

BHARAT HEAVY ELECTRICALS LIMITED
Regional Operations Division
Mumbai



REGISTRATION
OF
AIR CONSOLIDATION AGENTS

BE A PARTNER IN OUR PROGRESS

Ref: RE/MUM/IMP/8T/5112

Date: 31st May, 2010

To

M/s _____

Dear Sirs,

BHEL, a Government of India Undertaking, a "Nav Ratna" Company, 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. 34,050 Crores during the financial year 2009-10.

BHEL/ Mumbai is supporting the various manufacturing plants of BHEL for Air freighting of Import consignments and Exports through air to various countries. During last year, about 3000 consignments weighing about 1500 MT were imported and about 200 consignments weighing about 300 MT were exported by air.

BHEL Mumbai desires to register Air Console Agents 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) Should have handled at least an average of 1000 AWBs during the last 3 financial years.
- (5) Average Annual Turnover of Rs. 4 crores. in the field of air freighting during the last 3 years.
- (6) The parties must have a positive networth in the year 2009-2010.
- (7) The parties must have earned net profit in last 3 Financial Years.
- (8) Current ratio must be greater than 1.5 : 1
- (9) The parties should NOT have been referred to BIFR/NCLT or declared "SICK" by any Statutory Authority
- (10) The parties should not have been banned on business dealing by Central Govt. / PSU/ State Govt. (Certificate to be provided)
- (11) Current Solvency certificate from a scheduled bank in India (Rs 50 lakhs)
- (12) EFT details certified by bank.

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. If the registered party fails to participate in three consecutive tenders, then the registration will be reviewed.

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 15th June 2010 – 1600 Hrs. Please feel free for further information/clarification, if any on Tel. No. 22188222/22180401(Mumbai)

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 'ADDITIONAL GENERAL MANAGER, BHEL, ROD, MUMBAI'.

Ref No. RE/MUM/IMP/8T/5112

Date :31st May 2010

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 15/06/10.

Thanking you,

Yours truly,
For BHARAT HEAVY ELECTRICALS LIMITED

- Sd -
Addl. General Manager

BHARAT HEAVY ELECTRICALS LIMITED
REGIONAL OPERATIONS DIVISION
MUMBAI

REGISTRATION OF PARTIES

TECHNICAL DETAILS

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 | : | |
| | iv. Year of commencement of Air freighting activities. | : | |
| 2. | Type of Ownership | : | Prop. /Partnership/ Pvt.Ltd /
Central PSU /State PSU /
Any other (specify) |
| 3. | Certificate of Incorporation in respect of Ltd. Co.:
(Copy to be Enclosed) | | |
| 4. | Partnership Deed in respect of Partnership Firms. :
(Copy to be Enclosed) | | |
| 5. | Shops and Establishment Registration No :
(Copy to be Enclosed) | | |
| 6. | Breakbulk permission available from
Office of the Commisioner of Customs
Air Cargo Complex, Sahar, Mumbai :
(Please enclose copy of above) | | Yes/No |
| 7. | Information on Party's Offices at Mumbai | | |
| | (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
& Bangalore in the format
as per Annexure – I-1 to I-5 for import and
Annexure – E-1 & 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>
07-08		
08-09		
09-10		

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

<u>Year</u>	<u>No. of HAWBs</u>	<u>Tonnage</u>
07-08		
08-09		
09-10		

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

<u>Year</u>	<u>No. of HAWBs</u>	<u>Tonnage</u>
07-08		
08-09		
09-10		

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

<u>Year</u>	<u>No. of HAWBs</u>	<u>Tonnage</u>
07-08		
08-09		
09-10		

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

<u>Year</u>	<u>No. of HAWBs</u>	<u>Tonnage</u>
07-08		
08-09		
09-10		

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

<u>Year</u>	<u>No. of HAWBs</u>	<u>Tonnage</u>
07-08		
08-09		
09-10		

Information on Exports from Chennai in the following format:-

<u>Year</u>	<u>No. of HAWBs</u>	<u>Tonnage</u>
07-08		
08-09		
09-10		

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 & Bangalore)</u>
07-08				
08-09				
09-10				

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 & Chennai)</u>
07-08				
08-09				
09-10				

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) :

FINANCIAL DETAILS

25. Financial Data for 3 years to be certified by the Statutory Auditor (CA) on his
letterhead:-

S No	Description	2007-08	2008-09	2009-10
A	Turn Over in the field of Airfreighting			
B	Gross Profit			
C	Net worth (Paid up share capital or partnership capital or proprietor capital + Reserves)			
D	Net Profit			
E	Current Ratio = (Current Assets/Current Liabilities)			
F	No of AWBs handled			

26.

- a. PAN :
- b. Bank references :
(Account No and other details for electronic fund transfers as per
enclosed format)
- c. Service tax Registration Number

ORGANISATIONAL INFORMATION

27. 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.:

Ref No. RE/MUM/IMP/8T/5112

Date :31st May 2010

Designation:

Department:

Relationship:

28. Whether the party is fully conversant with Airport/Dock Labourer's Act/Child Labour Act/Customs and Port procedures and all other relevant Acts, All local health, safety and environmental Laws, Rules and Regulations are being fully complied with . Yes/No
29. Whether organization has been referred to BIFR/NCLT or declared "SICK" by any Statutory Authority. Yes/No
30. Following information/documents are also required to be furnished:
- (i) List of customers along with copies of respective Work Orders.
 - (ii) List of PSU customers along with copies of respective Work Orders.
 - (iii) Copies of Latest Performance Certificates from PSU customers as well as other customers
31. ISO 9001 accreditation Yes/No
32. OHSAS 18000 accreditation Yes/No

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 Permission from Office of the Commisioner of Customs Air Cargo Complex, Sahar, Mumbai .
4. Sample copies of AWBs from multi Airline 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 Statutory Auditor (Chartered Accountant) on his letterhead as required under S No 25.
7. Copies of Audited Annual Accounts (Balance Sheet, P&L Account, Cash flow statement) for last three years
8. Copy of Certificate of Permanent Account No and Service tax Registration Number
9. Solvency certificate for Rs. 50 lakhs from a scheduled bank in India.
10. Copy of the Professional Tax registration/Service Tax/ Municipal registration Certificates.
11. Accreditation Certificate for ISO 9001, OHSAS, if any
12. Letter of authorization for signatories to act on behalf of company.
13. Organisation Chart for Mumbai, Delhi, Chennai, Bangalore & Hyderabad respectively.
14. List of Customers along with copies of respective Work Orders.
15. List of PSU Customers along with copies of respective Work Orders.
16. Copies of latest Performance Certificates from PSU customers as well as other customers .
17. Duly filled in EFT format certified by the Bank
18. Certificate stating that the Company should not have been banned on business dealing by Central Govt. / PSU/ State Govt.

Signature and seal of authorized signatory

ANNEXURE -I.1

LOAD HANDLED AT MUMBAI							
S. NO.	NAME OF COUNTRY	2008-2009		2009-2010		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						
39	TURKEY						
40	THAILAND						
	TOTAL						

You may please add any other country in above format

ANNEXURE -I.2

LOAD HANDLED AT CHENNAI							
S. NO.	NAME OF COUNTRY	2008-2009		2009-2010		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						
39	TURKEY						
40	THAILAND						
	TOTAL						

You may please add any other country in above format

ANNEXURE -I.3

LOAD HANDLED AT DELHI							
S. NO.	NAME OF COUNTRY	2008-2009		2009-2010		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						
39	TURKEY						
40	THAILAND						
	TOTAL						

You may please add any other country in above format

ANNEXURE -I.4

LOAD HANDLED AT BANGALORE							
S. NO.	NAME OF COUNTRY	2008-2009		2009-2010		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						
39	TURKEY						
40	THAILAND						
	TOTAL						

You may please add any other country in above format

ANNEXURE -I.5

LOAD HANDLED AT HYDERABAD							
S. NO.	NAME OF COUNTRY	2008-2009		2009-2010		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						
39	TURKEY						
40	THAILAND						
	TOTAL						

You may please add any other country in above format

LOAD HANDLED AT MUMBAI FOR EXPORT							
S. NO.	NAME OF COUNTRY	2008-2009		2009-2010		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						
27	SENEGAL						
28	RWANDA						
29	KENYA						
30	GHANA						
31	CALEDONIA						
32	AFGHANISTAN						
33	TAZIKSTAN						
34	INDONESIA						
35	BHUTAN						
36	NEPAL						
37	SOUTH AFRICA						
38	JORDAN						
39	IRAQ						
40	SUDAN						
41	IRAN						
42	SRILANKA						
43	TAIWAN						
44	BANGLADESH						
	TOTAL						

LOAD HANDLED AT CHENNAI FOR EXPORT							
S. NO.	NAME OF COUNTRY	2008-2009		2009-2010		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						
27	SENEGAL						
28	RWANDA						
29	KENYA						
30	GHANA						
31	CALEDONIA						
32	AFGHANISTAN						
33	TAZIKSTAN						
34	INDONESIA						
35	BHUTAN						
36	NEPAL						
37	SOUTH AFRICA						
38	JORDAN						
39	IRAQ						
40	SUDAN						
41	IRAN						
42	SRILANKA						
43	TAIWAN						
44	BANGLADESH						
	TOTAL						