

BHARAT HEAVY ELECTRICALS LIMITED
Regional Operations Division
Mumbai



REGISTRATION
OF
AIR CONSOLIDATION AGENTS

BE A PARTNER IN OUR PROGRESS

RE/MUM/IMP/8T/5216
DATE: 31st AUGUST, 2012

Ref: RE/MUM/IMP/8T/5216

Date: 31st August, 2012

To

M/s _____

Dear Sirs,

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

The Company crossed a turnover of Rs.49,310Crores during the financial year 2011-12.

The indicative data on the Imports and Exports of BHEL is here below for guidance:

1. Imports
 - a. Number of AWB: 2704 Nos.
 - b. Tonnage : 1375 Freight Tons
2. Exports:
 - a. Number of AWB: 133 Nos.
 - b. Tonnage : 284 Freight Tons

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. Hardwar, 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 is to be enclosed. The original is to be produced as and 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. Chartered Accountants certified data to be enclosed.**
- 5. Average Annual Turnover of Rs. 2 Crores in the field of air freighting during the last 3 years. A certificate from the firm of Chartered Accountants confirming the same to be enclosed.**
- 6. The parties must have a positive net worth in the year 2011-12.**
- 7. The parties must have earned net profit in last ONE Financial Year.**
- 8. Current ratio must be greater than 1.**
- 9. Original latest current solvency certificate from a scheduled bank in India (Rs 50 lakhs)**
- 10. 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.**
- 11. The parties should not have been banned on business dealing by Central Govt. / PSU / State Govt. A self certification should be submitted by party.**
- 12. EFT Details certified by bank.**
- 13. The data for Sl. No 4 to 8 is to be certified by Chartered Accountant.**

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. The evaluation of air consolidation agents for registration will be done on the basis of the essential criteria listed above.

Registration form may be obtained from BHEL website www.bhel.com . The last date of submission of registration documents is **14th Sept, 2012 – 1600 Hrs.** Please feel free for further information/clarification, if any on Tel. No. 22171340/22171341/22171320 (Mumbai) or email id: julie@bhelrmb.co.in / varne@bhelrmb.co.in

The registration documents shall be placed in a cover, labeled with the Contractors 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 14th Sept, 2012.

Thanking you,

Yours truly,
For BHARAT HEAVY ELECTRICALS LIMITED

General Manager-WR

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 :
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. Municipality/Corporation License:
(Copy to be enclosed)
6. Break bulk permission available : Yes/No
(Please enclose copy of above)
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)

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

If required attach additional sheets.

14. Information on Imports in Mumbai in the following format:-

<u>Year</u>	<u>No. of HAWBs</u>	<u>Tonnage</u>
2009-10		
2010-11		
2011-12		

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

<u>Year</u>	<u>No. of HAWBs</u>	<u>Tonnage</u>
2009-10		
2010-11		
2011-12		

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

<u>Year</u>	<u>No. of HAWBs</u>	<u>Tonnage</u>
2009-10		
2010-11		
2011-12		

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

<u>Year</u>	<u>No. of HAWBs</u>	<u>Tonnage</u>
2009-10		
2010-11		
2011-12		

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

<u>Year</u>	<u>No. of HAWBs</u>	<u>Tonnage</u>
2009-10		
2010-11		
2011-12		

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

<u>Year</u>	<u>No. of HAWBs</u>	<u>Tonnage</u>
2009-10		
2010-11		
2011-12		

Information on Exports from Chennai in the following format:-

<u>Year</u>	<u>No. of HAWBs</u>	<u>Tonnage</u>
2009-10		
2010-11		
2011-12		

20. No. of ODC shipments handled Country-wise in year (enclose 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>
2009-10				
2010-11				
2011-12				

21. No. of ODC shipments handled Country-wise in year (enclose 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>
2009-10				
2010-11				
2011-12				

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

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

- 24 Financial Data for 3 years to be certified by the Statutory Auditor (CA) on his Letter head:

S. No.	Description	2009-10	2010-11	2011-12
A	Turn Over in the field of Air freighting			
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			

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. **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 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. Whether organization has been referred to BIFR/NCLT or declared "SICK" by any Statutory Authority. **Yes/No**
29. Whether you have your own CHA **Yes/No**
If yes, kindly enclose CHA license.
If no, do you have tie up with any CHA?
Please provide documentary proof.
30. Whether you have your own transporter **Yes/No**
If yes, kindly enclose documentary proof.
31. Following information/documents are also required to be furnished:
(i) List of customers.
(ii) Copies of Latest Performance Certificates
32. ISO 9001 accreditation
33. OHSAS 18000 accreditation

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 Break bulk Certificate from Office of the Commissioner of Customs Air Cargo Complex, Sahar, Mumbai
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 (CA) on his letterhead as required in Sl. No 24
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. List of Customers along with copies of respective work orders.
14. Organizational chart for Mumbai, Delhi, Chennai, Bangalore & Hyderabad respectively.
15. List of PSU customers along with respective work orders
16. Copies of latest Performance Certificates from PSU customers as well as other customers
17. Duly filled in EFT format

18. Certificate stating that the Company should not have been banned on business dealings by Central Govt. / PSU / State Govt.
19. Self Certification stating that the party should NOT have been referred to BIFR/NCLT or declared "SICK" by any Statutory Authority.
20. CHA license in case you have your own CHA / documentary proof in case you have tie up with any CHA
21. Documentary proof for transporter
22. CA certification for data at Sl. No 4 to 8 of **essential criteria for registration of the parties.**

Signature and seal of authorized signatory