



Annexure III – Guidelines for Filling up Foreign Vendor Registration Form

1. Registration Form no. VRF (F)01 may be obtained from NBPPL website www.nbppl.in
2. Any clarification with respect to procedure for registration may be obtained from the Vendor Development Cell of respective NBPPL unit.
3. All columns are to be filled up properly in the space provided for. Wherever it is not applicable, mention it as "Not Applicable". The form is to be signed by the authorised signatory and submitted in original.
4. Please attach separate sheet if the space provided is insufficient. For any other information also, separate sheet may be attached.
5. Any information/ clarification required by NBPPL during processing of registration must be given expeditiously.
6. Please ensure that all required enclosures are attached with the filled up Vendor Registration Form and list of enclosures is given as required.
7. Please fill up the check- list given on next page and send along with the Vendor Registration Forms to NBPPL.
8. Please note that if you are registered and participate in Tender process and qualify to get order from NBPPL, your performance based on Quality of your product, delivery performance and service rendered will be evaluated in line with Chapter IV.
9. If you are attaching a document in a language other than English, a self attested English translated document may please be also attached.



Annexure III – Checklist for Foreign Supplier Registration form

Sl. No.	Check-Point	Yes/No
1.0	Information against all points in the Vendor Registration Form has been given.	
2.0	Authorisation letter has been enclosed (in case of Indian representative)	
3.0	Banker's certificate has been enclosed.	
4.0	Are you an ISO 9001 accredited vendor?	
4.1	If yes, have you enclosed copy of ISO 9001 accreditation Certificate & "Table of Contents" of your Quality Manual?	
4.2	If no, have you enclosed written down procedure/ manual of Quality Management System?	
5.0	Have you enclosed experience list/ performance certificate (as per sl. 3.0 of the form VRF (F) 01)?	
6.0	List of enclosures has been furnished (as per Sl. No. 5.0 of the form VRF(F) 01).	
7.0	All the parts of the form & enclosures have been signed by Authorised Signatory.	
8.0	D&B Report/Credit reform report etc. has been attached.	

Signature & seal

Date:

(Authorised Signatory)

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



NTPC BHEL Power Projects Pvt. Ltd.

Corporate Office, "The Corenthum", Tower B, 6th Floor, A-41, Sector-62, Noida 201309

ANNEXURE III

FORM NO. VRF (F) 01: (FOREIGN VENDOR)

ALL THE PAGES OF THE FORM ARE TO BE SIGNED ALONG WITH SEAL BY THE AUTHORISED SIGNATORY.

VENDOR REGISTRATION FORM	
1.0. GENERAL INFORMATION	
1.1. NAME OF VENDOR (TO BE REGISTERED)	
1.2. VENDOR ADDRESS (TO BE REGISTERED) E-Mail Telephone No. Landline: Mobile: Website:	
1.3. DETAILS OF FACTORY / WORKS: ADDRESS E-Mail Telephone No. Landline: Mobile:	
1.4. DETAILS OF MARKETING REPRESENTATIVE (OUT SIDE INDIA, IF ANY) ADDRESS E-Mail Telephone No. Landline: Mobile:	
1.5. DETAILS OF INDIAN REPRESENTATIVE, IF ANY (Attach authorisation letter) NAME ADDRESS E-Mail Telephone No. Landline: Mobile:	
1.6. CHIEF EXECUTIVE:	
1.7. YEAR OF ESTABLISHMENT:	
1.8. YEAR OF COMMENCEMENT OF BUSINESS	
1.9. PRODUCTION CAPACITY PER ANNUM (Details of major manufacturing/testing facilities to be given)	



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1.10. PARTICULARS OF PRODUCTS INCLUDING SPECIFICATION AND RANGE OFFERED FOR REGISTRATION: (ATTACH BROCHURES AND CATALOGUES)			
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. Report from D&B /Credit reform etc (As per Cl. 7.1 of Chapter III): (MANDATORY)			
2.0. FINANCIAL INFORMATION : (FOR LAST 3 YEARS)			
PARAMETER	YEAR-1	YEAR-2	YEAR-3
ANNUAL TURNOVER			
PROFIT AFTER TAX			
(COPY OF AUDITED ANNUAL ACCOUNTS FOR LAST 3 YEARS TO BE ENCLOSED)			
3.0. QUALITY MANAGEMENT SYSTEM :			
3.1. IS THE COMPANY ISO 9001 CERTIFIED :		YES / NO	
3.1.1. IF YES, ENCLOSE COPY OF CERTIFICATE & TABLE OF CONTENTS OF QUALITY MANUAL.			
3.1.2. IF NO, ENCLOSE QUALITY MANAGEMENT SYSTEM OR WRITTEN DOWN PROCEDURE			
4.0. EXPERIENCE LIST/ PERFORMANCE CERTIFICATE FOR OFFERED / SIMILAR ITEMS (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):			
5.0. ANY OTHER INFORMATION			
6.0. LIST OF ENCLOSURES: (BROCHURES, CATALOGUES, TECHNICAL LITERATURE ETC.)			
VENDOR'S AUTHORISED SIGNATORY		NBPPL CERTIFIED ASSESSOR	