



**ANNEXURE-V**

**NON-CONFORMANCE REQUEST (NCR)**

(GRANTING OF NCR DOES NOT ENTITLE ANY INCREASE IN PRICE OR EXTENTION OF SCHEDULE, TO VENDOR)

**PART-I (TO BE FILLED BY VENDOR)**

NAME OF VENDOR:	NCR NUMBER:
SPECIFICATION TITLE:	SPECIFICATION NUMBER:
PROJECT SITE:	LOI/PO NUMBER:
DRAWING TITLE:	DRAWING NUMBER:
DATE BY WHICH DECISION REQUIRED ON NCR:	

SL.NO.	REQUIREMENT AS PER SPECIFICATION/DRAWING	NON-CONFORMANCE OBSERVED/REQUESTED	REASON

PROPOSED ACTION:

FORWARDED TO <input type="checkbox"/> CE <input type="checkbox"/> IA <input type="checkbox"/> SITE    IA    (2 Copies)			
	SIGNATURE	DATE	SEAL



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**PART – II (TO BE FILLED BY IA OR SITE IA)**

- NCR RECOMMENDED     NCR RECOMMENDED AS PER REMARKS BELOW  
 NCR NOT RECOMMENDED

REMARKS:

ACTION	<input type="checkbox"/> Returned to Vendor			
	<input type="checkbox"/> Forwarded to CE (PEM) (2 Copies)			
		NAME	SIGNATURE	DATE

**PART-III (TO BE FILLED IN BY PROJECT ENGINEER (PEM))**

- NCR APPROVED     NCR APPROVED AS PER REMARKS     NCR NOT APPROVED

REMARKS: ( A ) WITHOUT INCREASE IN CONTRACT PRICE  
( B ) WITH REDUCTION IN CONTRACT PRICE (DETAILS ENCLOSED)  
( C ) WITHOUT AFFECTING PROJECT SCHEDULE

ACTION	<input type="checkbox"/> Returned to Vendor (Only in case NCR not approved)			
	<input type="checkbox"/> Forwarded to CMP on _____ (For issue of PO amendment)			
		NAME	SIGNATURE	DATE

**NOTE:** Project Engineer (PEM) shall approve the NCR after obtaining consent/approval of affected departments/agencies and also of SH and DH.

**PART- IV (TO BE FILLED BY CONTRACT ENGINEER (PEM))**

PO No.	PO Date	PO Amendment No.	PO Amendment Date	
DISTRIBUTION (1COPY EACH)	<input type="checkbox"/> VENDOR			
	<input type="checkbox"/> SITE IA			
	<input type="checkbox"/> IA			
	<input type="checkbox"/> PEM-ENGG.			
		NAME	SIGNATURE	DATE

	<b>GENERAL CONDITIONS OF CONTRACT (GCC)</b>	<b>ANNEXURE - V</b>	<b>REV NO. : 04</b> <b>PAGE NO.: 3 OF 3</b>
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### INSTRUCTIONS FOR THE VENDOR REGARDING NON-CONFORMANCE REQUEST (NCR)

3. Photo-copies of the NCR Form can be used by the Vendor, whenever required.
4. Non-conformances, due to the following and/or other reasons, shall be raised by the Vendor, in this form, in order to obtain BHEL decision on the same.
  - a) Changes from Bid Specification and Deviations agreed during negotiations

OR

Changes from Contract Specification required as a result of detailed design and preparation of drawings by the Vendor.

  - b) Changes in Contract Drawings and Documents approved by BHEL.
  - c) Inaccurate workmanship, procedure or practice.
  - d) Use of material other than the size, type of grade as called for in the specification/drawing.
3. Vendor shall send two copies of the NCR to :
  - a) Contract Engineer (CE) of BHEL, PEM, for non-conformances required as a result of detailed design and preparation of drawings by the Vendor etc.
  - b) Inspection Agency (IA) for all non-conformances during manufacture/fabrication, assembly etc.
  - c) Site Inspection Agency (Site IA) for all non-conformances during site fabrication, erection and commissioning.
4. Vendor shall mark copies of NCRs and all correspondence, in this respect, to Contract Engineer (CE) of BHEL, PEM.
5. The names and addresses of Inspection Agency and Site Inspection Agency are given in the Letter of Intent/Purchase Order.
6. Non-conformances raised in this form only, will be entertained by BHEL.
7. NCRs shall be kept to a minimum.
8. A summary of non-conformances granted, if any, shall be included by the Vendor in the Quality Assurance Document Package to be forwarded to BHEL & Customer, on satisfactory completion of inspection and tests.
9. Granting of NCR by BHEL does not entitle the Vendor to any increase in price or extension of schedule.