						1		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>SIGNATURE WITH SEAL</p> <p>DATE :</p> </div> <div style="width: 45%; text-align: right;"> <p>BHEL REVIEWING OFFICER</p> </div> </div>								

**BHARAT HEAVY ELECTRICALS LIMITED
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ORGANISATIONAL INFORMATION

9.0 OTHER PARTICULARS :	Marks	BY SUPPLIER	BY BHEL
9.1 IF THE COMPANY IS ALREADY IN BUSINESS WITH ANY OF BHEL UNITS, GIVE : 9.1.1 BHEL UNIT'S NAME : 9.1.2 REGISTRATION NO. : 9.1.3 ITEMS FOR WHICH REGISTERED & THEIR SPECIFICATION (ATTACH PROOF OF SUCCESSFUL EXECUTION OF AT LEAST 3 PURCHASE ORDERS) :	1		
9.2 IS THE COMPANY APPROVED BY ASME / NTPC / NPC / EIL / DGS&D / Railways /IBR/ LLOYDS, etc? YES / NO (ENCLOSE DOCUMENTARY EVIDENCE)	1		
9.3 IS THE COMPANY AN ISO 9000 APPROVED? : YES / NO (ENCLOSE CERTIFICATE) :	1		
9.4 IS THE COMPANY AN ISO 14000 APPROVED? : YES / NO (ENCLOSE CERTIFICATE) :	1		
9.5 IS THE COMPANY OHSAS - 18000 APPROVED? YES / NO (ENCLOSE CERTIFICATE)	1		
9.6 TECHNICAL COLLABORATOR : (FOREIGN OR INDIGENOUS) (ENCLOSE DOCUMENTARY EVIDENCE)	1		
9.7 NAME & ADDRESS OF CONCERN(S) HAVING SUBSTANTIAL INTEREST IN : (NAME OF THE OTHER COMPANY, COMMON DIRECTOR, PARTNER, OWNER ETC.)			
TOTAL MARKS	7		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> SIGNATURE WITH SEAL DATE : </div> <div style="width: 45%; text-align: right;"> BHEL REVIEWING OFFICER </div> </div>			

BHARAT HEAVY ELECTRICALS LIMITED
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ORGANISATION INFORMATION

	Marks	BY SUPPLIER	BY BHEL
<p>9.8 DIRECTORS / PARTNERS, IF RELATED TO ANY BHEL EMPLOYEE.</p> <p>NAME : STAFF NO. : DESIGNATION : DEPARTMENT : RELATIONSHIP :</p>	1		
<p>9.9 IF ANY EX-BHEL PERSONNEL IS EMPLOYED BY THE COMPANY, MENTION HIS / HER DETAILS OF LAST POSTING.</p> <p>NAME : STAFF NO. : DESIGNATION : DEPARTMENT : DATE OF LEAVING SERVICE :</p>	1		
<p>9.10 COMPANY'S WEEKLY : WORKS OFFICE HOLIDAYS</p>	1		
<p>9.11 EXPERIENCE LIST :</p> <p>(ATTACH LIST OF PRESENT CUSTOMERS WITH NAME & 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)</p>	1		
<p>9.12 LIST OF ENCLOSURES :</p> <p>ATTACH LIST OF ENCLOSURES</p>	1		
<p>10 I/ WE GIVE THE UNDERTAKING THAT BHEL DRAWINGS & SPECIFICATIONS SHALL NOT BE USED IN ANY WAY DETRIMENTAL TO THE INTEREST OF BHEL AND / OR FOR SUPPLY OF ANY MATERIAL, PRODUCT OR SERVICES DIRECTLY OR INDIRECTLY TO ANY OTHER CUSTOMER.</p>	--	--	--

TOTAL MARKS	5		
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SIGNATURE WITH SEAL

BHEL REVIEWING OFFICER

DATE :

BHARAT HEAVY ELECTRICALS LIMITED

SUPPLIER REGISTRATION FORM

Part B :

QUALITY SYSTEM

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

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

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

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

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

SIGNATURE WITH SEAL DATE :	BHEL REVIEWING OFFICER
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BHARAT HEAVY ELECTRICALS LIMITED

SUPPLIER REGISTRATION FORM

QUALITY SYSTEM

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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.						
TOTAL MARKS						

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.						
TOTAL MARKS						

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

SIGNATURE WITH SEAL DATE	BHEL REVIEWING OFFICER
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BHARAT HEAVY ELECTRICALS LIMITED

SUPPLIER REGISTRATION FORM

QUALITY SYSTEM

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

SIGNATURE WITH SEAL DATE	BHEL REVIEWING OFFICER
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BHARAT HEAVY ELECTRICALS LIMITED

SUPPLIER REGISTRATION FORM

Part C :

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TECHNICAL COMPETENCE

TECHNICAL COMPETENCE (where design specification 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.		
TOTAL MARKS OUT OF POSSIBLE (12) = ----- %		

OR

TECHNICAL COMPETENCE (where performance specification 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						
TOTAL MARKS OUT OF POSSIBLE (36) = ----- %						

Here :

Score of 0 indicates “ No capability”

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

Score of 2 indicates “Occasional technical support from BHEL”

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

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

SIGNATURE WITH SEAL

BHEL REVIEWING OFFICER

DATE :

BHARAT HEAVY ELECTRICALS LIMITED

SUPPLIER REGISTRATION FORM

Part D :

SCORE SHEET

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1. ORGANISATIONAL SOUNDNESS :

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

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

SIGNATURE WITH SEAL

DATE :

BHEL REVIEWING OFFICER

BHARAT HEAVY ELECTRICALS LIMITED

SUPPLIER REGISTRATION FORM

Part D :

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 the answer to Question No. 9.2.1 of Page 9/17, Part A is Yes i.e. ISO company	3		
	If the answer to Question No. 9.2.1 of Page 9/17, Part A is No i.e. non-ISO company	0		

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

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

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

SIGNATURE WITH SEAL

BHEL REVIEWING OFFICER

DATE :

**BHARAT HEAVY ELECTRICALS LIMITED
SUPPLIER REGISTRATION FORM**

Part D :

SCORE SHEET

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2. QUALITY SYSTEM (SCORING CRITERIA) :

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

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

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

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

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

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

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

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

SIGNATURE WITH SEAL

BHEL REVIEWING OFFICER

DATE :

Instructions for Foreign Suppliers

1. The Supplier Registration Form has Four parts:

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

2. All sheets of the above forms are to be filled up and signed by the authorized Signatory and a **seal affixed**.
3. Please use separate sheet if space provided is insufficient.
4. For providing any other information also separate sheet may be attached.
5. No column in the sheets must be left blank. If any column in the formats is not applicable /relevant to your organization, please mention accordingly.
6. Please ensure that all required enclosures / documents are attached with the filled up Supplier Registration Form and list of enclosure is given as required and the entire documents is neatly compiled in a folder.
7. Scoring for questions on Quality System (Part – C) is to be done on 0-3 scale as follows:
 - 0 For non- compliance
 - 1 System exists in rudimentary stage
 - 2 System exists with minimal discrepancies
 - 3 System is in mature stage (i.e. meets all requirements)
8. Quality System form (Part - C) need not be filled by ISO 9000 – 2000 accredited Suppliers. Instead, the Table of Contents of Quality Manual shall be submitted with the Registration Form along with a copy of the ISO Certificate.
9. Technical Competence form also shall be filled up in the same manner as above.
10. Check-list given on next page shall be filled up and sent along with the Supplier Registration Forms to BHEL.

Contd.....

Check – List for Foreign Suppliers Registration Form

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

SDC	
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BHARAT HEAVY ELECTRICALS LIMITED
BOILER AUXILIARIES PLANT
RANIPET - 632 406


SUPPLIER DEVELOPMENT CELL

SUPPLIER REGISTRATION FORMS
(FOREIGN SUPPLIERS)

ENCLOSED FORMS:-

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

	<p align="center"> BHEL, BAP, RANIPET – 632 406 SUPPLIER DEVELOPMENT CELL SUPPLIER REGISTRATION FORM (FOREIGN SUPPLIER) </p>	PHONE : 04172-254333 FAX : 04172-241131 E-mail : knraj@bhelrpt.co.in
<p align="center">ORGANISATIONAL INFORMATION</p>		
<p>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.</p>		<p>FOR OFFICIAL USE</p>
<p>1.0 GENERAL INFORMATION :</p>		
<p>1.1 NAME OF COMPANY</p>		
<p>1.2 DETAILS OF HEAD OFFICE :</p>		
<p>ADDRESS :</p>		
<p>TELEPHONE :</p>		<p>FAX :</p>
<p>E-MAIL :</p>		
<p>WEB SITE :</p>		
<p>1.3 DETAILS OF FACTORY / WORKS :</p>		
<p>ADDRESS :</p>		
<p>TELEPHONE :</p>		<p>FAX :</p>
<p>E-MAIL :</p>		
<p>1.4 DETAILS OF MARKETING AGENT (Outside India if any):</p>		
<p>ADDRESS :</p>		
<p>TELEPHONE :</p>		<p>FAX :</p>
<p>E-MAIL :</p>		
<p>1.5 DETAILS OF INDIAN AGENT, IF ANY: (Attach authorization letter)</p>		
<p>NAME :</p>		
<p>ADDRESS :</p>		
<p>TELEPHONE :</p>		<p>FAX :</p>
<p>E-MAIL :</p>		
<p>1.6 CHIEF EXECUTIVE :</p>		
<p>NOTE : Please attach separate sheets, if space available is inadequate</p>		
<p>SIGNATURE WITH SEAL</p>		
<p>DATE</p>		<p>REVIEWING OFFICERS</p>

	<p align="center"> BHEL, BAP, RANIPET – 632 406 SUPPLIER DEVELOPMENT CELL SUPPLIER REGISTRATION FORM (FOREIGN SUPPLIER) </p>	PHONE : 04172-254333 FAX : 04172-241131 E-mail : knraj@bhelrpt.co.in
<p align="center">ORGANISATIONAL INFORMATION</p>		
1.7 CONTACT PERSON(S) FOR PRODUCT OFFERED :		FOR OFFICIAL USE
NAME (S) :		
OFFICIAL CAPACITY :		
ADDRESS :		
TELEPHONE : FAX :		
E-MAIL :		
1.8 YEAR OF ESTABLISHMENT :		
1.9 PRODUCTION CAPACITY PER ANNUM :		
1.10 PARTICULARS OF PRODUCT INCLUDING SPECIFICATION AND RANGE OFFERED FOR REGN. (ATTACH BROCHURES AND CATALOGS)		
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 :		
SIGNATURE WITH SEAL DATE:		REVIEWING OFFICERS



ORGANISATIONAL INFORMATION	
<p>2.0 FINANCIAL INFORMATION :</p> <p>ANNUAL TURN OVER AND PROFIT AFTER TAX FOR LAST 3 YEARS :</p> <p>YEAR - 1</p> <p>YEAR - 2</p> <p>YEAR - 3</p> <p>(Copy of Audited Annual Accounts for the Last 3 years to be enclosed)</p> <p>3.0 QUALITY MANAGEMENT SYSTEM :</p> <p>3.1 IS THE COMPANY ISO 9001: 2000 CERTIFIED : YES / NO</p> <p>3.1.1 IF YES, ENCLOSE COPY OF CERTIFICATE & TABLE OF CONTENTS OF QUALITY MANUAL</p> <p>3.1.2 IF NO, FORMATS UNDER PART - C (QUALITY SYSTEM) ARE TO BE FILLED UP</p> <p>4.0 EXPERIENCE LIST FOR OFFERED / SIMILAR ITEMS :</p> <p>(Attach list of present Customers with Name & Address for offered / Similar Type & Size of Item / Equipment for which registration has been Registration has been sought and with whom you have continuous business since last three years)</p> <p>5.0 LIST OF ENCLOSURES :</p> <p>(BROCHURES, CATALOGS, TECHNICAL LITERATURE etc.)</p> <p>6.0 ANY OTHER INFORMATION :</p> <p>SIGNATURE OF SUPPLIER :</p> <p>NAME :</p> <p>DESIGNATION :</p> <p>DATE :</p> <p>OFFICE SEAL :</p>	<p>FOR OFFICIAL USE</p>
<p>SIGNATURE WITH SEAL</p> <p>DATE</p>	<p>REVIEWING OFFICERS</p>



R 35-495

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

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

Assessment Criteria for Quality System

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

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

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

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

The written procedure
The system in effect and
Adequate record keeping

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

BHARAT HEAVY ELECTRICALS LIMITED SUPPLIER REGISTRATION FORM

QUALITY SYSTEM

Page 2 of 4

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

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

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

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

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

SIGNATURE WITH SEAL DATE	BHEL REVIEWING OFFICER
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BHARAT HEAVY ELECTRICALS LIMITED

SUPPLIER REGISTRATION FORM

Page 3 of 4

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

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.						
TOTAL MARKS						

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

SIGNATURE WITH SEAL DATE	BHEL REVIEWING OFFICER
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BHARAT HEAVY ELECTRICALS LIMITED

SUPPLIER REGISTRATION FORM

Page 4 of 4

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

SIGNATURE WITH SEAL
DATE

BHEL REVIEWING OFFICER

BHARAT HEAVY ELECTRICALS LIMITED
SUPPLIER REGISTRATION FORM

Part - C : “TECHNICAL COMPETENCE”

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

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”

OR

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

SIGNATURE WITH SEAL DATE :	BHEL REVIEWING OFFICER
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R 35-494

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

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

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

1.0 GENERAL INFORMATION :

1.1 NAME OF AGENCY

1.2 DETAILS OF HEAD OFFICE :

ADDRESS :

TELEPHONE :

FAX :

E-MAIL :

1.3 DETAILS OF BRANCH OFFICE :

ADDRESS :

TELEPHONE :

FAX :

E-MAIL :

2.0 OWNERSHIP INFORMATION**DOCUMENTS TO BE FURNISHED**(Mark with ☒ in appropriate box)

2.1.1 LIMITED COMPANY :

COPY OF MEMORANDUM & ARTICLES OF ASSN

2.1.2 PRIVATE LTD. COMPANY :

COPY OF MEMORANDUM & ARTICLES OF ASSN

2.1.3 PARTNERSHIP FIRM :

PARTNERSHIP DEED

2.1.4 PROPRIETORSHIP :

TAX REGN. & MUNICIPAL REGN.

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

ADDRESS :

TELEPHONE :

FAX :

E-MAIL :

2.3 OFFICIAL TO BE CONTACTED FOR CLARIFICATION :

NAME :

DESIGNATION:

ADDRESS :

TELEPHONE :

FAX :

E-MAIL :



R 35-494

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

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3.0 DETAILS OF PRINCIPAL WHOM THE AGENT REPRESENT :

NAME OF COMPANY :

NAME OF UNIT / DIVISION :

ADDRESS :

TELEPHONE :

FAX :

E-MAIL :

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

5.1 Whether You are sole representative of principal? :

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

(Attach copy of agency agreement)

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

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

6.0 Details of payment receivable from the principal as commission / remuneration / discount etc. for each contract or as a general retainer / or in any other manner.

7.0 REGISTRATION PARTICULARS :

7.1 AGENT'S INCOME TAX PERMANENT ACCOUNT NO. :
 (Attach copy of certificate)

7.2 FOREIGN PRINCIPAL'S INDIAN INCOME TAX
 PERMANENT ACCOUNT NO. (IF ANY) :

8.0 ANY OTHER INFORMATION :

PLACE :

DATE :

AGENT'S AUTHORISED SIGNATORY WITH SEAL