



1. Registration Form may be obtained from NBPPPL website www.nbppl.in.
2. Any clarification with respect to procedure for registration may be obtained from the Vendor Registration Committee of NBPPPL.
3. The Vendor Registration Form has four parts:

Part A	Organisational Information	Form no. VRF (I) 01 - page 4 to 14
Part B	Quality System	Form no. VRF (I) 01 - page 15 to 16
Part C	Technical Competence	Form no. VRF (I) 01 - page 17 to 18 (if sent by NBPPPL)

The set of formats to be filled by different category of vendors is as follows:

Sl. No	Vendor Category	Formats
1.	Indian Vendors (manufactures)	<ul style="list-style-type: none">- Organisational Information- Quality System- Technical Competence
2.	Indian Stockist/Trader/Distributor/Dealer/ Authorised Agent / Channel partner/ Indian Sales Office or Subsidiary of registered foreign principal	<ul style="list-style-type: none">- Organisational Information VRF (I) 01- Part A (page 4 to 14 except Sl. No. 5.1, 5.2, 6.6, 6.7, 7 & 8)

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 NBPPPL during evaluation must be given expeditiously.
7. Please ensure that all required enclosures are attached with the filled up Vendor Registration Form and list of enclosures is given as required.



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8. Incomplete forms will be rejected.
9. Please note that if you are registered and participate in Tender process and qualify to get order from NBPPPL, your performance based on Quality of your product, delivery performance and service rendered will be evaluated in line with Chapter IV.
10. Please fill up the check- list given below and send along with the Vendor Registration Forms to NBPPPL.
11. If you are attaching a document in a language other than English, a self attested English translated document may please be also attached.



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Sl. No.	Check-Point	Yes/No
1.	Information against all points under "Organizational Information (Part-A) has been given.	
2.	All enclosures and Supporting documents have been enclosed.	
3.	Summary list of enclosures has been furnished as per S. N. 10 of Organisational Information form no/ VRF (I) 01 & S. N 12 of Quality system form no. VRF (I) 01.	
4.	Are you an ISO 9001 accredited vendor?	
5.	If yes, have you enclosed "Table of Contents" of your Quality Manual and copy of ISO 90001 accreditation certificate?	
6.	Have you filled up Quality System format given in Part B?	
7.	Technical requirements, specifications, drawings, standards have been received from NBPPL before filling up Technical Competence, Part C.	
8.	All the parts of the form & enclosures have been signed by Authorised Signatory.	
9.	Have you attached EFT details (Certified by the bank)?	

Signature &
seal

Date:

(Authorised Signatory)

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



FORM NO. VRF (I) 01 (INDIAN VENDOR)

INFORMATION WITH * MARKS IS SCOREABLE.

PART- A: ORGANISATIONAL SOUNDNESS

ALL COLUMNS SHOULD BE PROPERLY FILLED IN THE SPACE PROVIDED FOR, WHEREVER IT IS NOT APPLICABLE, PLEASE WRITE "NOT APPLICABLE". INCOMPLETE OR INCORRECT FORMS MAY NOT BE CONSIDERED. **PLEASE ATTACH SEPARATE SHEET, IF SPACE AVAILABLE IS INADEQUATE.**

ALL THE PAGES OF THE FORM ARE TO BE SIGNED ALONGWITH SEAL BY AUTHORISED SIGNATORY

ORGANISATIONAL INFORMATION			
NAME AND CORRESPONDENCE ADDRESS OF THE VENDOR SEEKING REGISTRATION:-			
1.0 PRODUCT / SYSTEMS / SERVICES FOR WHICH REGISTRATION IS APPLIED :			
SL. NO.	DESCRIPTION	SIZE & RANGE	MFG. STD/IS/DIN/BS ETC.
VENDOR'S AUTHORISED SIGNATORY		NBPPPL CERTIFIED ASSESSOR	



FORM NO. VRF (I) 01 (INDIAN VENDOR)

ORGANISATIONAL INFORMATION	
2.0. GENERAL INFORMATION	
2.1. NAME OF THE WORKS/DIVISION (Products Manufactured at each works to be mentioned)	:
ADDRESS	:
E-Mail	:
TELEPHONE	: Landline : Mobile :
FAX	:
2.2. NAME OF CHIEF EXECUTIVE/ PROPRIETOR / PARTNER & ADDRESS	:
2.3. DETAILS OF AUTHORISED SIGNATORY FOR SEEKING CLARIFICATION	:
NAME	:
DESIGNATION	:
E - MAIL	:
TELEPHONE	: Landline Mobile
FAX	:
VENDOR'S AUTHORISED SIGNATORY	NBPPPL CERTIFIED ASSESSOR



FORM NO. VRF (I) 01 (INDIAN VENDOR)

ORGANISATIONAL INFORMATION	
3.0. OWNERSHIP INFORMATION	: DOCUMENTS TO BE FURNISHED
3.1. GOVT. OF INDIA UNDERTAKING	:
OR	
STATE GOVT. UNDERTAKING	:
OR	
LIMITED COMPANY,	: MEMORANDUM AND ARTICLES OF ASSOCIATION
OR	
PRIVATE COMPANY	: MEMORANDUM AND ARTICLES OF ASSOCIATION
OR	
CO-OPERATIVE SOCIETY,	: SOCIETY RULES AND BYE LAWS
OR	
PARTNERSHIP FIRM,	: PARTNERSHIP DEED
OR	
PROPRIETORSHIP,	: PROFESSION TAX REGN. AND MUNICIPAL REGN.
ANY OTHER (SPECIFY)	:
3.2. NATURE OF BUSINESS	:
(MANUFACTURING UNIT/ ENGG CONSULTANT/ EPC CONTRACTOR) (AGENTS/DISTRIBUTORS/STOCKISTS/DEALERS/TRADERS/INDIAN SUBSIDIARY/CHANNEL PARTNER – attach authorization certificate of principal)	
3.3. YEAR OF ESTABLISHMENT	:
* 3.4. YEAR OF COMMENCEMENT OF BUSINESS	:
VENDOR'S AUTHORISED SIGNATORY	NBPPPL CERTIFIED ASSESSOR



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FORM NO. VRF (I) 01 (INDIAN VENDOR)

ORGANISATIONAL INFORMATION	
4.0. REGISTRATION PARTICULARS (FURNISH DETAILS AND ENCLOSE COPY OF CERTIFICATE FOR THE FOLLOWING)	
4.1. PERMANENT ACCOUNT NUMBER	:
4.2. CENTRAL SALES TAX REGN NUMBER	:
4.3. STATE SALES TAX / TIN NUMBER	:
4.4. EXCISE DUTY REGN NUMBER	:
4.5. EXCISE CONTROL CODE NUMBER	:
4.6. SERVICE TAX REGN NUMBER	:
4.7. CATEGORY AS PER MSMED ACT REGN NO.	: MICRO / SMALL/ MEDIUM
VALID UPTO	:
(Attach Certificate)	
5.0. TOTAL ORGANISATIONAL STRENGTH	(ATTACH ORGANISATION CHART)
	GRADUATE DIPLOMA SKILLED NON- SKILLED
ENGINEERING	
MANUFACTURING	
QUALITY	
COMMERCIAL / SERVICE AFTER SALES	
OTHERS	
TOTAL	
*5.1 POWER BACKUP	: YES/ NO
(GIVE DETAILS)	
*5.2 DOES THE COMPANY SELL ITS PRODUCT	: YES/ NO
DIRECTLY	



ORGANISATIONAL INFORMATION

6.0. OTHER PARTICULARS

(FURNISH DETAILS AND ENCLOSE DOCUMENTARY EVIDENCE/ COPY OF CERTIFICATE FOR THE FOLLOWING)

- *6.1 IF THE COMPANY IS ALREADY REGISTERED WITH ANY OF NBPPPL UNITS, GIVE :
- 6.1.1. NBPPPL UNIT'S NAME :
- 6.1.2. VENDOR REGN. CODE NO. :
- 6.1.3. ITEMS FOR WHICH REGISTERED & THEIR SPECIFICATION (ENCLOSE PROOF OF SUCCESSFUL EXECUTION OF ONE OR MORE PURCHASE ORDERS):
- *6.2 IS THE COMPANY APPROVED BY ASME / NTPC / NPC / EIL / DGS&D / RAILWAYS /IBR / LLOYDS ETC FOR INTENDED MATERIAL CATEGORY? : YES / NO
(ENCLOSE DOCUMENTARY EVIDENCE)
- *6.3 IS THE COMPANY ISO 9001 APPROVED: : YES / NO
(ENCLOSE CERTIFICATE & TOC OF QUALITY SYSTEM)
- *6.4 IS THE COMPANY AN ISO 14000 APPROVED? : YES / NO
(ENCLOSE CERTIFICATE)
- *6.5 IS THE COMPANY AN OHSAS – 18000 APPROVED? : YES / NO
(ENCLOSE CERTIFICATE)
- *6.6 TECHNICAL COLLABORATOR: : YES / NO
(FOREIGN OR INDIGENOUS)
(ENCLOSE DOCUMENTARY EVIDENCE)
- *6.7 R&D SET UP
- *6.8 DIRECTORS / PARTNERS, IF RELATED TO ANY NBPPPL EMPLOYEE.
- NAME :
- STAFF NO. :
- DESIGNATION :
- UNIT & DEPARTMENT RELATIONSHIP :



ORGANISATIONAL INFORMATION

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

NAME :

STAFF NO. :

DESIGNATION :

UNIT & DEPARTMENT :

DATE OF LEAVING SERVICE:

6.10. COMPANY'S WEEKLY HOLIDAYS

WORKS :

OFFICE :

6.11. EXPERIENCE LIST:

(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. ALSO ATTACH PERFORMANCE CERTIFICATES ISSUED BY ANY TWO CLIENTS FOR SUCCESSFUL EXECUTION OF THE CONTRACTS FOR LAST TWO YEARS)

*6.12 DETAILS OF PENDING LEGAL ISSUES ON CONTRACTUAL ASPECTS WITH CUSTOMERS, IF ANY

6.13 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

1. Name of the Company
2. Name of Bank
3. Name of Bank Branch
4. City/Place
5. Account Number
6. Account Type
7. IFSC code of the Bank Branch
8. MICR Code of the Bank Branch
9. Details of other Bankers (for reference purpose only)

NOTE:

Vendors who have already submitted the above information are requested to submit a copy of the same.

VENDOR'S AUTHORISED SIGNATORY

NBPPPL CERTIFIED ASSESSOR



ORGANISATIONAL INFORMATION

7.0. MANUFACTURING FACILITIES:

***7.1 LIST OF MANUFACTURING FACILITIES/EQUIPMENTS (INCLUDING MATERIAL HANDLING FACILITY)**

SL. NO.	DESCRIPTION OF MACHINE/EQUIPMENT	QUANTITY	MAKE & YEAR OF INSTALLATION	REMARKS

IN CASE OF SAPCE LIMITATION, PLEASE ENCLOSE ANNEXURE / CATALOGUE WITH TAG

***7.2 IF IN-HOUSE MFG FACILITIES NOT AVAILABLE, INFORM SOURCE OF MFG. DETAILS ALONGWITH THEIR FACILITIES AND EXPERIENCE**

SL. NO.	PROCESS QTSOURCED	NAME OF THE COMPANY	DESCRIPTION OF MACHINE / EQUIPMENT	REMARKS

IN CASE OF SPACE LIMITATION, ENCLOSE ANNEXURE / CATALOGUE

***7.3 RATIO OF OUTSOURCED COST TO TOTAL PRODUCTION VALUE:**

VENDOR'S AUTHORISED SIGNATORY

NBPPPL CERTIFIED ASSESSOR



ORGANISATIONAL INFORMATION

8.0 INSPECTION & TESTING FACILITIES:

***8.1 LIST OF INSPECTION & TESTING FACILITIES / EQUIPMENT**

SL. NO.	DESCRIPTION OF FACILITY / EQUIPMENT & CAPACITY	NOS.	MAKE & YEAR OF MANUFACTURING	LAST DATE OF CALIBERATION
IN CASE OF SPACE LIMITATION, ENCLOSE ANNEXURE / CATALOGUE				

***8.2 IF IN-HOUSE TESTING FACILITIES NOT AVAILABLE, INDICATE SOURCE OF TESTING ALONG WITH THEIR FACILITIES & EXPERIENCE**

SL. NO.	TEST	SOURCE OF TESTING	DESCRIPTION OF FACILITY / EQUIPMENT & CAPACITY	APPROVAL OF EQUIPMENT / PROCESS / PERSONNEL QUALIFICATION
IN CASE OF SPACE LIMITATION, ENCLOSE ANNEXURE / CATALOGUE				

Note: In case of outsourcing of major testing such as NDT, Electrical & Mechanical testing, no marks will be awarded. However, material composition testing by chemical method from recognized laboratory shall not attract negative marking.

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ORGANISATIONAL INFORMATION					
FINANCIAL INFORMATION FOR THE PREVIOUS FOUR YEARS					
9.0	Parameter	Year 1	Year 2	Year 3	Year 4
(Years in ascending order, Money value in Rs. Lakhs)					
9.1	NET WORTH (Share Capital + Reserves)				
	Growth over previous year (%)				
9.2	LONG TERM DEBT / LOAN				
*9.3	DEBT EQUITY RATIO				
	Long term Debt (9.2)				
	Net worth (9.1)				
9.4	INVESTMENT IN:				
	Land & Building				
	Plant & Machinery				
	Other Fixed Assets				
*9.5	NET CURRENT ASSETS				
	1 a) Cash on hand				
	b) Account receivable				
	c) Inventories				
	Total				
	CURRENT LIABILITY				
	2 a) Sundry creditors				
	b) Interest accrued but not due				
	c) Other liabilities				
	Total				
*9.6	SALES				
	Growth over previous year (%)	-----			
*9.7	PROFIT BEFORE TAX				
	Growth over previous year (%)	-----			
*9.8	Whether the vendor has been referred to BIFR / NCLT / any other Govt agency (If Yeas, enclose details)				YES/NO
*9.9	Whether the vendor is a potential sick company. (If YES, enclose details				YES/NO
<p>Note: 1. Copies of annual accounts (Balance Sheet) for the last four years (or from date of incorporation whichever is less) along with audit report are to be submitted. The above details shall be highlighted in the Balance Sheet.</p> <p>2. Status of Tax assessments done under various laws (Income Tax, VAT/Sales Tax, Excise & Service Tax, and Custom) and details of disputes pending. If any, with these authorities to be submitted.</p>					
VENDOR'S AUTHORISED SINGAORY			NBPPPL CERTIFIED ASSESSOR		



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ORGANISATIONAL INFORMATION	
10. LIST OF ENCLOSURES (Tags to be put on enclosures):	
(i) MEMORANDUM AND ARTICLES OF ASSOCIATION / SOCIETY RULES AND BYE LAWS / PARTNERSHIP DEED/PROFESSION TAX REGN. AND MUNICIPAL REGN.	: YES / NO
(ii) Copy of certificate of following	
• PERMANENT ACCOUNT NO	: YES / NO
• CENTRAL SALES TAX REGN NUMBER	: YES / NO
• STATE SALES TAX / TIN NUMBER	: YES / NO
• EXCISE DUTY REGN NUMBER	: YES / NO
• EXCISE CONTROL CODE NUMBER	: YES / NO
• SERVIC TAX REGN NUMBER	: YES / NO
• REGN NUMBER OF CATEGORY AS PER MSMED ACT	: YES / NO
(iii) ORGANISATION CHART	: YES / NO
(iv) If registered with any other NBPPL Unit	
• LETTER OF REGISTRATION WITH NBPPL UNIT	: YES / NO
• PROOF OF SUCCESSFUL EXECUTION OF ONE OR MORE PURCHASE ORDERS	: YES / NO
(v) Letter of approval from ASME / NTPC / NPC / EIL/ DGS&D /RAILWAYS /IBR / LLOYDS ETC	: YES / NO
(vi) Accreditation certificate for	
• ISO: 9001	: YES / NO
• TOC of Quality System Manual	: YES / NO
• ISO: 14000	: YES / NO
• OHSAS, ISO 18000	: YES / NO
(vii) Letter regarding technical collaboration	: YES / NO
(viii) Experience List / Performance certificate	: YES / NO
(ix) Balance Sheet for the last four years along with audit Report	: YES / NO
(x) Principal's authorization in case of dealers/ agents	: YES / NO
(xi) EFT Bank's certificate	: YES / NO
I/WE GIVE THE UNDERTAKING THAT NBPPL DRAWINGS & SPECIFICATIONS SHALL NOT BE USED IN ANY WAY DETRIMENTAL TO THE INTEREST OF NBPPL AND / OR FOR SUPPLY OF ANY MATERIAL, PRODUCT OR SERVICES DIRECTLY OR INDIRECTLY TO ANY OTHER CUSTOMER.	



A Joint Venture Company of NTPC & BHEL

NTPC BHEL Power Projects Pvt. Ltd.

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Maximum Marks = 50
Negative Marks = -13
Minimum Qualifying marks = 30

VENDOR'S AUTHORIZED SIGNATORY

NBPPPL CERTIFIED ASSESSOR

Part B (QUALITY SYSTEM):

Sl. No.	PARAMETERS	SYSTEM IN EFFECT (tick if exists & provide evidences if ticked in written procedure)		RECORDS (Tick if available & submit evidences)	REMARKS
		Written Procedure	Practice		
*1	Incoming Material Control System				Furnish a copy of system and organization.
*2	In process control				Furnish at least one work instruction & record of process control parameter
*3	Manufacturing / Testing Procedure Qualification				Procedure Qualification specification may be submitted
*4	Personal qualification for 3 above				Record of Personnel qualification (PQR) to be submitted
*5	Calibration system				Submit list of instrument & their calibration status
*6	System of Identification & Traceability of materials, tools, jigs, fixtures & processed components, etc.				Copy of procedure to be submitted
*7	System of Storage, Preservation, Painting & packing				Copy of procedure to be submitted
*8	System of NCR disposition & corrective preventive action				Two copies of NCR & CAPA
*9	Customer complaints handling system				Submit list of customer complaints & status for the last three years
*10	Safety measures				Submit copy of safety system & Record of accidents for last three years
11	Any other quality initiative				
<p>12. LIST OF ENCLOSURES</p> <p>(i) Copy of system of control incoming materials and organization chart</p> <p>(ii) Copy of at least one process control work instruction</p>					



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- (iii) Record of process control parameter
- (iv) Copy of at least one Procedure Qualification specification
- (v) Record of Personnel qualification (PQR)
- (vi) List of instruments & their collaboration status
- (vii) Copy of procedure for Identification & Traceability of materials, tools, jigs, fixtures & processed components, etc.
- (viii) Copy of procedure for Storage/ preservation/ painting & packing
- (ix) Copies of two NCRs and their CAPA
- (x) List of customer complaints & status for the last three years
- (xi) Copy of safety system
- (xii) Record of accidents for last three years

Maximum Marks = 25

Minimum Qualifying marks = 15

VENDOR'S AUTHORISED SIGNATORY

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Part C: TECHNICAL COMPETENCE

Technical competence shall be evaluated in two parts viz. common competence and product/ material category specific competence.

(i) COMMON TECHNICAL COMPETENCE (Max Marks: 10)

TECHNICAL COMPETENCE (where design specification is given by NBPPPL)	MARKING RANGE	VENDOR RESPONSE (ALONG WITH SUPPORTING DOCUMENTS)	MARKS BY NBPPPL
1. Vendor understands the product specification.	(0-3)		
2. Vendor understands the inspection requirements.	(0-2)		
3. Vendor has process capability to achieve the product specification / dimensional requirement.	(0-3)		
4. Vendor has experienced manpower to carry out the job.	(0-2)		
TOTAL MARKS OUT OF POSSIBLE (10) =-			

OR

TECHNICAL COMPETENCE (where performance specification is given by NBPPPL)	PROCEDURE			SYSTEM IN EFFECT		RECORDS	
	MARKING RANGE	VENDOR RESPONSE (ALONG WITH SUPPORTING DOCUMENTS)	MARKS BY NBPPPL	VENDOR RESPONSE (ALONG WITH SUPPORTING DOCUMENTS)	MARKS BY NBPPPL	VENDOR RESPONSE (ALONG WITH SUPPORTING DOCUMENTS)	MARKS BY NBPPPL
1. Design capability	(0-3)						
2. Adequacy of quality assurance plan	(0-2)						
3. Process capability for components	(0-3)						
4. Adequate of testing							
TOTAL MARKS OUT OF POSSIBLE (10) Average of Total (Total/3)=							

(ii) PRODUCT/ MATERIAL CATEGORY SPECIFIC TECHNICAL COMPETENCE (Max Marks: 15)

Unit VRC to structure the parameters to be considered for the technical competence depending on material category. The score of individual parameter selected is to be decided by VRC. VRC shall identify the requirement of enclosures to be furnished by vendor.



Product:

Sl. No.	Material category	Tech Parameter	Vendor's response	Remarks

To be filled up only on receipt of technical requirements/ specification, drawings, standards from NBPPPL and to be sent to NBPPPL for further scrutiny. Enclose documentary evidence where ever required.

LIST OF ENCLOSURES:

Maximum Marks = 25

Minimum Qualifying marks = 15

No Marks is to be given by the vendor. Only vendor response along with supporting documents.

VENDOR'S AUTHORISED SIGNATORY

NBPPPL CERTIFIED ASSESSOR