

**PART –I-QR BID**

***APPLICATION FOR  
REGISTRATION OF  
CUSTOMS HOUSE  
AGENTS (CHA)***

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

**No.: RE/MUM/IMP/8T/5133**

**Date : 19/10/2010**

To,

\_\_\_\_\_  
\_\_\_\_\_

**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. During the last year the import of 3600 B/Es of Sea and Air Shipments having total tonnage of 60000 tons have been handled by Mumbai office.

BHEL Mumbai is inviting tender for Registration and Appointment of Customs House Agent for Custom clearance of BHEL imports of Engineering and Project goods for various BHEL units.

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 other requisite documents for CHA Tender on or before **29/10/2010 by 15.00 hrs.** This is three part bid. First part is for registration, second part-Technical bid and third part is Price bid. Each part shall be submitted in separate envelopes duly sealed. Part I may be superscribed as **“CHA TENDER PART-I”** and bear the address of the Office of the Addl. General Manager (MS), Bharat Heavy Electricals Ltd., Regional Operations Division, 14/15<sup>th</sup> floor, Center-I, World Trade Center, Cuffe Parade, Mumbai – 400 005. The other parts may be superscribed as given in the respective bid parts.

The Qualifying Requirements 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. Such 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 continuous experience of 10 years in CHA operations.**
- 3. Must have office in the vicinity of each at Mumbai port, Airport, Nhavashea dealing with CHA operations.**
- 4. Must have achieved a Average Annual Turnover of at least Rs. 40 Lakhs on CHA operations for the last three years (Based on audited Accounts for year 2007-08,2008-09 & 2009-10).**
- 5. Must have achieved a net profit (after tax) for the last three years (2007-08,2008-09,2009-10)**
- 6. Current ratio more than 1 (for the year 2009-2010) for the latest financial year.**
- 7. Positive Net worth for the financial year 2009-10.**
- 8. CHA must have handled at least 300 B/Es of Engg/Project cargo (includes DEEC, EPCG,PI B/Es etc.) per year in the previous three financial years.**  
  
**(Sl Nos 4,5,6,7,8, are to be certified by Chartered Accountant)**
- 9. Latest (issued after 01/09/2010) Solvency certificate from scheduled bank for Rs.50 lakhs**
- 10. CHA must have ICEGATE connectivity with customs in their office.**

The Application for Registration of CHA should reach the office of the Addl. General Manager (MS), 14/15<sup>th</sup> Floor, BHEL, ROD,WTC-1,Cuffe Parade,Mumbai-400 005, on or before **29/10/2010 by 15.00 hrs.**

Processing of the Bids will be as under :-

- 1. The existing Registered vendors of ROD Mumbai & ROD Chennai need not submit the Bid Part-I Application for Registration of CHA.**
2. For the other bidders who meet QR of Part-I, Part-II of the bid will be opened/scrutinized.
3. Those bidders who qualify the Technical requirements of the Tender in Technical Bid-II, their Price Bid-Part-III will be opened.

Thanking you,

Yours sincerely,  
For Bharat Heavy Electricals Ltd

M.G.Kargaonkar  
Addl.General Manager (MS)

Enclosed :- (1) CHA Registration Form — 8 pages  
(2) Declaration Letter by CHA — 1 page

# **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 OTHER PARTICULARS :

6.1 IS THE COMPANY AN ISO 9001/14001 and OHSAS 18001 accredited Yes/No  
(If yes, enclose Certificate)

6.2 COMPLIANCE WITH CHILD LABOUR ACT : Yes/No

6.3 COMPLIANCE WITH INDIAN DOCK LABOUR ACT: Yes/No

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

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

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

NAME :

STAFF NO. :

DESIGNATION :

DEPARTMENT :

RELATIONSHIP :

6.6 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)

**7.0 FINANCIAL INFORMATION**

**7.0** The Financial Data for 3 years to be certified by the Statutory Auditor (CA) on his Letter Head as under :-

Sl.No	Description	2007-08	2008-09	2009-10
A	Total Turnover of Company			
B	Turnover for CHA activities			
C	Gross Profit			
D	Net worth (paid up share capital or partnership capital or proprietor capital + Reserves)			
E	Net Profit			
F	Current Ratio = (Current Assets/Current Liabilities)			
G	Total No. of B/E handled			
H	Net worth positive			

**8.0 Banking details of the Company**

Information of Bank Account of Company	Documents 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"> <li>1. Name of the Company</li> <li>2. Name of Bank</li> <li>3. Name of Bank Branch</li> <li>4. City/Place</li> <li>5. Account Number</li> <li>6. Account type</li> <li>7. IFSC code of the Bank Branch</li> <li>8. MICR Code of the Bank Branch</li> <li>9. Details of other Bankers (for reference purpose only).</li> </ol> <p><b>NOTE :</b></p> <p>(i) Vendors who have already submitted the above information are requested to submit a copy of the same.</p>	Information of Bank Account of the Company duly endorsed by the Bank	

## 9.0 Man Power for Customs processing/examination/handling of BHEL Unit consignments :-

A separate qualified team of adequate number of persons is required for Customs clearance activities of each BHEL Unit. CHA to submit undertaking stating that if BHEL places order for Customs clearance activities, we will recruit/assign requisite no. of qualified manpower as desired by BHEL for Customs clearance of BHEL Unit. When there are large no. of import consignments, BHEL expects clearance of 10 shipments of each BHEL manufacturing unit, per day per CHA and hence the CHA has to arrange for the requisite manpower for the same. BHEL cargo is being received at various CFS and hence CHA to be geared for the timely clearance considering the above.

### Note:

1. The application should be furnished in prescribed format only.
2. The documents can be collected from this office from 19/10/2010 to **28/10/2010 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 filled up application has to be submitted along with the supporting documents as per page 12, on or before the due date and time-
4. Those tenderers who fulfil the essential criteria for registration only will be qualified for 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 for BHEL tenders.
6. 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.
7. For any clarification on the above, please contact over telephone No. **022-22185038/22180401** 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	Proprietor	-
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.**

- (i) Notorised copy of valid regular CHA licence. (Original to be produced for checking.)
- (ii) Certificate from client and custom record of Bill of Entries to be submitted in support of Min. 300 B/Es of Engg. Crgo (DEEC, PI, EPCG etc.)
- (iii) Certificate from Chartered Accountant indicating the clauses as per the Clause No.7.0 (Financial Information). This is a must and has to be enclosed along with the application for registration.
- (iv) Letter/Certificate from Customs/Registering Authority for ICEGATE connectivity.
- (v) Permanent Account No.(PAN) & copy of PAN Card.
- (vi) Self attested copy of CHA association Registration Certificate at Mumbai, Nava Sheva, Mulund.
- (vii) Service tax registration certificate.—Copy
- (viii) Trade Licence under shop and establishment act.---Copy
- (ix) Appreciation letters/testimonials issued by customers ( if available)---Copy
- (x) 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.
- (xi) Notarised copies of the following documents as applicable:
  - Power of attorney & copies thereof
  - Memorandum of Articles of Association
  - Certificate of incorporation
  - Partnership Deed
  - Municipal Trade Licence.
- (xii) Proof of office : Pl. enclose Rent Receipt/Ownership documents/Lease document/ telephone/electricity bill etc. for Office

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

- (xiii) Undertaking as per Clause No.9.0 for recruiting qualified persons for BHEL Customs clearance.

**DECLARATION BY CHA (on Company's letter head)**

To,  
Bharat Heavy Electricals Ltd.  
14/15<sup>th</sup> Floor, ROD, World Trade Centre-1,  
Cuffee Parade, Coloba,  
Mumbai-400 005.

Sir,

**SUB: Declaration 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 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: