

EXPRESSION OF INTEREST (EOI)

FOR

REGISTRATION OF VENDORS FOR CUSTOM HOUSE
AGENT AT NEW DELHI

SECTION - I

To,

M/s _____
_____**SUB: APPLICATION FOR REGISTRATION OF CHA**

BHEL, Government of India Undertaking, a “Maharatna” Company, invites applications for registration as Customs House Agents for Imports at New Delhi Airport and various ICDs at Delhi.

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, Defense etc.

BHEL - ROD New Delhi office is supporting to various manufacturing units of BHEL for Customs clearance of imported goods. The average number of Bill of Entries and weight of consignments cleared for last three years are 99 Nos and 55 MTs respectively.

BHEL ROD New Delhi is inviting Expression of Interest for registration and appointment of Customs House Agents (CHA) for the following:

- i. Custom Clearance/Handling of Air Imports at New Delhi Airport
- ii. Custom Clearance/Handling at various ICDs near New Delhi.

Application for Registration of CHA is to be submitted in the prescribed format along with requisite documents on or before 24/05/2014 by 17.30 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 (Comml. And MS), Bharat Heavy Electricals Ltd., ROD New Delhi, 3rd Floor, Integrated Office Complex. New Delhi-110003

Mandatory requirements for Registration as Customs House Agents are as under:

- i) Must have a valid regular Customs House Agent License.
- ii) Must have a minimum experience of 5 years in the field.
- iii) Must have office at Delhi/NCR with all infrastructure facilities like telephones/e-mail connections etc. Full address with details to be submitted.
- iv) Must have **ICEGATE (online (EDI) facility for filing bill of Entry)**. Copy of any bill of entry to be submitted.
- v) Must have covered godown for operation, to keep incoming / outgoing consignments. Detailed address and facilities to be submitted.
- vi) Total bill of Entries (New Delhi Airport plus ICDs) during 11-12, 12-13 & 13-14 must be 500 (Five Hundred) in no's per year.

- vii) Must have experience in custom clearing of engineering items, at least 20% of total Bill of Entries cleared per year for last three years.
- viii) Must have achieved an average Annual Turn-Over of Rs.10 Lakhs during the last three financial years on CHA/Handling operations.
- ix) Net worth positive for last Financial Year.
- x) Should have achieved net profit (after tax) for the last Financial year.

Last three year financial year 2011-12, 2012-2013 and 2013-2014 audited Balance sheet and P & L accounts may be provided.

After receipt of Applications in the prescribed format of this NIT the same will be processed by BHEL. Those parties fulfilling the above mandatory requirements will alone be further evaluated for registration process.

Parties meeting the qualification requirements will be registered as vendors for CHA/Handling operations subject to qualifying the above mandatory requirements and fulfilling the minimum marks of 180 out of maximum 300 marks as stated below:

Marks would be allotted for points in Section II and III as per the (BHEL-Contractor Evaluation) marking scheme in Section IV. Section IV(A) (Organization soundness) have been allotted with maximum of 100. Section IV(B) (Quality requirements) have been allotted with maximum of 100 marks and Section IV(C) (Technical requirements) have been allotted with maximum of 100 marks.

Those parties, who have secured minimum marks 60 out of 100 in each of the Section IV(A), IV(B) and IV(C) as stated above and complied with all the mandatory requirements would be qualified as registered vendor for Customs house agent & Handling operations.

After becoming a successful registered vendor, tender will be floated among the registered vendors for finalization of CHA & Handling contractors for Air import for 2 years period.

The Application for Registration of CHA should reach the office of the Addl General Manager, (Comml and MS), New Delhi, on or before **24/05/2014** by **17.30 hrs**. Any further information/clarification can be obtained on Tel.No. 41793289 and 41793139

Thanking you,

Yours Faithfully

For **BHARAT HEAVY ELECTRICALS LIMITED**

Addl General Manager (Comml and MS)

SECTION – II

BHEL CUSTOM HOUSE AGENT 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 No:

FAX No:

E-MAIL:

WEB SITE:

1.2 NAME IN WHOSE FAVOUR CHA LICENCE IS ISSUED:

1.3 NAME & ADDRESS OF YOUR BANKERS WITH WHOM LOAN / CASH CREDIT FACILITY BEING AVAILED:

CHA'S AUTHORISED SIGNATORY

DATE AND SEAL

1.4 LIST OF SERVICE FACILITIES:
(INCLUDING MATERIAL HANDLING FACILITY)

STATEMENT 1.4.1: Details of warehouse/godowns in Delhi/NCR/Airport Complex:-

Sl. No.	Name of Go-down with address (Within Delhi)	Area in Sq.Ft.	Open or Closed	Owned or Rented	Total manpower	Basis of Charge (per day /per month/per ton or others)

STATEMENT 1.4.2: Details of CHA Offices:-

Sl. No.	Name of Head/Main offices with address	Owned or Rented	Total manpower	Manpower for Custom operation	Contact Person	Email & Telephone

CHA'S AUTHORISED SIGNATORY

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2.0 OWNERSHIP INFORMATION:

2.1 GOVT. OF INDIA UNDERTAKING

OR

STATE GOVT. UNDERTAKING:

OR

PRIVATE COMPANY,

PUBLIC LIMITED COMPANY

PARTNER SHIP/SOLE PROPRIETORSHIP

}
}
}
}
}
}

NO DOCUMENTATION
REQUIRED

MEMORANDUM AND
ARTICLES OF ASSOCIATION

2.2 NATURE OF BUSINESS:

2.3 YEAR OF ESTABLISHMENT:

CHA'S AUTHORISED SIGNATORY

DATE AND SEAL

3.0 REGISTRATION PARTICULARS: (as applicable)

- 3.1 INCOME TAX PERMANENT ACCOUNT NUMBER;
- 3.2 WORKS CONTRACT TAX REGISTRATION NUMBER:
- 3.3 VALID CHA REGULAR LICENCE NUMBER AND VALIDITY:
- 3.4 DELHI CHA ASSOCIATION REGISTRATION NUMBER:
- 3.5 SERVICE TAX REGISTRATION NUMBER:
- 3.6 LABOUR LICENCE No. UNDER CONTRACT LABOUR (R&A) ACT.
- 3.7 REGISTRATION NUMBER SHOP AND ESTABLISHMENT ACT.
- 3.8 IATA REGISTRATION NUMBER
- 3.9 CREDIT RATING BY APPROVED AGENCY IF ANY
- 3.10 REGISTRATION WITH OTHER REPUTED ASSOCIATIONS/AGENCIES/PSU
- 3.11 PORT REGISTRATION CERTIFICATE ISSUED BY PORTS:
- 3.12 COMPLIANCE WITH CHILD LABOUR ACT

CHA'S AUTHORISED SIGNATORY

DATE AND SEAL

4.0 MANAGEMENT INFORMATION:

4.1 NAME OF CHIEF EXECUTIVE/PROPRIETOR/PARTNER & ADDRESS:

4.2 OFFICIAL TO BE CONTACTED FOR CLARIFICATION :(Minimum Two)

NAME

DESIGNATION

ADDRESS

TELEPHONE NUMBER.

FAX NUMBER:

MOBILE NUMBER:

E-Mail ID:

4.3 TOTAL ORGANISATIONAL STRENGTH:

	GRADUATES	DIPLOMA	SKILLED	NON-SKILLED
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ADMINISTRATION &

COMMERCIAL:

TECHNICAL:

OPERATIONS:

DOCUMENTATION:

QUALITY:

MAINTENANCE:

FIELD OPERATIONS:

OTHERS:

TOTAL:

CHA'S AUTHORISED SIGNATORY

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5.0 QUALITY REQUIREMENTS:

(Submit Documentary proof for each)

- | | | |
|-----|---|----------|
| 5.1 | IS THE COMPANY AN ISO 9000 APPROVED | YES / NO |
| 5.2 | IS THE COMPANY AN ISO 14001 APPROVED | YES / NO |
| 5.3 | IS THE COMPANY AN ISO 18001 APPROVED | YES / NO |
| 5.4 | WHETHER THE COMPANY GAINED EXPERIENCE IN CLEARNANCE AND HANDLING OF PSU / STATE GOVT. UNDERTAKING | YES / NO |
| 5.5 | EXPERIENCE IN CLEARANCE & HANDLING OF ENGINEERING / PROJECT CARGO | YES/NO |
| 5.6 | WHETHER THE COMPANY IS HAVING BUSINESS WITH THREE OR MORE CUSTOMERS | YES/NO |
| 5.7 | WHETHER THE COMPANY IS HAVING CONTINUOUS BUSINESS IN LAST THREE YEARS | YES/NO |

CHA'S AUTHORISED SIGNATORY

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SECTION-III

PAST OPERATIONAL DATA

(USE SEPARATE SHEETS IF NECESSARY)

1. STATEMENT 1– Details of Air Imports at Delhi in the following format:-

Year	No. Of Total B/Es	No. of B/Es of Engg items	Total Tonnage	CIF Value Rs. In lakh
2011-12				
2012-13				
2013-14				
	Total		Total	Total

2. Financial information: STATEMENT 2

Year	Sales Turn over.	Profit before Tax (Rs. in lakhs)	Net worth (as per audited figures)	Current assets Vs. current Liability Ratio	Refer to BIFR/NCLT case or sick
2011-12					Yes/No
2012-13					Yes/No
2013-14					Yes/No
Average		Total	Total	Total	

(Please submit Chartered Accountants Certificate attesting to this data)

3. STATEMENT 3– Details of Air Import ODC consignments cleared at Delhi in the following format:-

Note: Over Dimensional Cargo is defined only for Air Import clearance. Any individual package exceeding a 10ft pallet dimension i.e 125" (L) X 88" (W) X 63" (H)

Year	No. of ODC consignments cleared	Tonnage	CIF Value Rs. In Lakh
2011-12			
2012-13			
2013-14			
	Total	Total	Total

CHA'S AUTHORISED SIGNATORY
DATE AND SEAL

4. STATEMENT 4– Details Project Import Bond and DEEC/EPCG Licence registered at New Delhi in the following format:-

Year	No. of PI Bond registered	PI bond value Rs. In lakh	No. of DEEC Licence registered	CIF Value of Licence Rs. In lakh	No. of EPCG Licence registered	CIF Value of Licence Rs. In lakh
2011-12						
2012-13						
2013-14						
	Total	Total	Total	Total		

5. STATEMENT 5 – Details Project Import Bond and DEEC/EPCG Licence bond cancelled at New Delhi:-

Year	No. of PI Bond cancelled	Value Rs. In lakh	No. of DEEC bond cancelled	Value Rs. In lakh	No. of EPCG bond cancelled	Value Rs. In lakh
2011-12						
2012-13						
2013-14						
	Total	Total	Total	Total		

6. STATEMENT 6 – Details of Technical/Clerical Personnel available with the CHA. (Delhi Offices)

Sl. No.	Name of person	Qualification on BE/BTech/ Diploma in Nos	Non – technical person No of employees	Whether working in field or in office In Nos	Period for which the person is working no yrs

7. STATEMENT 7 – Details of Handling Equipments Tools and tackles owned/leased available with the CHA. (Attach documentary evidence- RC Book to be submitted) separately.

a)

Sl. No.	Type of Equipment/vehicle owned/leased operating at Delhi/NCR	Description	No of Equipment
1	Mini Truck		
2	Truck		
3	Other		

b)

	Weight (upto MT per package)
Ability to Handle/transport Material to godown and further load it to transport arranged	

8. STATEMENT 8– Details of Imports at ICDs in the following format:-

Year	No. of B/Es	Tonnage	CIF Value Rs. In lakh
2011-12			
2012-13			
2013-14			
	Total	Total	Total

I/WE CONFIRM THAT I/WE HAVE NO OBJECTION FOR THE VERIFICATION OF THE ALL THE FACTS/INFORMATIONS MENTIONED ABOVE BY A TEAM OF OFFICIALS OF BHEL.

It is certified that the data given above are true and found correct based on the records and facts available with the company and in any case, found to be incorrect at any point of time by BHEL has the right to debar from Vendor registration / delist from the registered list as decided by BHEL.

CHA'S AUTHORISED SIGNATORY
DATE & SEAL

Note:

1. The application should be furnished in prescribed format only, and it is to be submitted on or before 24/05/2014 along with all supporting documents.
2. Only parties found suitable after processing the application from (as per eligibility Criteria) will be included in the registered contractor list. Submission of filled up application form and supporting documents does not automatically guarantee registration. Only parties meeting the eligibility criteria will be considered for final registration.
3. Registration with BHEL however does not automatically guarantee issue tender enquiry or award of work, whatsoever.
4. The registration will be valid for a period of maximum four years.
5. BHEL reserves the right to select parties for tendering out of the registered list, as per its own systems/procedure, without giving clarifications to any party.
6. The list will be kept confidential & may be furnished to our customers, if so demanded.
7. For any clarification on the above, please contact over the following telephone numbers (011-41793289, 41793139) on any working day.
8. All pages of this application form along with the attached documents are to be signed by authorized signatory along with his stamp and seal of the organization.

CHA'S AUTHORISED SIGNATORY

DATE AND SEAL

LIST OF DOCUMENTS TO BE ATTACHED IN FOLLOWING SERIAL ORDER

1. Self Attested copy of valid regular CHA licence.
2. Annual report/profit & loss account/balance sheet: one copy of each of the following for the last three years are to be furnished:
 - a) Annual Report.
 - b) Profit & Loss Account.
 - c) Balance Sheet
 - d) Audit report.
3. Permanent account No.(PAN) and copy of PAN card
4. Delhi CHA association Registration Certificate.
5. Service Tax registration certificate.
6. Appreciation letters/testimonials issued by customers (if available).
7. Solvency certificate issued by your bankers (as per enclosed certificate).
8. Cargo handling division Delhi/other port certificate
9. Other documentary proofs as per Section II and Section III

CHA'S AUTHORISED SIGNATORY

DATE AND SEAL

DECLARATION OF CHA (on his letter head)

To

Bharat Heavy Electrcials Ltd.
Regional Operations Division
Integrated Office Complex
Lodhi Road, New Delhi

Sir,

Sub: Application for registration as CHA

I/We hereby submit an application for registration with BHEL as a custom House agent (CHA).

I/We affirm that the particulars given are true to best of our knowledge and belief.

I/We certify that I/we have read carefully all the conditions/requirements of CHA registration application and would abide by it.

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

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.

Applicant Name and address/Seal

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

CHA's AUTHORISED SIGNATORY

DATE AND SEAL

5	Remarks, if any :
6	<p><u>Signature of evaluation committee:</u></p> <p>QUALIFIED (Total Marks: 100) (Min. Qualifying Marks: 60)</p> <p>NOT QUALIFIED</p>

Annexure IV (B)
CONTRACTOR EVALUATION
Part B: QUALITY :

Sl. No.	PARAMETER	QUALIFICATION CRITERIA	EVALUATION BY BHEL (MARKS)		
			Criteria	Maximum Marks	Marks awarded
1	Ability to deliver Quality Services in terms of Evidence of Quality Assurance within the Organisation on the basis of various information available in the application OR on reports from existing Sites OR reports from Previous Works.	1. Experience in clearing of Engineering and project cargo (Reputed and heavy Engineering firm)	YES :20 No :00	20	
		2. CONTRACTOR having business with 3 or more Customers	YES :20 No :00	20	
		3. Having continuous business in the last 3 years	YES :20 No :00	20	
		4. ISO 9001/ 14000 and OHSAS 18000 accreditation	YES :20 No :00	20	
		5. Experience in clearing PSU company/ State government U/T cargo	Yes :20 No:0.0	20	
<u>NOTE: If Qualification Criteria above are met with 60 Marks, the Contractor can be treated as Qualified for Part B.</u>					
2	<u>CONTRACTOR evaluation for QUALITY (tick which ever applicable)</u>				
	QUALIFIED (Total Marks: 100) (Min. Qualifying Marks: 60)	NOT QUALIFIED			

Annexure IV C
CONTRACTOR EVALUATION
Part C: TECHNICAL:

Sl no	PARAMETER	QUALIFICATION CRITERIA (MANDATORY)	EVALUATION BY BHEL (MARKS)		
			Criteria	Maximum Marks	Marks awarded
				80	
1	BASIC REQUIREMENT	Should fulfill the "BASIC REQUIREMENT" for the subject CATEGORY/WORK (refer to the marking scheme attached in the annexure as per annexure below)	i) Infra structure	10	
			ii) Air Import	45	
			iii) Air Import ODC	5	
			iv) PI/DEEC / EPCG regn	5	
			v) Technical persons	5	
			vi) PI/DEEC / EPCG cancellation	5	
			vii) ICD Import	5	
2	Adequacy of T&P, Machinery (owned/leased by the Company)	Truck -4 Mini Truck- 3 Others - 1	Criteria	Maximum Marks	Marks awarded
		Handling of Material (Weight per package) > 3 MT 12 marks 1 MT – 3 MT 10 marks 0.5 MT -1 MT 5 marks < 0.5 MT 0 marks	Yes :20	20	
3	Remarks, if any :				
	QUALIFIED (Total Marks: 100) (Min. Qualifying Marks: 60)		NOT QUALIFIED		
4	<u>Signature of evaluation committee:</u>				

SECTION IV (C) Annexure to Technical - Basic requirements (Maximum 80 Marks allotment)

A) MARKING SCHEME FOR GENERAL REQUIREMENTS:

	Condition & marks	Maximum marks
Infrastructure	Area of Godown > 1000 Sqft 10 marks 500-1000 Sqft 5 marks < 500 Sqft 0 marks	10 MARKS
Air imports	BE > 1500 15 Marks BE 1000-1500 10 marks BE 500-1000 5 marks BE<500 0 % BE Engg > 40% 10 Marks % BE Engg 20-40% 5 marks % BE Engg <20% 0 Tonnage >250 10 marks Tonnage 100-250 MT 5 marks Tonnage <100 MT 0 marks CIF value >10 crores 10 marks CIF value 5- 10 crores 5 marks CIF value <5 crore 0 marks	45 MARKS
Air Import ODC CARGO	>10 ODC 5 5-10 ODC 3 1-5 1	5 MARKS
Project Import/DEEC/EPCG Bond registered with Delhi	>5 Bonds 5 >3 - 5 Bonds 3 >1- 2 - Bonds 2	5 MARKS
Project Import/DEEC/EPCG Bond Cancellation at Delhi	>5 Bonds 5 >3 - 5 Bonds 3 >1- 2 - Bonds 2	5 MARKS
Technical Personnel Available with CHA at Delhi	>2 tech 3 1-2 tech 2 5 Nos clerk 2 < 5 clerks 1	5 MARKS
Import at ICD	BE > 100 5 Marks BE 50-100 2.5 BE <50 0 marks	5 MARKS
	Total	80 marks