

# VENDOR EMPANELMENT

FOR

VARIOUS TYPES OF SERVICE AFTER SALES, RENOVATION & MODERNIZATION  
WORKS BEING EXECUTED

BY

BHARAT HEAVY ELECTRICALS LIMITED, POWER SECTOR, WESTERN REGION,  
NAGPUR

**APPLICATION FORM, PROCEDURE & FORMATS FOR EMPANELMENT**



BHARAT HEAVY ELECTRICALS LIMITED  
(A Govt. of India Undertaking)  
POWER SECTOR - WESTERN REGION  
345, KINGS WAY - NAGPUR 440 001

## GENERAL

### 1) Fulfillment of Basic Criteria:

Vendors shall have to meet the Criteria stipulated in the Application documents in order to be considered for Empanelment.

### 2) Vendor Empanelment Application Cost and Courier Charges:

Document fee for Empanelment of Product Purchase shall be ₹.2,500/-, which shall be submitted in the form of Demand Draft drawn in favour of Bharat Heavy Electricals Ltd, payable at Power Sector Regional HQ at Nagpur along with Application.

### 3) Other :

- ❖ BHEL takes no responsibility for any delay/loss of documents or correspondences sent by courier/post.
- ❖ All corrigenda, addenda, amendments and clarifications to the Vendor Empanelment will be hosted in web page ([www.bhel.com](http://www.bhel.com) → Tender Notification → View Corrigendum → NIT & [www.bhel.com](http://www.bhel.com) → Supplier Registration → New Supplier Required → BHEL PSWR, Nagpur) and shall not be published in the newspapers. Interested Vendors shall keep themselves updated with all such amendments.
- ❖ BHEL reserves the right to :-
  - delete, modify, rename etc any of the Groups, Categories, Codes, Conditions, procedures etc given in the Empanelment documents
  - reject any application on the basis of unsatisfactory performance of the vendor in any ongoing job or any similar job in the last seven years or for furnishing false information/declaration in the application
  - with hold issue of Application for Empanelment and also subsequently the Tender documents to any Empanelled Vendor, and also annul the Empanelment process without assigning any reasons whatsoever.
  - obtain confirmation from the principals, Owner to verify the contents of the supporting documents submitted by the applicant
- ❖ Procedure for submission of application and evaluation by BHEL is detailed in the documents
- ❖ **Vendors previously registered /working with PSWR Nagpur are also required to comply with this notice for Empanelment.**

### 4) CLARIFICATION:

Any clarification with respect to Vendor empanelment may be obtained from

Sri Amit Shrivastava  
Dy.Manager /Purchase  
BHEL Nagpur

Phone : 0712-3048651, Fax: 0712-3048605  
Email : [amitks@bhelswr.co.in](mailto:amitks@bhelswr.co.in)

Sri Pratish Gee Varghese  
Sr Engineer/Purchase  
BHEL Nagpur

Phone : 0712-3048713, Fax: 0712-3048605  
Email : [pgv@bhelswr.co.in](mailto:pgv@bhelswr.co.in)


Sri Saravana Kumar  
Engineer/Purchase  
BHEL Nagpur

Phone : 0712-3048635, Fax: 0712-3048605  
Email : [sharavan@bhelpswr.co.in](mailto:sharavan@bhelpswr.co.in)

**IMPORTANT NOTE:**

1. Applications submitted after month of SEPTEMBER of any year shall necessarily include AUDITED ACCOUNTS for the PREVIOUS FINANCIAL YEAR (ie Applications submitted after 30/09/2013, Audited Accounts of FY 12-13 shall have to be submitted, and so on)
2. THIS VENDOR EMPANELMENT ENDEAVOUR IS ONLY FOR SERVICE AFTER SALES AND RENOVATION & MODERNIZATION WORKS

Addln General Manager (Purchase)  
BHEL:PSWR:Nagpur

	<b>Annexure-VI</b> <u>Guidelines to Contractors</u> <u>filling up the Registration Form</u>	<b>Document No.</b>	<b>AA:MM:SR:01</b>
		<b>Revision No.</b>	<b>01</b>
		<b>Page No.</b>	<b>I of II</b>


1. Registration Form may be obtained from BHEL website [www.bhel.com](http://www.bhel.com) or [www.bhelpswr.co.in](http://www.bhelpswr.co.in).
2. Any clarification with respect to procedure for registration may be obtained as stated in GENERAL Point No. 4.
3. The Contractor Registration Form has three sections:

**Section-I: COMPANY PROFILE AND GENERAL INFORMATION**

**Section-II : RESOURCES OWNED BY THE COMPANY Section-III :  
**WORK EXPERIENCE****

For each of the Work experience format filled up, the following needs to be attached:

- i) Self attested Copy of Work Order/Award letter and allied documents containing interalia (a) Brief Description of work, (b) Value of Contract (c) Time schedule
  - ii) Completion Certificates (Any one of the following):
    - a) Self attested copies of Work Completion Certificates issued by Owner or agency who has awarded the contract. BHEL reserves the right to verify the authenticity of the document from the originator. Hence kindly see that all contractual details are available in the completion certificates to lend easy verification if required.
    - b) Self attested copies of Protocol signed by Client and Owner, indicating the completion/achievement/execution of the Milestone achieved
    - c) Self attested copies of „Final Bill“ verified by Client/Customer which indicates the Quantum of work not less than that specified in Basic QR
    - d) Documentary evidence issued by Owner/Client, indicating the progress of Work achieved not less than that specified in the Basic QR even if the total contract is not completed/closed
  - iii) Relevant documents for each „WORK EXPERIENCE“ format being filled up are to be submitted.
4. All columns are to be filled up properly in the space provided for. Wherever it is not applicable, please mention “Not Applicable”. The form is to be signed by the authorised signatory.
  5. A separate sheet may be attached if the space provided is insufficient or additional information is to be given. Please put proper identification tag on the separately attached sheet.
  6. Any information / clarification required by BHEL during evaluation must be given expeditiously.
  7. Please ensure that all required enclosures are attached with the filled up Supplier Registration Form and list of enclosures is given as required.
  8. Incomplete forms will be rejected.
  9. Please fill up the check- list given below and send along with the Supplier Registration Forms to BHEL.
  10. Please note that if you are registered and participate in Tender process and qualify to get order from BHEL, your performance based on Quality of your product, delivery performance and service rendered will be evaluated inline with Annexure VIII (page 4 of 4).
  11. If you are attaching a document in a language other than English, a self attested English translated document may please be also attached.

	<b>Annexure-VI</b> Check List for Contractor Registration Form	<b>Document No.</b>	<b>AA:MM:SR:01</b>
		<b>Revision No.</b>	<b>01</b>
		<b>Page No.</b>	<b>II of II</b>

Sl.No.	Check-Point	Yes/No
1.	<b>Information against all points under “Organizational Information “ has been given.</b>	
2.	<b>All enclosures and supporting documents have been enclosed.</b>	
3.	<b>Technical requirements, specifications, drawings ,standards have been received from BHEL before filling up Technical Competence.</b>	
4.	<b>All the parts of the form &amp; enclosures have been signed by Authorised Signatory.</b>	

**Signature & seal**

**Date :**

(Authorised Signatory)

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

## BHARAT HEAVY ELECTRICALS LIMITED CONTRACTOR REGISTRATION FORM

### SECTION-I: Company Profile & Organisational Information

#### 1.1 GENERAL INFORMATION

Sl No	Detail/Particulars	Remarks by BHEL, if any
1.1.1	<b><u>Name of Company seeking Registration:-</u></b>	
1.1.1a	Work description/package for which registration is sought.	Package code to be given by BHEL
1.1.2	Date of Incorporation/Establishment :- (Please attach Certificate of Incorporation)	
1.1.3	<b><u>Registered Office Address:-</u></b>  <ul style="list-style-type: none"> <li>➤ Tel No :</li> <li>➤ Fax No :</li> <li>➤ Email ID:</li> <li>➤ Web site :</li> </ul>	
1.1.4	<b><u>Head Office Address:-</u></b>  <ul style="list-style-type: none"> <li>➤ Tel No :</li> <li>➤ Fax No :</li> <li>➤ Email ID:</li> <li>➤ Web site :</li> </ul>	
1.1.5	<b><u>Mailing Address:-</u></b>  <ul style="list-style-type: none"> <li>➤ Tel No :</li> <li>➤ Fax No :</li> <li>➤ Email ID:</li> <li>➤ Web site :</li> </ul>	
1.1.6	<b><u>Officer to be contacted for clarification on CONTRACTOR Empanelment:-</u></b> Name & Address  <ul style="list-style-type: none"> <li>➤ Tel No :</li> <li>➤ Fax No :</li> <li>➤ Email ID:</li> </ul>	

**BHARAT HEAVY ELECTRICALS LIMITED  
CONTRACTOR REGISTRATION FORM**

**SECTION-I: Company Profile & Organisational Information**

		Remarks by BHEL, if any
1.1.7 i	<p><b><u>Branches:-</u></b> Address:-</p> <p>➤ Contact Person: ➤ Tel No : ➤ Fax No : ➤ Email ID :</p>	
ii	<p>Address:-</p> <p>➤ Contact Person: ➤ Tel No : ➤ Fax No : ➤ Email ID :</p>	
iii	<p>Address:-</p> <p>➤ Contact Person: ➤ Tel No : ➤ Fax No : ➤ Email ID :</p>	
1.1.8 i	<p><b><u>Sister Concerns if any:-</u></b> Address:-</p> <p>➤ Contact Person: ➤ Tel No : ➤ Fax No : ➤ Email ID : ➤ Web site :</p>	
ii	<p>Address:-</p> <p>➤ Contact Person: ➤ Tel No : ➤ Fax No : ➤ Email ID : ➤ Web site :</p>	

**BHARAT HEAVY ELECTRICALS LIMITED  
CONTRACTOR REGISTRATION FORM**

**SECTION-I: Company Profile & Organisational Information**

**1.2 OWNERSHIP INFORMATION**

1.2.1	TYPE OF COMPANY (please tick “√” <b>any one</b> applicable)	Documents to be submitted	Remarks by BHEL, if any
i	Govt of India Undertaking <input type="checkbox"/>		
ii	State Govt Undertaking <input type="checkbox"/>		
iii	Public Limited Company <input type="checkbox"/>	Memorandum and Articles of Association	
iv	Private Limited Company <input type="checkbox"/>	Memorandum and Articles of Association	
v	Co-operative Society <input type="checkbox"/>	Society Rules and Byelaws	
vi	Partnership Firm <input type="checkbox"/>	Partnership deed	
vii	Proprietorship <input type="checkbox"/>	Professional Tax Registration & Municipal Registration	
viii	Any Other (specify) <input type="checkbox"/>	Supporting docuemnts	

1.2.2	DIRECTOR/PARTNER/OWNER/PROPRIETOR INFORMATION	Position Held In Company	Remarks by BHEL, if any
i			
ii			
iii			
iv			

**1.2.3 DIRECTORS / PARTNERS, IF RELATED TO ANY BHEL EMPLOYEE.**

NAME :  
STAFE NO. :  
DESIGNATION :  
Unit & DEPARTMENT :  
RELATIONSHIP :

**1.2.4 IF ANY EX-BHEL PERSONNEL IS EMPLOYED BY THE COMPANY, MENTION HIS / HER DETAILS OF LAST POSTING.**

NAME :  
STAFF NO. :  
DESIGNATION :  
UNIT & DEPARTMENT :  
DATE OF LEAVING SERVICE :



## BHARAT HEAVY ELECTRICALS LIMITED CONTRACTOR REGISTRATION FORM

### SECTION-I: Company Profile & Organisational Information

#### 1.3 REGISTRATION PARTICULARS

Sl No	Description ( PLEASE INDICATE PARTICULARS IN THE SPACE PROVIDED FOR EACH)	Required for	Documents to be submitted	Remarks by BHEL, if any
a	INCOME TAX (PERMANENT AC NO):-	All categories	Copy of Certificate	
b	SERVICE TAX REGISTRATION	All Categories	Copy of Certificate	
c	<b>Sales Tax VAT Registration Number and Date :</b>			
	1	As applicable	Copy of Certificate	
	2.	As applicable	Copy of Certificate	
	3.	All categories	Copy of Certificate	
	4.	As applicable	Copy of Certificate	
	5.	As applicable	Copy of Certificate	
d	PF Registration	All categories	Copy of Certificate	
e	CPWD/Government Organisation	As applicable	Copy of Certificate	
f	Geological Survey Of India/Equivalent	For Geo Tech Investigationsetc	Copy of Certificate	
g	IBR	For Boiler and IBR Piping	Copy of Certificate	
h	Contractorship License for Electrical Works (from any State/Union Territory of India)	For Electrical Works	Copy of Certificate	

1.4	MANPOWER	Remarks by BHEL, if any
A	Organisation Strength ( In number): (please submit Organisation Chart)	

B	List of Key Persons on rolls of the Company				Remarks by BHEL, if any
	Category	No of persons in the Company	Qualification	Total work experience	
i	Resident Managers/Resident Engineers				
ii	Site Engineers (Erection & Commissioning)				
iii	Site Engineers (Quality)				
iv	Site Safety Co-ordinators				
v	Site Supervisors				
vi	Skilled Workmen				
vii	Others				

## BHARAT HEAVY ELECTRICALS LIMITED CONTRACTOR REGISTRATION FORM

### SECTION-I: Company Profile & Organisational Information

#### 1.5 OTHER PARTICULARS

A	Registration with BHEL and Other Firms	Registration/ Empanelment Number	Registration/ Empanelment valid upto	Document to be submitted	Remarks by BHEL, if any
i	BHEL/Northern Region			Documentary evidence	
ii	BHEL/Eastern Region			Documentary evidence	
iii	BHEL Southern Region			Documentary evidence	
iv	BHEL Western Region			Documentary evidence	
v	Electricity Boards			Documentary evidence	
vi	NTPC/other Public Sector/Private Sector			Documentary evidence	
vii	PWD/Railways			Documentary evidence	

B	BANKING DETAILS OF COMPANY		
	Information of Bank Account of Company	Document to be submitted	Remarks by BHEL, if any
	<p>The following information of Bank Account of the Company, duly endorsed by the Bank (required for Electronic Fund Transfer – EFT/RTGS) is to be submitted</p> <ol style="list-style-type: none"> <li>1. Name of the Company</li> <li>2. Name of Bank</li> <li>3. Name of Bank Branch</li> <li>4. City/Place</li> <li>5. Account Number</li> <li>6. Account type</li> <li>7. IFSC code of the Bank Branch</li> <li>8. MICR Code of the Bank Branch</li> <li>9. Details of other Bankers (for reference purpose only)</li> </ol> <p><b>NOTE :</b> (i) CONTRACTORS who have already submitted the above information are requested to submit a copy of the same</p>	Information of Bank Account of the Company, duly endorsed by the Bank	

## BHARAT HEAVY ELECTRICALS LIMITED CONTRACTOR REGISTRATION FORM

### SECTION-I: Company Profile & Organisational Information

1.6	QUALITY SYSTEMS	Certificate Number and Valid upto	Document to be submitted	Remarks by BHEL, if any
A	Accreditation to ISO 9001		Copy of accreditation certificate OR Copy of 'Table of Contents' of 'Quality Manual'	
B	Accreditation to ISO 14000		Copy of accreditation certificate OR Copy of 'Table of Contents' of 'Quality Manual'	
C	Accreditation to OHSAS 18000		Copy of accreditation certificate OR Copy of 'Table of Contents' of 'Quality Manual'	
D	In House Quality Systems		Copy of quality manual .	

### 1.7 FINANCIAL INFORMATION FOR THE PREVIOUS THREE YEARS

Sl No	Financial Information	Financial Value in Rupees in Lakhs (Audited)		Remarks by BHEL, if any
		Year	Value in Rupees in lakhs	
i	<b>NET WORTH (Latest)</b> Paid up Share Capital# + Reserves			
ii	<b>SALES/TURN OVER</b>  (Last three Financial Years)			
		<b>Average</b>		
iii	<b>CASH PROFIT (PAT + Non Cash Expenditure viz Depreciation)</b>  (Last three Financial Years)			
iv	Whether CONTRACTOR has been referred to BIFR/NCLT/ any other similar Govt. Agency (If 'YES' enclose details)		YES/NO	
v	Whether CONTRACTOR is a potential sick Company (If 'YES' enclose details)		YES/NO	
vi	Copies of Audited Annual Accounts (Balance Sheet, P&L Account, Cash flow statement) for the last three (3) years to be submitted.			
vii	Status of Tax assessments done under various laws (Income Tax, VAT/Sales Tax, Excise & Service Tax, Custom) and details of disputes pending, if any, with these authorities to be submitted.			

Legend:

# : Share Capital OR Partnership Capital OR Proprietor Capital as the case may be





**BHARAT HEAVY ELECTRICALS LIMITED**  
**CONTRACTOR REGISTRATION FORM**

**SECTION-II: Resources owned by the company**

- C) TIEUPS or RATE CONTRACTS ENTERED INTO BY THE COMPANY FOR PROVIDING VARIOUS SERVICES WHICH THE COMPANY PROPOSES TO INDICATE

SL NO	SERVICES FOR WHICH TIEUPS / RATE CONTRACTS ENTERED FOR PROVIDING SERVICES	PLEASE INDICATE WHETHER SHORT TERM ( 1 YEAR) OR LONG TERM (ABOVE 1 YEAR)	Remarks

1. Please indicate all important Tie Ups entered by Company for providing various services
2. Please use additional sheets if required



**CHAPTER-I ( 2013-14/01)**  
**(CATEGORIES FOR VENDOR EMPANELMENT)**

S. No.	Group Name	Package Name	Category Name	Category Code	Qualification Requirement	Please indicate a tick (✓) mark where ever EMAPANELMENT sought
1	SAS - MECHANICAL	Overhauling of STG	Overhauling of upto 400 MW STG	S-STG-A	<p><b>Executed</b></p> <p>1. Atleast One Job of Erection / General Overhauling of Turbine &amp; Generator of STG of rating <math>\geq 200</math> MW capacity and One Overhauling involving atleast one module with Generator of rating <math>\geq 200</math> MW capacity</p> <p style="text-align: center;"><b>OR</b></p> <p>2. Atleast TWO Jobs of (ONE Overhauling/Erection of GTG and ONE Capital Overhauling of GTG) GTG jobs of rating <math>\geq 120</math> MW capacity</p>	
2	SAS - MECHANICAL	Overhauling of STG	Overhauling of above 400 MW STG to 630MW or below	S-STG-B	<p><b>Executed</b></p> <p>1. Atleast One Job of Erection / General Overhauling of Turbine &amp; Generator of STG of rating <math>\geq 200</math> MW capacity and One overhauling involving atleast Two modules with Generator of rating <math>\geq 200</math> MW capacity</p>	



3	SAS - MECHANICAL	Overhauling of STG	Overhauling of above 630 MW STG or above	S-STG-C	<p><b>Executed</b></p> <p>1. Atleast TWO Jobs (ONE General Overhauling / Erection of STG and ONE Capital Overhauling of STG) STG jobs of rating <math>\geq 400</math> MW capacity</p>
4	SAS - MECHANICAL	Overhauling of GTG	Overhauling of 400 MW GTG or below	S-GTG-A	<p><b>Executed</b></p> <p>1. Atleast TWO GTG jobs of rating <math>\geq 60</math> MW capacity</p> <p style="text-align: center;"><b>OR</b></p> <p>2. One Boiler Erection (with rotating machinery) of one unit of above 400 MW, under direct order of BHEL subject to:- a)Erection experience of GTG of atleast One 30 MW</p>
5	SAS - MECHANICAL	Overhauling of HTG	Hydro Turbine & Hydro Generator	S-HTG-A	<p><b>Executed</b></p> <p>1. Atleast TWO (ONE Overhauling/Erection of HTG and ONE Capital Overhauling of HTG) HTG jobs of rating <math>\geq 60</math> MW capacity</p>

6	SAS - MECHANICAL	R&M	Renovation & Modernization of Boiler, Auxiliaries, Piping, Esp & Rotating Parts	S-RMB-A	<p><b>Executed</b></p> <ol style="list-style-type: none"> <li>Atleast TWO Jobs of Erection and Commissioning of Boiler of a Unit of 190 MW or higher (Consisting of Boiler including Pressure parts and Non-Pressure Parts, ESP and Power Cycle Piping)</li> </ol> <p style="text-align: center;"><b>OR</b></p> <ol style="list-style-type: none"> <li>Atleast TWO Jobs of Dismantling, Erection and Commissioning in Renovation &amp; Modernization of Boiler of a Unit of 100 MW or higher (Consisting of Boiler including Pressure Parts and Non-Pressure Parts, ESP and Power Cycle Piping)</li> </ol>	
7	SAS - MECHANICAL	R&M	Renovation & Modernization of Turbine & Generator	S-RMT-A	<p><b>Executed</b></p> <ol style="list-style-type: none"> <li>Atleast Two Erection and Commissioning Jobs of STG of a unit of 190 MW or higher (Erection consisting of both Turbine &amp; Generator)</li> </ol> <p style="text-align: center;"><b>OR</b></p> <ol style="list-style-type: none"> <li>Atleast Two Jobs of Dismantling, Erection and Commissioning in Renovation &amp; Modernization of STG of a unit of 100 MW or higher (One Renovation &amp; Modernization consisting of Turbine and One Renovation &amp; Modernization consisting of Generator)</li> </ol>	

8	SAS - MECHANICAL	Expert Services	Expert services for Hydro Power Plant Overhauling & Commissioning	S-ESH-A	<p><b>Executed</b></p> <p>1. Expert services for Supervision/Inspection of Hydro Power Plant Overhauling &amp; Commissioning in any Hydro Power Plant of Unit rating <math>\geq 15</math> MW and should have a minimum experience of 1 Year continuous business in the Hydro Power Plant</p>	
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### **Explanatory Notes for the PQR (unless otherwise specified in the PQR)**

1. Bidder to upload Audited Balance Sheet and Profit And Loss Account for last 3 years as on the date of submission of application
2. NETWORTH : Shall be calculated based on the latest Audited Accounts submitted. Net worth = Paid up share capital + Reserves.(Net worth is required to be evaluated in case of companies)
3. PROFIT : shall be NET profit(PAT+ Non cash expenditure viz depreciation) earned during any one of the three financial years as mentioned above
4. Time period for the achievement of the `Technical` criteria of PQR will be the last 4 years ending on the `latest date` of application submission
5. `EXECUTED` means the vendor should have achieved the criteria specified in the Technical criteria of PQR even if the Contract has not been completed or closed.
6. Unless otherwise specified, for the purpose of `Technical` criteria of PQR, the word executed means:
  - a. "BOILER LIGHT UP" in respect of Boiler & Aux and ESP
  - b. "SYNCHRONISATION" in respect of STG/GTG and "SPINNING" in case of HTG
  - c. "STEAM BOILING COMPLETION" in respect of at least Main Steam Line of Power Cycle Piping
  - d. "HYDRAULIC TEST" of the system in respect of Structures, Pressure Parts/IBR Piping
  - e. "CHARGING" in respect of Power Transformers, Bus ducks, HT/LT switchgears
  - f. "Completion of RCC shell and liner(Steel or brick as per tendered scope) up to the HEIGHT specified using slim form" in case of RCC chimney
  - g. Achievements of physical Quantities as per respective PQR's in respect of Civil or Structures and Piling works
  - h. `Readiness for coal filling` in respect of Bunker Structure work
7. Boiler means HRSG or WHRB or any other types of Steam generator
8. Critical/Power Cycle Piping means Main Steam, Hot Reheat, Cold Reheat, HP Bypass, LP Bypass lines
9. For the purpose of Evaluation of PQR, one MW shall be considered equivalent to 3.5TPH where ever rating of HRSG/BOILER is mentioned in MW. Similarly, where ever rating of Gas Turbines is mentioned in terms of frame size, ISO rating in terms of MW shall be considered for evaluation.
10. Scope for capital overhaul of STG shall cover Bearing Inspection work and overhauling of all cylinders of the Turbine unless otherwise specifically indicated in the PQR.
11. In case the tendered scope is not a Pulverised Fuel Boiler, experience of Oil/Gas Fire Boilers also can be considered unless otherwise specifically indicated in the PQR.
12. In case of category code "S-ESH-A", Bidder shall have the knowledge of BHEL Hydro Turbines /EX-BHEL officials