



**Guidelines for Filling the Supplier Registration Form**

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

**A. Instructions for filling the Registration Form**

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

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

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

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

**B. List of documents to be uploaded by the prospective Supplier(s) seeking registration with BHEL.**

**PART-A ORGANISATIONAL SOUNDNESS**

SRF Parameters	DOCUMENTS TO BE FURNISHED
2.2 Details of Directors in Case of Private Ltd., One Person Company, Public Ltd. And Partners In Case of Limited Liability Partnership/ Partnership Firms, Office Bearers In Case Of Co-Operative Society, Trustees In Case of Trust, Proprietor in Case of Proprietorship Firm, Karta of HUF	<b>Organization chart</b>
<b>3.1 TYPE OF OWNERSHIP:</b> Govt./ State/ Pvt./ Co-Operative Society/ Trust/ Others	
Govt. of India Undertaking	NA
State Govt. Undertaking	NA
Public Limited Company/ Private Limited Company	Memorandum of Association, Articles of Association and Certificate of Incorporation
One Person Company	
Limited Liability Partnership	Memorandum of Association, Articles of Association, LLP partnership agreement, Certificate of Incorporation (LLPIN)



**BHARAT HEAVY ELECTRICALS LIMITED  
GUIDELINES FOR SUPPLIER REGISTRATION**

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**Annexure-C**

Partnership Firm		Registered Partnership Deed duly signed by Registrar of Firms
Proprietorship		Profession Tax Regn./ Municipal Regn/ PAN of Firm (Proprietor)
Co-Operative Society		Certificate of Registration of society issued by Registrar of Societies along with its Society Rules and Bye Laws ( as per Extant Act)
Trust		Registered Trust Deed
Others (please specify)		Attach a copy of the relevant Statutory document
<b>3.2 NATURE OF BUSINESS</b>		
Manufacturer/ Engg. Consultant/ EPC Contractor/ System Integrator / Subcontractor - Machinist / Fabricator/ Non-manufacturer(s)/ Agents		Documentary Evidence
Non Manufacturers: Dealer/ Trader*/ Distributor/ Stockist / Channel Partner/ Indian sales office or subsidiary of registered Foreign Principal etc.		Non-Manufacturer needs to submit an Authorization Certificate, clearly indicating the validity period as well as rights granted by respective OEMs to them i.e. to negotiate/ quote/ supply/ after sales service etc. in line with scope matrix submitted.
Indian Agents		attach authorization certificate of principal, third party business rating report of foreign principal from Dun & Bradstreet/ Credit reform etc. & deed of agency agreement)
<b>4.0 REGISTRATION PARTICULARS</b>		
<b>4.1</b>	Permanent Account No (PAN)	Scan Copy of Pan Card
<b>4.2</b>	GSTIN	Scan copy of GSTIN Registration Certificate)
<b>4.3.1</b>	Category as per extant MSME Act (Micro/ Small/ Medium)	<ul style="list-style-type: none"> <li>• Udyam Registration Number</li> </ul>
<b>4.3.2</b>	MSE Ownership w.r.t. SC/ ST	<ul style="list-style-type: none"> <li>• Proprietor: SC/ ST Certificate</li> <li>• Partnership Firm: SC/ ST Certificate of partners holding 51% shares &amp; above</li> <li>• Limited Company: SC/ ST Certificate of Directors/ Owners holding 51% shares &amp; above</li> </ul>
<b>5.0 OTHER PARTICULARS</b>		
<b>5.1 IF REGISTERED WITH ANY OF BHEL UNITS</b>		Copy of at least one or more successfully executed purchase orders
<b>5.2 Whether approved by ASME / NTPC/ NPC/ EIL/ DGS&amp;D/ RAILWAYS/ IBR/ LLOYDS/ ONGC/ PGCIL/ BARC/ RITES/ IOCL/ PDIL/ CPWD/ Any other CPSU for similar items, for which registration is sought?</b>		Documentary Evidence
<b>5.3 Whether Supplier is ISO 9001 Certified</b>		ISO 9001 Certificate, approved QMS manual (latest)
<b>5.4 Whether Supplier is ISO 14000 Certified</b>		ISO 14000 Certificate
<b>5.5 Whether Supplier is OHSAS 18000 Certified</b>		OSHAS Certificate
<b>5.6 Experience list</b>		<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 applicant has continuous business since last three years. Copies of latest previous two purchase orders executed to be attached.</p> <p><i>(Attach performance certificates issued by its customers for successful execution of the contracts)</i></p>



**Part- B FINANCIAL INFORMATION**

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

**Part-C QUALITY SYSTEM**

Sl	Parameters	Suggested documents to be furnished
9.1	Incoming Material Control System	System and documentary evidence of control over sub-suppliers in the form of Quality Plan/ Checklist (Customer Hold Point (CHP), In-Stage Inspection etc.) at sub supplier works, inspection on receipt
9.2.1	In Process Control	Work instructions/ checklist/ job card & record of process control parameter, log sheets, log book
9.2.2	Control on Outsourced Processes, if applicable	Documentary evidence of control over suppliers in the form of Quality Plan/ Checklist (Customer Hold Point (CHP), In-Stage Inspection etc.)
9.3	Manufacturing Process/ Testing Procedure Qualification	Copy of Manufacturing process work flow/ Testing Procedure Qualification
9.4	Personnel qualification for cl. 9.3 (above).	Copy of Record of Personnel qualification for critical/ special processes (welding, painting, NDT, heat treatment, etc.)
9.5	Calibration system	Copy of list of instruments & their calibration status(certificate from NABL/ any other Govt. approved & accredited lab) In case of Test Lab accreditation, Certification of own test labs from Govt agencies
9.6	System of Identification & Traceability of materials at incoming stage, during processing and finished goods, tools, jigs, fixtures & processed components, etc.	Copy of procedure
9.7 a	System of Storage, Preservation, Painting & packing	Copy of procedure
9.7 b	Application of 5S	Details of 5S practices/ procedure
9.8	System of Non Conformity Report (NCR) disposition, corrective and preventive action (CAPA)	Copy of System for NCR handling and list of NCRs observed in the last three years along with details of disposition and CAPA.
9.9	Customer complaints (CC) handling system, CC disposition, corrective and preventive action (CAPA)	Copy of System for CC handling and list of customer complaints in the last three years along with details of disposition and CAPA.
9.10	HSE measures	Copy of health, safety and environment procedure/ guideline (record of accidents for last three years, environment and health related initiatives).
9.12	Details of sub suppliers, outsourced agency	List of facilities, systems with sub suppliers

**PART-D TECHNICAL COMPETENCE**

Parameters	(DOCUMENTS TO BE FURNISHED)
Supplier understands the product specification.	e.g. Technical Catalogue
Supplier understands the inspection requirements.	e.g. Inspection Report
Supplier has process capability to achieve the product specification/dimensional requirement.	e.g. Type test report
Supplier has experienced manpower to carry out the job.	e.g. skill matrix of the personnel