

**BHARAT HEAVY ELECTRICALS LIMITED**  
**Regional Operations Division**  
**Mumbai**



**REGISTRATION**  
**OF**  
**AIR CONSOLIDATION AGENTS**

***BE A PARTNER IN OUR PROGRESS .....***

Ref: RE/MUM/IMP/8T/5065

Date: 26<sup>th</sup> December, 2007

To

M/s \_\_\_\_\_

\_\_\_\_\_

Dear Sirs,

BHEL, a Government of India Undertaking, one of the "Nav Ratna" Company, invites you to become a partner in our progress for registration as Air Console agents for imports/exports.

BHEL is the largest engineering & manufacturing enterprise in India catering to the core sectors of the Indian economy viz. Power generation, transmission, Industry, Telecom, Renewable energy, defence etc.

The Company crossed a turnover of Rs. 18,000 Crores during the financial year 2006-07.

BHEL/ROD/Mumbai is carrying out registration of Air Console Agents on behalf of all manufacturing units for import by Air at five Ports, i.e. Mumbai, Delhi, Chennai, Hyderabad and Bangalore and export from Mumbai and Chennai. More than 70% of the Import cargo and 80% exports are handled at Mumbai pertaining to BHEL units, i.e. Haridwar, Hyderabad, Bhopal, Jhansi, EDN/Bangalore etc. and balance are handled from other Air ports.

**The essential criteria for registration of the Parties are :-**

- (1) To have valid IATA certificate (A copy of the certificate to be enclosed. The original to be produced when called for.)**
- (2) Minimum 3 years experience in the field of Air freighting**
- (3) The Air Console should have offices at Mumbai, Chennai, Delhi, and Bangalore. The address and other details asked in the format for these offices must be provided.**
- (4) Turnover of Rs. 3 crores. in the field of air freighting during the last 3 years. A certificate from the firm of Chartered Accountants confirming that the Turnover of Rs. 3 crores , achieved**

**by the company in the last 3 years on account of airfreighting business to be enclosed.**

- (5) The parties must have earned net profit in last 3 Financial Years. (Certificate from Chartered Accountant to be produced).**
- (6) Current Solvency certificate from a scheduled bank in India. (20 lakhs)**

The Parties should have infrastructure facilities to handle Import/Export and computer based communication and documentation group. In the coming years, BHEL intends to minimise paper work and time involved in tendering process. We are moving towards e-mail based tenders/offers and may follow reverse auction system.

This registration is for empanelment of Air consolidation Agents for import and export of BHEL Cargo to whom tenders will be issued from time to time.

BHEL reserves the right to reject or accept the application forms for registration without assigning any reason. The evaluation of air consolidation agents for registration will be done on the basis of the essential criteria listed above.

Last date of submission of registration documents is 21<sup>st</sup> January 2008 – 1600 Hrs. Please feel free for further information/clarification, if any on Tel. No. 22188222/22180401/22180740(Mumbai) or email id : [julie@rmb.bhel.co.in](mailto:julie@rmb.bhel.co.in)

The registration documents shall be placed in a cover, labeled with the Contractors name, address and contact person. This cover may be superscribed '**REGISTRATION OF AIR CONSOLIDATION AGENTS**' and addressed to the '**GENERAL MANAGER, BHEL, ROD, MUMBAI**'. The registration documents, complete in all respect to be submitted in the tender box at 15th floor, BHEL, World Trade Centre, Cuffe Parade, Mumbai-400005. by 1600Hrs on the 21/01/08.

Thanking you,

Yours truly,  
For BHARAT HEAVY ELECTRICALS LIMITED

**General Manager**

**BHARAT HEAVY ELECTRICALS LIMITED**  
**REGIONAL OPERATIONS DIVISION**  
**MUMBAI**

**REGISTRATION OF PARTIES**

Service for which registration is applied:

- |            |          |
|------------|----------|
| 1. Imports | : Yes/No |
| 2. Exports | : Yes/No |

**Details to be furnished by the Company:**

- |    |   |   |  |
|----|---|---|--|
| 1. | i. Name of the Company  | : |  |
|    | ii. Nature of business  | : |  |
|    | iii. Year of Establishment  | : |  |
| 2. | Type of Ownership   | : | Prop. /Partnership/ Pvt.Ltd /<br>Central PSU /State PSU /<br>Any other (specify) |
| 3. | Certificate of Incorporation in respect of Ltd. Co.:<br>( Copy to be Enclosed ) |   |  |
| 4. | Partnership Deed in respect of Partnership Firms. :<br>( Copy to be Enclosed )  |   |  |
| 5. | Municipality/Corporation Licence :<br>(Copy to be Enclosed )                    |   |  |
| 6. | Breakbulk permission available<br>(Please enclose copy of above)                | : | Yes/No   |
| 7. | Information on Party's Offices at <b>Mumbai</b>                                 |   |  |
|    | (a) Office address  | : |  |
|    | (b) Telephone No.   | : |  |
|    | (c) FAX No.   | : |  |
|    | (d) Name of contact person  | : |  |
|    | (e) Email ID  | : |  |
|    | (f) Office is owned or rented   | : |  |

8. Information on Party's Offices at **Chennai**

- (a) Office address :
- (b) Telephone No. :
- (c) FAX No. :
- (d) Name of contact person :
- (e) Email ID :
- (f) Office is owned or rented :

9. Information on Party's Offices at **Delhi**

- (a) Office address :
- (b) Telephone No. :
- (c) FAX No. :
- (d) Name of contact person :
- (e) Email ID :
- (f) Office is owned or rented :

10. Information on Party's Offices at **Bangalore**

- (a) Office address :
- (b) Telephone No. :
- (c) FAX No. :
- (d) Name of contact person :
- (e) Email ID :
- (f) Office is owned or rented :

11. Information on Party's Offices at **Hyderabad (if any)**

- (a) Office address :
- (b) Telephone No. :
- (c) FAX No. :
- (d) Name of contact person :
- (e) Email ID :
- (f) Office is owned or rented :

12. Communication facilities  
(If yes, give details)

- (a) Web site address :
- (b) Pre-alert system : Yes/No
- (c) Web based cargo tracking system : Yes/No  
If yes, give details
- (d) Whether In-house online system available : Yes/No
- (e) Facility to scan documents and to transmit to BHEL Office in Mumbai : Yes/No

## 13. Information of Foreign Agents ( Country-wise-as per list enclosed)

- (a) Office address :
- (b) Telephone No. :
- (c) FAX No. :
- (d) Name of contact person :
- (e) Email ID :

## 14. Information on load handled for the past two years from various countries (as per list) to Mumbai, Chennai, Delhi ,Hyderabad &amp; Bangalore in the format as per Annexure – I-1 to I-5 for import and Annexure – E-1 &amp; E-2 for export separately. :

## 15. Information on Imports in Mumbai in the following format:-

<u>Year</u>	<u>No. of HAWBs</u>	<u>Tonnage</u>
05-06		
06-07		

## 16. Information on Imports in Chennai in the following format:-

<u>Year</u>	<u>No. of HAWBs</u>	<u>Tonnage</u>
05-06		
06-07		

## 17. Information on Imports in Delhi in the following format:-

<u>Year</u>	<u>No. of HAWBs</u>	<u>Tonnage</u>
05-06		
06-07		

## 18. Information on Imports in Bangalore in the following format:-

<u>Year</u>	<u>No. of HAWBs</u>	<u>Tonnage</u>
05-06		
06-07		

## 19. Information on Imports in Hyderabad, if any, in the following format:-

<u>Year</u>	<u>No. of HAWBs</u>	<u>Tonnage</u>
05-06		
06-07		

20. Information on Exports from Mumbai in the following format:-

<u>Year</u>	<u>No. of HAWBs</u>	<u>Tonnage</u>
05-06		
06-07		

Information on Exports from Chennai in the following format:-

<u>Year</u>	<u>No. of HAWBs</u>	<u>Tonnage</u>
05-06		
06-07		

21. No. of ODC shipments handled countrywise in year (enclosed copy of HAWB of the heaviest weight of a single package handled) (for imports)

<u>Year</u>	<u>No. of HAWBs</u>	<u>Tonnage</u>	<u>Country</u>	<u>Place (i.e. Mumbai, Delhi, Chennai Hyderabad &amp; Bangalore)</u>
05-06				
06-07				

22. No. of ODC shipments handled countrywise in year (enclosed copy of HAWB of the heaviest weight of a single package handled) (for exports) from Mumbai /Chennai

<u>Year</u>	<u>No. of HAWBs</u>	<u>Tonnage</u>	<u>Country</u>	<u>Place (i.e. Mumbai &amp; Chennai )</u>
05-06				
06-07				

23. Name of the Countries where Party's Have Strong network (furnish details) :

24. Whether sanction from multi Airlines is available for issuance of master airwaybills for Exports. If yes, name the airlines (furnish AWB samples) :

- 25.
- a. PAN :
  - b. Bank references:  
(Account No and other details for electronic fund transfers as per enclosed format)
  - c. Service tax Registration Number
26. Organisational Information:
- a. Directors/Partners if related to any BHEL employee  
Name:  
Staff No:  
Designation:  
Department:  
Relationship:
  - b. If any ex-BHEL personnel is employed by the party, mention his/her  
Details of last posting  
Name:  
Staff No.:  
Designation:  
Department:  
Relationship:
27. Whether the party is fully conversant with Airport/Dock Labourer's Act/Child Labour Act/Customs and Port procedures and all other relevant Acts, Rules and Regulations in course of their activities and whether they are being fully complied with . Yes/No
28. Following information/documents are also required to be furnished:
- (i) List of customers.
  - (ii) Copies of Latest Performance Certificates

Declaration by Party :

I/We give the undertaking that BHEL details shall not be used in any way detrimental to the interest of BHEL and/or for supply of service directly or indirectly to any other customer. The information given in the above format is true to my knowledge and belief. If found false, my application is liable for rejection/cancellation of registration.

Signature and seal of authorized signatory



**Documents to be enclosed**

1. Notarized Memorandum/Articles of Association/Partnership deed.
2. Copy of valid IATA Certificate
3. Copy of Breakbulk Certificate
4. Sample copies of AWBs from multi Airlines  
where sanction for issuance of master airwaybills are available
5. Copies of HAWB of the heaviest weight of a single package handled for Imports  
and Exports
6. A certificate in original from a firm of Chartered Accountant confirming  
the Turn-over and Profit as required under essential criteria (4) & (5).
7. Solvency certificate for Rs. 20 lakhs from a scheduled bank in India.
8. Copy of the Professional Tax registration/Service Tax/ Municipal registration  
Certificates.
9. OHSAS/ISO certification, if any
10. Letter of authorization for signatories to act on behalf of company.
11. List of Customers
12. Copies of latest Performance Certificates.
13. Duly filled in EFT format

Signature and seal of authorized signatory

## ANNEXURE -I.1

LOAD HANDLED AT MUMBAI							
S. NO.	NAME OF COUNTRY	2005-2006		2006-2007		Console per week	Airlines used
		No. of AWB	Load in Tons	No. of AWB	Load in Tons		
1	UNITED KINGDOM						
2	GERMANY						
3	FRANCE						
4	SWITZERLAND						
5	NETHERLAND						
6	ITALY						
7	SWEDEN						
8	AUSTRIA						
9	BELGIUM						
10	DENMARK						
11	USA						
12	JAPAN						
13	SINGAPORE						
14	CANADA						
15	SPAIN						
16	AUSTRALIA						
17	CZECHOSLOV						
18	HONGKONG						
19	NEW ZEALAND						
20	RUSSIA						
21	SOUTH KOREA						
22	FINLAND						
23	ROMANIA						
24	NORWAY						
25	IRELAND						
26	ISRAEL						
27	UAE						
28	OMAN						
29	EGYPT						
30	TAIWAN						
31	UKRAINE						
32	CHINA						
33	PHILIPPINES						
34	MALAYSIA						
35	CYPRUS						
36	SOUTH AFRICA						
37	SLOVAKIA						
38	SAUDI ARABIA						
	<b>TOTAL</b>						

You may please add any other country in above format

## ANNEXURE -I.2

LOAD HANDLED AT CHENNAI							
S. NO.	NAME OF COUNTRY	2005-2006		2006-2007		Console per week	Airlines used
		No. of AWB	Load in Tons	No. of AWB	Load in Tons		
1	UNITED KINGDOM						
2	GERMANY						
3	FRANCE						
4	SWITZERLAND						
5	NETHERLAND						
6	ITALY						
7	SWEDEN						
8	AUSTRIA						
9	BELGIUM						
10	DENMARK						
11	USA						
12	JAPAN						
13	SINGAPORE						
14	CANADA						
15	SPAIN						
16	AUSTRALIA						
17	CZECHOSLOV						
18	HONGKONG						
19	NEW ZEALAND						
20	RUSSIA						
21	SOUTH KOREA						
22	FINLAND						
23	ROMANIA						
24	NORWAY						
25	IRELAND						
26	ISRAEL						
27	UAE						
28	OMAN						
29	EGYPT						
30	TAIWAN						
31	UKRAINE						
32	CHINA						
33	PHILIPPINES						
34	MALAYSIA						
35	CYPRUS						
36	SOUTH AFRICA						
37	SLOVAKIA						
38	SAUDI ARABIA						
	<b>TOTAL</b>						

You may please add any other country in above format

## ANNEXURE -I.3

LOAD HANDLED AT DELHI							
S. NO.	NAME OF COUNTRY	2005-2006		2006-2007		Console per week	Airlines used
		No. of AWB	Load in Tons	No. of AWB	Load in Tons		
1	UNITED KINGDOM						
2	GERMANY						
3	FRANCE						
4	SWITZERLAND						
5	NETHERLAND						
6	ITALY						
7	SWEDEN						
8	AUSTRIA						
9	BELGIUM						
10	DENMARK						
11	USA						
12	JAPAN						
13	SINGAPORE						
14	CANADA						
15	SPAIN						
16	AUSTRALIA						
17	CZECHOSLOV						
18	HONGKONG						
19	NEW ZEALAND						
20	RUSSIA						
21	SOUTH KOREA						
22	FINLAND						
23	ROMANIA						
24	NORWAY						
25	IRELAND						
26	ISRAEL						
27	UAE						
28	OMAN						
29	EGYPT						
30	TAIWAN						
31	UKRAINE						
32	CHINA						
33	PHILIPPINES						
34	MALAYSIA						
35	CYPRUS						
36	SOUTH AFRICA						
37	SLOVAKIA						
38	SAUDI ARABIA						
	<b>TOTAL</b>						

You may please add any other country in above format

## ANNEXURE -I.4

LOAD HANDLED AT BANGALORE							
S. NO.	NAME OF COUNTRY	2005-2006		2006-2007		Console per week	Airlines used
		No. of AWB	Load in Tons	No. of AWB	Load in Tons		
1	UNITED KINGDOM						
2	GERMANY						
3	FRANCE						
4	SWITZERLAND						
5	NETHERLAND						
6	ITALY						
7	SWEDEN						
8	AUSTRIA						
9	BELGIUM						
10	DENMARK						
11	USA						
12	JAPAN						
13	SINGAPORE						
14	CANADA						
15	SPAIN						
16	AUSTRALIA						
17	CZECHOSLOV						
18	HONGKONG						
19	NEW ZEALAND						
20	RUSSIA						
21	SOUTH KOREA						
22	FINLAND						
23	ROMANIA						
24	NORWAY						
25	IRELAND						
26	ISRAEL						
27	UAE						
28	OMAN						
29	EGYPT						
30	TAIWAN						
31	UKRAINE						
32	CHINA						
33	PHILIPPINES						
34	MALAYSIA						
35	CYPRUS						
36	SOUTH AFRICA						
37	SLOVAKIA						
38	SAUDI ARABIA						
	<b>TOTAL</b>						

You may please add any other country in above format

## ANNEXURE -I.5

LOAD HANDLED AT HYDERABAD							
S. NO.	NAME OF COUNTRY	2005-2006		2006-2007		Console per week	Airlines used
		No. of AWB	Load in Tons	No. of AWB	Load in Tons		
1	UNITED KINGDOM						
2	GERMANY						
3	FRANCE						
4	SWITZERLAND						
5	NETHERLAND						
6	ITALY						
7	SWEDEN						
8	AUSTRIA						
9	BELGIUM						
10	DENMARK						
11	USA						
12	JAPAN						
13	SINGAPORE						
14	CANADA						
15	SPAIN						
16	AUSTRALIA						
17	CZECHOSLOV						
18	HONGKONG						
19	NEW ZEALAND						
20	RUSSIA						
21	SOUTH KOREA						
22	FINLAND						
23	ROMANIA						
24	NORWAY						
25	IRELAND						
26	ISRAEL						
27	UAE						
28	OMAN						
29	EGYPT						
30	TAIWAN						
31	UKRAINE						
32	CHINA						
33	PHILIPPINES						
34	MALAYSIA						
35	CYPRUS						
36	SOUTH AFRICA						
37	SLOVAKIA						
38	SAUDI ARABIA						
	<b>TOTAL</b>						

You may please add any other country in above format

## ANNEXURE -E.1

LOAD HANDLED AT MUMBAI FOR EXPORT							
S. NO.	NAME OF COUNTRY	2005-2006		2006-2007		Console per week	Airlines used
		No. of AWB	Load in Tons	No. of AWB	Load in Tons		
1	UNITED KINGDOM						
2	FRANCE						
3	ITALY						
4	SINGAPORE						
5	GERMANY						
6	AUSTRALIA						
7	UAE						
8	OMAN						
9	EGYPT						
10	MALAYSIA						
11	CYPRUS						
12	MALTA						
13	SAUDI ARABIA						
14	ZAMBIA						
15	KUWAIT						
16	AZERBAIJAN						
17	ETHIOPIA						
18	BANGLADESH						
19	LIBYA						
20	KAZAKHSTAN						
21	SYRIA						
22	SRI LANKA						
23	TAIPEI						
24	GREECE						
25	NETHERLANDS						
26	ROMANIA						
	<b>TOTAL</b>						

You may please add any other country in above format

## ANNEXURE -E.2

LOAD HANDLED AT CHENNAI FOR EXPORT							
S. NO.	NAME OF COUNTRY	2005-2006		2006-2007		Console per week	Airlines used
		No. of AWB	Load in Tons	No. of AWB	Load in Tons		
1	UNITED KINGDOM						
2	FRANCE						
3	ITALY						
4	SINGAPORE						
5	GERMANY						
6	AUSTRALIA						
7	UAE						
8	OMAN						
9	EGYPT						
10	MALAYSIA						
11	CYPRUS						
12	MALTA						
13	SAUDI ARABIA						
14	ZAMBIA						
15	KUWAIT						
16	AZERBAIJAN						
17	ETHIOPIA						
18	BANGLADESH						
19	LIBYA						
20	KAZAKHSTAN						
21	SYRIA						
22	SRI LANKA						
23	TAIPEI						
24	GREECE						
25	NETHERLANDS						
26	ROMANIA						
	<b>TOTAL</b>						

You may please add any other country in above format