

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

**No.: RE/MUM/IMP/8T/5104  
Date : 24/12/2009**

**APPLICATION FOR REGISTRATION OF CHA**

BHEL, a Government of India Undertaking, a “Nav Ratna” Company, invites you to become a partner in our progress.

BHEL is the largest engineering and manufacturing enterprise in India catering to the core sectors of the Indian economy viz. Power generation, transmission, industry, Telecom, Renewable Energy, Defence etc.

BHEL Mumbai office is supporting to various manufacturing units of BHEL for custom clearance of Imported goods and Exports to various countries. During last year the imports of 4200 B/Es of Sea and Air Shipments having total tonnage of 67217 tons and 935 Nos of Shipping Bills having 43835 tons freight tonnage have been handled by Mumbai office.

BHEL Mumbai is inviting tender for Registration and Appointment of Customs House Agent for Custom clearance of BHEL import/export goods at Mumbai.

All the documents listed above are available on BHEL website: [www.bhel.com](http://www.bhel.com)  
Bidders those who are interested can down load the above tender documents.

Application for Registration of CHA is to be submitted in the prescribed format along with requisite documents on or before **13-01-2010** by **15.00 hrs.** The Registration Application to be submitted in the envelope sealed with your distinctive seal and clearly **super scribed “CHA REGISTRATION APPLICATION /FORMAT”** and bear the address of the Office of the Addl. General Manager, Bharat Heavy Electricals Ltd., Regional Operations Division, 15<sup>th</sup> floor, Center-I, World Trade Center, Cuffe Parade, Mumbai - 400 005.

The essential Conditions for Registration are as under:

- 1. Valid CHA licence in the name of proprietor/firm/company.  
(if the licence is under revalidation copy of letter for revalidation may be enclosed. CHA will be considered for provisional registration for issue of tenders. Their offers will however be considered if revalidated licence is submitted along with their offer***
  - 2. Minimum experience of 3 years.***
  - 3. Must have office in Mumbai.***
  - 4. Must have achieved a Average Annual Turnover of Rs. 100 Lakhs on CHA operations for the last three years(for which audit is completed) .***
  - 5. Latest Solvency certificate from scheduled bank for Rs.25 lakhs***
  - 6. Must have achieved a net profit (after tax) during 2008-09 and profit in one of the two years 2007-08 and 2006-07***
- If the annual accounts for 08-09 is not yet Audited and finalised ,the financial year 07-08 shall stand modified to the last year for which the finalised and audited accounts are available . Accordingly the last 3 financial years also shall stand modified.***
- 7. CHA must have ICEGATE connectivity with customs in their office.***
  - 8. CHA must have handled 1500 B/Es or 900 Nos of Shipping Bills in last year.***

On receipt of Applications the same will be processed by BHEL for Registration of CHA.

After finalisation of the Registration, BHEL will intimate the same to the successful CHAs.

The Application for Registration of CHA should reach the office of the Addl. General Manager, Mumbai, on or before **13 -01-2010** by **15.00 hrs.**

Yours truly

**M.G.KARGAONKAR**  
**Addl. General Manager**

# **FORMATS TO BE FILLED UP**

## **CHA REGISTRATION FORM**

### **ORGANISATIONAL INFORMATION**

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.

#### **1.0 GENERAL INFORMATION :**

##### **1.1 NAME OF COMPANY :**

CHA LICENCE No :

DATE OF ISSUE :

LICENCE VALID UPTO :

DETAILS OF REGISTERED OFFICE :

ADDRESS :

TELEPHONE :

FAX :

E-MAIL :

WEB SITE :

##### **1.2 NAME IN WHOSE FAVOUR CHA LICENCE IS ISSUED :**

**(If the licence is issued in the name of the Individual,relationship of such individual to the CHA may pl. be stated.)**

**2.0 OWNERSHIP INFORMATION :**

**(DOCUMENTS TO BE FURNISHED)**

GOVT. OF INDIA UNDERTAKING :	I	
	I	
OR	I	
	I	
STATE GOVT. UNDERTAKING :	I	CERTIFICATE OF INCORPORATION
	I	
OR	I	
	I	MEMORANDUM AND
	I	ARTICLES OF ASSOCIATION
<i>PUBLIC LIMITED</i> COMPANY,	I	
OR	I	
PRIVATE <i>LIMITED</i> COMPANY, I		
OR		
PARTNERSHIP FIRM :		PARTNERSHIP DEED
OR		
PROPRIETORSHIP:		MUNICIPAL TRADE <i>LICENCE</i>

**3.0 REGISTRATION PARTICULARS :**

3.1 INCOME TAX PERMANENT ACCOUNT NO :

3.2 CHA ASSOCIATION REGISTRATION NUMBER AT MUMBAI, NHAVA SHEVA, MULUND, MUMBAI AIRPORT (Registration may be at any or all the places):

3.3 SERVICE TAX REGISTRATION NUMBER :

**4.0 MANAGEMENT INFORMATION :**

4.1 NAME OF CHIEF EXECUTIVE /PROPRIETOR / PARTNER & THEIR  
ADDRESSES :

4.2. OFFICIAL TO BE CONTACTED FOR CLARIFICATIONS IF ANY :

NAME

DESIGNATION

ADDRESS

TELEPHONE NO. FAX NO.

4.3 TOTAL ORGANISATIONAL STRENGTH :

(ATTACH ORGANISATION CHART FOR MUMBAI,AIR PORT,NAVA SHEVA OFFICE)

4.4 NO OF CUSTOMS/DOCK ENTRY PASSES HELD

ADMINISTRATION &

COMMERCIAL :

TECHNICAL:

OPERATIONS :

DOCUMENTATION :

QUALITY :

MAINTENANCE :

FIELD OPERATIONS :

OTHERS :

TOTAL :

**5.0 DETAILS OF CHA OFFICES (Documentary evidence may pl. be attached)**

<b>S. No</b>	<b>Details of office/s with address</b>	<b>Area in Sq. ft.</b>	<b>Owned or rented.</b>	<b>Total manpower</b>

**6.0 DETAILS OF GODOWNS /WAREHOUSES ETC (Documentary evidence may pl. be attached):**

<b>S. No</b>	<b>Godown details with address specifying whether closed or open (within /outside BMC limits at Mumbai )</b>	<b>Area in Sq. ft.</b>	<b>Owned or rented.</b>

**NOTE :** PLEASE ATTACH SEPARATE SHEETS, IF SPACE AVAILABLE IS INADEQUATE

7.0 OTHER PARTICULARS :

7.1 IS THE COMPANY AN ISO 9000 APPROVED (ENCLOSE CERTIFICATE)

7.2 IS THE COMPANY AN ISO 14000 APPROVED (ENCLOSE CERTIFICATE)

7.3 COMPLIANCE WITH CHILD LABOUR ACT : Yes/No

7.4 COMPLIANCE WITH INDIAN DOCK LABORERS ACT: Yes/No

7.5 NAME & ADDRESS OF CONCERN(S) HAVING SUBSTANTIAL INTEREST :

(NAME AND ADDRESSES OF SUCH OTHER CONCERNS, COMMON DIRECTOR, PARTNER, OWNER ETC.)

7.6 DIRECTORS / PARTNERS / PROPRIETOR\_ IF RELATED TO ANY BHEL EMPLOYEE.

NAME :

STAFF NO. :

DESIGNATION :

DEPARTMENT :

RELATIONSHIP :

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

NAME :

STAFF NO. :

DESIGNATION :

DEPARTMENT :

DATE OF LEAVING SERVICE :

( USE SEPARATE SHEET IF REQUIRED)



**8.0 FINANCIAL INFORMATION**

**TURNOVER FROM CHA ACTIVITY**

**2008-09**

**2007-08**

**2006-07**

**NET PROFIT :**

**2008-09**

**2007-08**

**2006-07**

**NO. OF BILL OF ENTRY HANDLED**

**2008-09**

**NO. OF SHIPPING BILLS HANDLED**

**THE ABOVE CERTIFICATE TO BE GIVEN BY FIRM OF CHARTERED  
ACCOUNTANTS**

**Note:**

1. The application should be furnished in prescribed format only.
2. The documents can be collected from this office from **24/12/2009 to 12/01/2010 from 11.00 Hrs to 17.00 Hrs from AGM (MS) office at 14<sup>th</sup> floor, World Trade Centre1, Cuffe Parade, Coloba, Mumbai-5**, The same can be downloaded from BHEL Website : [www.bhel.com](http://www.bhel.com)
3. The tender has to be submitted along with the supporting documents as listed below on or before the due date and time-
4. Those tenderers who fulfils the essential criteria for registration only will be qualified for registration and will be eligible for participating in the future tenders of BHEL.
5. Submission of filled up registration form with the supporting documents does not automatically guarantee registration. Registration with BHEL however does not automatically guarantee sending all the tender inquiry or award of work whatsoever.
- 4 The registration will be reviewed periodically.
- 5 BHEL reserves the right to select parties for tendering out of the registered list, as per its own systems/procedure, without assigning reasons/clarifications to any party.
- 6 The list will be kept confidential & may be furnished to our units for their operations if required.
- 7 For any clarification on the above, please contact over telephone No.**022-22185038** on any working days.
- 8 All pages of this registration form along with the attached documents is to be signed by authorised signatory along with his stamp and seal of the organisation.
- 9 Signing of the application form:

Type of firm	Who should sign the REGISTRATION form	Remarks
GOVT. OF INDIA UNDERTAKING	Person holding power of attorney	The power of attorney in original along with Notorised copy to be Forwarded with application
PROPREITORSHIP	Propreitor	-
PARTNERSHIP	The Partner holding power of attorney	The power of attorney in original along with Notorised copy to be Forwarded with application
LIMITED COMPANY	Persons holding Power of attorney	The power of attorney in original along with Notorised copy to be Forwarded with application

**LIST OF DOCUMENTS TO BE ATTACHED IN FOLLOWING SERIAL ORDER.**

1. Notorised copy of valid regular CHA licence. (Original to be produced for checking.)

**2 Certificate from a firm of chartered accountants indicating the following:**

**This is a must and has to be enclosed along with the application for registration**

(i) Average Annual Turnover achieved by CHA for last three years for CHA activities

(ii) Net profit /loss in FY.08-09/07-08/06-07.

(iii) A certificate from a firm of Chartered Accountants regarding the no. of B.Es and/or Shipping Bills handled in 08-09 as per condition 8 of essentiality criteria.

3 Letter/Certificate from Customs/Registering Authority for ICEGATE connectivity.

***Note: 1) If the annual accounts for 08-09 is not yet Audited and finalised, the same shall be certified by the Firm of Chartered Accountants.***

***2) In such a case the financial year 08-09 shall stand modified to the last year for which the finalised and audited accounts are available. Accordingly, the last 3 financial years also shall stand modified.***

4 Permanent Account No.(PAN) & copy of PAN Card.

5 Self attested copy of CHA association Registration Certificate at Mumbai, Nava Sheva, Mulund.

6 Service tax registration certificate.—Copy

7 Trade Licence under shop and establishment act.

8 Appreciation letters/testimonials issued by customers ( if available)

10 An undertaking from the authorised representative of CHA that all the statutory acts, rules & regulations applicable to Central /State govt. are being and will be followed by them in course of their operations.

10 Notarised copies of the following documents as applicable:

- Power of attorney & copies thereof
- Memorandum
- Articles of association
- Certificate of incorporation
- Partnership Deed
- Municipal Trade Licence.

11 Proof of office: Pl. enclose telephone/electricity bill etc.

12 Rent Receipt/Ownership documents/Lease document for Office and Godowns

(If documents in the name of individual relationship of such individual to the CHA may pl. be intimated.)

**DECLARATION OF CHA (on his letter head)**

To  
Bharat Heavy Electricals Ltd.  
World Trade centre-1,  
Cuffe Parade, Colaba,  
Mumbai 400 005

Sir,

**SUB: Application for registration as CHA**

I hereby submit an application for grant of registration as a Custom House Agent (CHA)

I affirm that the particulars given are true to best of my knowledge and belief.

I agree to furnish any other information / produce any record for inspection as may be required by the competent authority or an officer duly authorised by the competent authority of Bharat Heavy electrical Limited.

I / We give the undertaking that BHEL drawings & specifications, purchase orders, documents etc. shall not be used in any way detrimental to the interest of BHEL and / or for supply of any material, product or services directly or indirectly to any other customer.

I / We also give the undertaking that all the statutory acts, rules & regulations applicable to central /state govt. are being and will be followed by us in course of our operations

Applicant Name and address

Name of the person signing  
The application and  
his status in the company  
signature: