

BHARAT HEAVY ELECTRICALS LIMITED
Regional Operations Division
Mumbai



**REGISTRATION
OF
AIR CONSOLIDATION AGENTS**

BE A PARTNER IN OUR PROGRESS

RE/MUM/IMP/AC/IA-1427/rev01
DATE: 30th September, 2014

BHEL, a Government of India Undertaking, one of the “*MahaRatna*” Company, invites you to become a partner in our progress for augmenting the registered list of Air Consolidation 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, defense etc.

The Company crossed a turnover of Rs.40338 Crores during the financial year 2013-14. The indicative data on the Imports and Exports of BHEL is here below for guidance:

1. Imports
 - a. Number of AWB: 2400 Nos.
 - b. Tonnage : 1458 Freight Tons
2. Exports:
 - a. Number of AWB: 85 Nos.
 - b. Tonnage : 60 Freight Tons

BHEL/ROD/Mumbai is carrying out registration of Air Consolidation Agents on behalf of all manufacturing units for import and Export by Air at five Ports, i.e. Mumbai, Delhi, Chennai, Hyderabad and Bangalore

The general criteria for registration of the Parties are:-

1. To have valid IATA certificate (A copy of the certificate is to be enclosed. The original is to be produced as and when called for.)
2. At least last 3 years experience in the field of air consolidation.
3. Experience of having successfully completed Air consolidation of Engineering/project cargo during last 7 years ending last day of the month previous to one in which application for registration is made should be either of the following:
 - a. Three similar completed works costing not less than 2.8 crores or
 - b. Two similar completed works costing not less than 3.5 crores or
 - c. One similar completed work costing not less than 5.6 crores.
4. The Air Consolidation Agent should have offices at Mumbai, Chennai, Delhi, and Bangalore. The address and other details asked in the format for these offices must be provided.
5. Experience of working with any BHEL unit/Power Sector Region for similar works. Sufficient documentary evidence to be enclosed.
6. Original latest current solvency certificate for **Rs 50 Lakhs** from a scheduled bank in India.
7. The parties should NOT have been referred to BIFR/NCLT or declared “SICK” by any Statutory Authority. A self certification should be submitted by party.

8. The parties should not have been banned on business dealing by Central Govt. / PSU / State Govt. A self certification should be submitted by party.
9. Chartered Accountant/ statutory auditors certificate as per format at sl no 12 in the application form.

The Parties should have infrastructure facilities to handle Import/Export and computer based communication and documentation group. In the coming years, BHEL intends to minimize 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.

Parties who are already registered have to submit the documents of recent years for re-evaluation.

Registration form may be obtained from BHEL website www.bhel.com . The last date of submission of registration documents is 15th Oct, 2014 – 1600 Hrs. Please feel free for further information/clarification, if any on Tel. No. 22171360 / 22171375 / 22171355 (Mumbai) or email IDs: sunil@bhelrmb.co.in / vaibhav@bhelrmb.co.in / pallavi@bhelrmb.co.in

The registration documents shall be placed in a cover, labeled with the parties name, address and contact person. This cover may be super scribed '**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 due date.

Thanking you,

Yours truly,
For BHARAT HEAVY ELECTRICALS LIMITED

**-SD-
DGM (MS)**

Application form for Registration of parties for Air Consolidation

A. Name of the Company:

B. *Address of the company:*

C. *Name of Chief Executive/ Proprietor / Partner:
& Address*

D. *Contact details- Telephone : Mobile : EmailID*

E. *Year of establishment of Company :*

F. Service for which registration is applied for (Strike out wherever not required)

1. Imports : Yes / No

2. Exports : Yes / No

1. Type of Ownership: (Please tick in the box) :
Documents to be Furnished

☐ 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 (Please Specify) : Supporting documents

2. Registration Particulars

(Furnish details and enclose copy of certificate for the following)

2.1 Permanent Account No :

2.2 Service Tax Regn Number :

2.2a Services covered in above service tax regn. no. :

2.3 Category As Per MSMED Act : Micro / Small / Medium
Regn No. :
Valid Upto :
(Attach Certificate)

3. Valid Registration Certificate from the :
IATA/ ports /Customs
(Provide registration no. & Copy to be enclosed)
3. Certificate of Incorporation in respect of Ltd. Co. :
(Provide date of incorporation & Copy to be enclosed)
4. Information on Party's Offices at **each Airport area** in format -2
5. 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 the same to BHEL Office in Mumbai : Yes/No
6. Provide Information on Imports through various ports in the following format:-

Ports Year	Mumbai		Chennai		Delhi		Bangalore		Hyderabad	
	No. of HAWBs	Tonnage (FRT)	No. of HAWBs	Tonnage (FRT)	No. of HAWBs	Tonnage (FRT)	No. of HAWBs	Tonnage (FRT)	No. of HAWBs	Tonnage (FRT)
	Air- Imports									
2011-12										
2012-13										
2013-14										
	Air- Exports									
2011-12										
2012-13										
2013-14										

7. Information of Foreign Agents (Country-wise)
 - Office address :
 - TelephoneNo / Mobile No. :
 - Name of contact persons :
 - Email IDs :
 - (If required attach additional sheets.)
8. No. of ODC shipments handled Country-wise in year (enclose copy of HAWB of the heaviest weight of a single package handled) for imports

Year **No. of HAWBs** **Tonnage** **Country** **Place** (i.e. Mumbai, Delhi, Chennai
Hyderabad& Bangalore)

2011-12
2012-13
2013-14

9. No. of ODC shipments handled Country-wise in year (enclose copy of HAWB of the heaviest weight of a single package handled) for exports

Year **No. of HAWBs** **Tonnage** **Country** **Place**

2011-12
2012-13
2013-14

10. Name of the Countries/Sector where Party has a Strong network (furnish details):

11. Whether sanction from multi Airlines is available for issuance of master airway bills for exports. If yes, name the airlines (furnish AWB Samples):

12. FINANCIAL DETAILS: The Financial Data for 3 years to be certified by the Statutory Auditor (CA) on his letterhead

Sn	Description	2011-2012	2012-2013	2013-2014
1.	Total Turn Over of Company in Rs Lakhs			
2.	Turnover for Air Consolidation activities in Rs Lakhs			
3.	Air Exports Turnover in Rs lakhs			
4.	Net worth (paid up share capital or partnership capital or proprietor capital +Reserves			
5.	Net Profit in Rs Lakhs			
6.	Current Ratio = Current Assets / Current Liabilities			
7.	No. of AWBs handled			
8.	Total Tonnage handled in the field of Air Consolidation (in FRT)			

13. Bank Reference (Details for Electronic Fund Transfers as per enclosed Format-1)

14. Organizational 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 following details:

Name:

Staff no. :

Designation:

Unit & department:

Date of leaving service:

- c. Perception of party's chief executive about BHEL:
- (i) Chief executive's opinion about dealing with BHEL
 - (ii) Whether he is willing to work with BHEL on long-term contract basis with a time bound target for improvement in quality of the product and reduction in prices and what support he expects from BHEL towards achieving this goal.
 - (iii) Any other aspects, which would be beneficial for the improvement in BHEL's performance.
(Use separate sheet if required)
15. Whether the party is fully conversant with port workers (safety, health & welfare) regulations and Act / Dock/port Labourer's Act / Child Labour Act / Mathadi Labour Act / Transporter board/ Customs and Port procedures and all other relevant Acts, Rules and Regulations of relevant state in which the parties office is situated and Govt. of India in course of their activities and whether they are being fully complied with. Also all handling equipments are complying as per HSE compliance /OHSAS compliance. **Yes / No**
16. Whether organization has been referred to BIFR/NCLT or declared 'SICK' by Statutory Authority. **Yes / No**
17. Whether member of any National Association : **Yes / No**
If yes please provide details
18. Whether member of any International Association : **Yes / No**
If yes please provide details
19. ISO 9001 accreditation : **Yes / No**
20. ISO 14000 / OHSAS 18000 accreditation : **Yes / No**
21. Performance certificates from party's availing the services enclosed : **Yes / No**
(Attach list of present customers with name & address for service provided 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.)
22. Whether the organization is having the Digital Signature Certificate with : **Yes / No**
specification "**CLASS 3-SHA2-2048 BIT-SIGNING & ENCRYPTION**"
The screenshot of login at any DSC based login portal is to be attached as proof in this regards (Sample attached at Annexure-I)

I/We give the undertaking that BHEL details/drawings 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 the above information is found false, our application is liable for rejection/cancellation of registration. BHEL is free to check/verify the credentials declared above.

SIGNATURE AND SEAL OF AUTHORIZED SIGNATORY

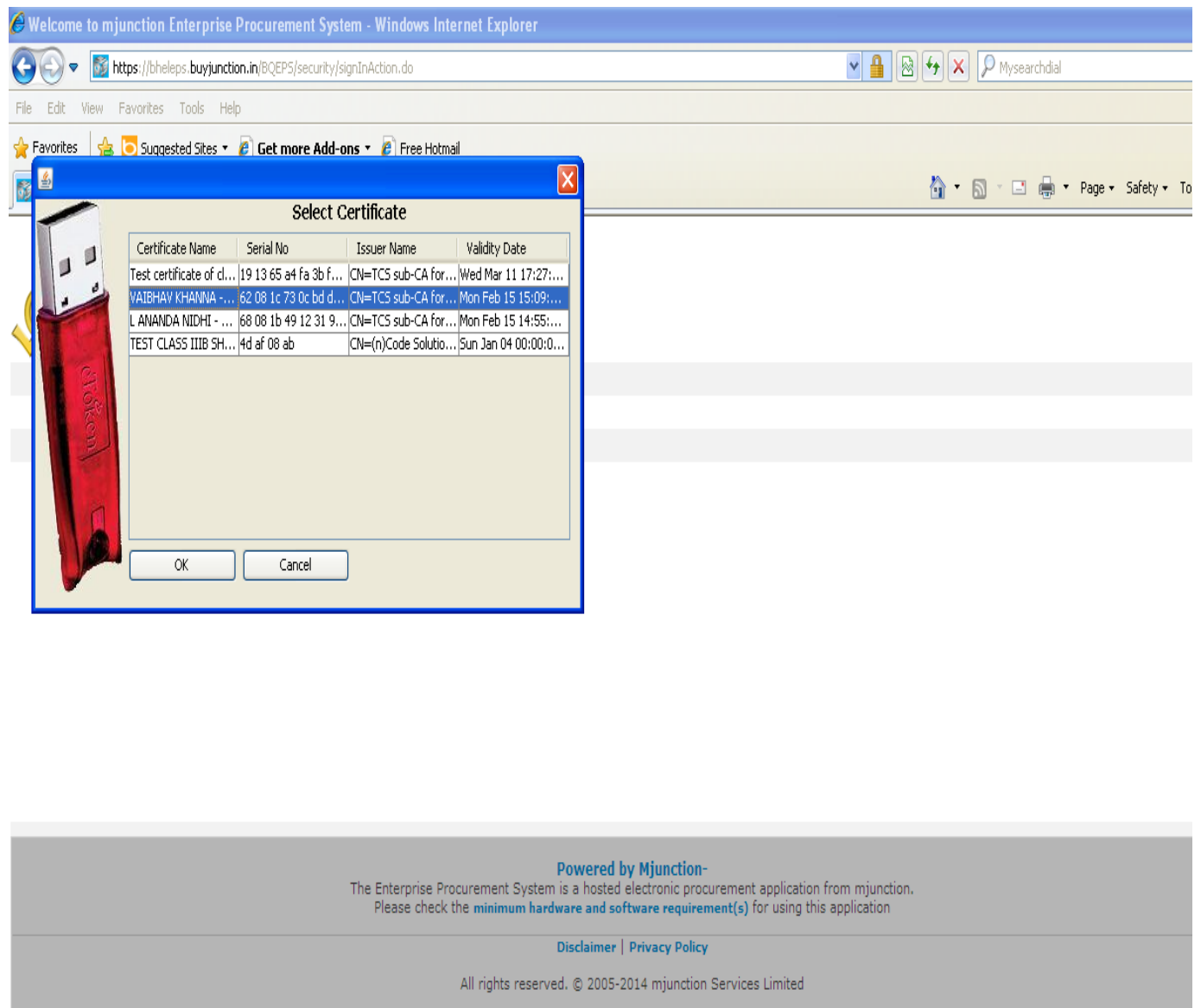
Documents to be enclosed along with application

1. Self attested copies of following applicable documents:
 - Memorandum of Articles of Association
 - Certificate of incorporation
 - Partnership Deed
 - Power of attorney
2. Copy of valid IATA Certificate.
3. Copy of Break bulk / console agent registration Certificate from respective office of the Commissioner of Customs for Air Cargo wherever the party's office is located in each port.
4. Sample copies of AWBs from multi Airlines where sanction for issuance of master airway bills 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 per format required in S No 12 confirming the turnover and other details.
7. Copies of Audited Annual Accounts (Balance Sheet, P&L Account, Cash flow statement) for last three years. Provisional annual account for 2013-14 to be provided if audited annual account for 2013-14 is not available.
8. Copy of certificate of PAN
9. Copy of Service tax Registration Number
10. Copy of Municipal trade license/registration certificate for each trade office.
11. Original Solvency certificate for Rs.50 lakhs from a scheduled bank in India.
12. Copy of the Professional Tax registration Certificates for each office.
13. Accreditation Certificate for ISO 9001,ISO 14000, OHSAS, if any.
14. Letter of authorization or Power of Attorney for signatories to act on behalf of company.
15. List of Customers along with copies of respective work orders on sample basis.
16. List of PSU customers along with respective work orders copies
17. Copies of latest Performance Certificates from PSU and other customers
18. Organizational chart.
19. Duly filled in EFT format -1
20. Self Certification stating that the Company should not have been banned on business dealings by Central Govt. / PSU / State Govt.
21. Self Certification stating that the party should NOT have been referred to BIFR/NCLT or declared "SICK" by any Statutory Authority.
22. CHA license copy in case you have your own CHA or documentary proof in case you have tie up with any CHA

Information on party's office**Name of the party:** _____

Sn	Description	Mumbai	Chennai	Delhi	Bangalore	Hyderabad
1	Office Address					
2	Telephone No					
3	Mobile No					
4	Email IDs					
5	Office in-charge name					
6	Off in-charge mobile no.					
7	Total strength of Employees					

Signature and seal of authorized signatory



Guidelines for Filling-Up Registration Form

1. The application should be furnished in prescribed format only.
2. The documents can be downloaded from BHEL Website : www.bhel.com
3. The filled up application has to be submitted along with the supporting documents, on or before the due date and time
4. All pages along with the attached documents have to be signed by authorized signatory along with his stamp and seal of the organization.
5. **In order to participate in BHEL Tenders, the registered parties should be having Digital Signature Certificate of specification mentioned above at S. No. 24. In case, the registered party is not having the DSC of required specification, the same has to be procured by the party within 1 month of registration and has to intimate BHEL about the procurement of the same.**
6. 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 authorized signatory.
7. 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.
8. Please ensure that all required enclosures are attached with the filled up Registration Form and all enclosures are numbered & list of enclosures is given as required.
9. Please do not spiral bound the application forms or its enclosures and instead send them in two hole clip flat file.
10. Incomplete forms will be rejected.
11. Any information / clarification required by BHEL during evaluation must be given expeditiously.
12. Please note that if you are registered and participate in Tender process and qualify to get order from BHEL, your performance based on Quality of your delivery performance and service rendered shall be evaluated
13. If you are attaching a document in a language other than Hindi/ English, a self attested Hindi/ English translated document may please be also attached.
14. If you are seeking registration for a MSME company (as per MSME Act of Government of India), then you have to attach requisite certificate as per Act.
15. Signing of the application form:

Type of firm	Who should sign the application form	Remarks
Govt. Of India Undertaking, State Govt. Undertaking	Person holding power of attorney	The power of attorney in original along with Notarized copy to be Forwarded with application
Proprietorship	Proprietor	-
Partnership	The Partner holding power of attorney	The power of attorney in original along with Notarized copy to be Forwarded with application
Limited Company	Persons holding Power of attorney	The power of attorney in original along with Notarized copy to be Forwarded with application

Format -1

Information of Bank Account of Company	Document to be submitted
<p>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</p> <ol style="list-style-type: none"> 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 	Information of Bank Account of the Company duly endorsed by the Bank