



**BHARAT HEAVY ELECTRICALS LIMITED  
SUPPLIER REGISTRATION FORM  
(FOREIGN SUPPLIER)**

Doc. No. AA:SSP:SR:01 Rev:02

Date: 26.09.2016

**Annexure-F**

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

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

**DECLARATION**

(This declaration should be signed by the Proprietor/ Partner/ Director)

I/ We ..... declare and confirm that the information furnished and attachments submitted with the application are true and correct. I/ we are aware that any false information provided herein will result in the rejection of my/ our application for registration. I/ we shall be bound by the acts of the duly authorized signatory, who has signed this application and of any other person, who in the future, may be appointed by us in his place, whether or not an intimation of such changes has been given. I/ we undertake to communicate promptly to BHEL any changes in the conditions or working of the firm.

I/ We.....also give the undertaking that BHEL's 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.

I/ We.....have read and understood that action can be taken as per extant guidelines for Suspension of Business Dealings with Supplier/ Contractor and Fraud Prevention Policy (both as available on [www.bhel.com](http://www.bhel.com)).

I/ We .....agree to participate in E procurement as and when required by BHEL.

Name:

Position:

Date & Place:

Signature along with Office Seal:

- Scanned (Hard/ digitally) copy of declaration signed by the Proprietor/ Partners/ Director and/ or authorized signatory, who has the authority to do so, is to be uploaded.



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**PART- A: ORGANISATIONAL SOUNDNESS**

<b>1.0 ORGANISATIONAL INFORMATION</b>				
<b>1.1 NAME AND CORRESPONDENCE ADDRESS OF THE FIRM/ COMPANY TO BE REGISTERED</b>				
<b>1.2 REGISTERED OFFICE ADDRESS</b>				
Tel: Landline				
Fax				
Website				
<b>1.2 Correspondence address &amp; Telephone no for:</b>				
<ul style="list-style-type: none"><li>• WORKS 1/ DIVISON 1/ BRANCH 1/ SISTER CONCERN 1:</li><li>• WORKS 2/ DIVISON 2 / BRANCH 2/ SISTER CONCERN 2:</li><li>• WORKS N/ DIVISON N/ BRANCH N/ SISTER CONCERN N:</li></ul>				
<b>1.3 PRODUCTS/ SYSTEMS/ SERVICES FOR WHICH REGISTRATION IS APPLIED FOR (ATTACH BROCHURES &amp; CATALOGUES)</b>				
SNO.	DESCRIPTION	SIZE & RANGE	MANUFACTURING STANDARD (IS/ DIN/ BS/ ASME etc.)	WORKS/ DIVISON ( as per cl 1.2)
<b>2.0 GENERAL INFORMATION</b>				
<b>2.1 DETAILS OF MARKETING REPRESENTATIVE (OUTSIDE INDIA , IF ANY):</b>			<b>2.2 DETAILS OF INDIAN REPRESENTATIVE, IF. ANY : ( Attach authorization letter )</b>	
Name				
Designation				
E-Mail				
Tel: Landline				
Mobile				
Fax				



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<b>2.3 NAME &amp; CONTACT DETAILS OF CHIEF EXECUTIVE:</b>			
<b>2.4 DIRECTORS / PARTNERS/ PROPRIETOR, IF RELATED TO ANY BHEL EMPLOYEE.</b>		<b>2.5 IF ANY EX-BHEL PERSONNEL IS EMPLOYED/ ENGAGED BY THE COMPANY</b>	
Name of BHEL Employee		Name of Ex. BHEL Employee	
Staff No.& Designation		Staff No.& last Designation held	
Unit & Department		Place of last posting (Unit & Dept. )	
Relationship		Date of leaving Service from BHEL	
<b>3.0 OWNERSHIP INFORMATION</b>			
<b>3.1 Nature of Business</b>			
Tick that is applicable: <ul style="list-style-type: none"><li>• Manufacturing Unit/ Engg. Consultant/ EPC Contractor/ System Integrator (            )</li><li>• Dealer*/ Trader*/ Distributor*/ Stockist*/ Channel Partners*/ Holding Company (            )</li></ul> *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			
<b>3.2 Year of Establishment</b>			
<b>3.3 Year of Commencement of Business</b>			
<b>3.4 Report from third party business rating agencies eg. Dun &amp; Bradstreet/ Credit Reform Etc. (MANDATORY)</b>			
<b>3.5 Port of Loading</b>			
<b>3.6 Nearest Airport</b>			
<b>3.7 Production Capacity per Annum (details of relevant major manufacturing/ testing facilities to be furnished )</b>			
<b>3.8 Name (s) of Bankers</b>			
(Enclose banker's certificate certifying creditworthiness)			
<b>4.0 IF REGISTERED WITH ANY OF BHEL UNITS</b>			
Name of BHEL unit			
Common/ Unit Supplier Identification (ID) number/ Code			
Items for which supplier is registered		<b>Item 1</b>	<b>Item 2</b>



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<b>5.0 FINANCIAL INFORMATION FOR THE PREVIOUS FOUR YEARS</b>					
	Parameter	Year 1	Year 2	Year 3	Year 4
		(Years in ascending order, Money value in Rs. Lakhs)			
5.1	Turnover				
5.2	Profit After Tax				

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.

<b>6.0 QUALITY MANAGEMENT SYSTEM</b>	
6.1 Whether Supplier is ISO 9001 Certified	YES (Enclose Certificate)
	NO (Enclose Quality Management System/ Written down Procedure)
<b>7.0 EXPERIENCE LIST</b>	
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.	
<b>8.0 ANY OTHER INFORMATION:</b>	
<b>9.0 LIST OF ENCLOSURES (Brochures, Catalogues, Technical Literature Etc.):</b>	
i)	
ii)	
iii)	
IV)	

**Signature & Seal  
(Authorized Signatory)**

**E – Mail:**

**Name:**

**Telephone: (landline):**

**Designation:**

**Mobile:**

**Date:**