

BHARAT HEAVY ELECTRICALS LIMITED
Regional Operations Division
Mumbai /Chennai



REGISTRATION
OF
SHIPPING AGENTS & MTO's

BE A PARTNER IN OUR PROGRESS

RE/MUM/IMP/8T/5122

Date: 24th July, 2010

To

M/s _____

_____:

Dear Sirs,

BHEL, a Government of India Undertaking, one of the “Nav Ratna” Company, invites you to become a partner in our progress for registration as shipping agents & MTOs for sea 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, defence etc.

The Company crossed a turnover of Rs. 34050 Crores during the financial year 2009-10.

Imports undertaken by BHEL are generally components for Gas Turbine, Steam Turbine, Generator, Motors, Pump, Compressor, Transformer, Boiler (Pipes and Plates) etc including finished parts and raw material like plates, coils, pipes, castings, forgings etc.

Import data of BHEL for 2009-10 is as under :-

- a. Tonnage : 2,00,000 MT
- b. Number Of Shipment : 5000 Nos.

The majority of imports are from Europe Continent, Far East and Black Sea Port Countries.

Export data of BHEL for 2009-10 is as under :-

- A. Tonnage : 90,000 FRT Tons
- B. Number of Shipments : 1000 Nos.

BHEL export destinations are Oman, Senegal, Syria, Libya, Dubai, Saudi Arabia, Zambia, Greece, Thailand, Bangladesh, Azerbaijan, Tajikistan, Afghanistan, Iran, Iraq, Sudan and other West African Countries.

The shipments would be mainly Power Plant Project material i.e Gas/Other Turbines, Condensers, Boilers, Transformers, Motors, Power Plant Auxiliaries being manufactured at various BHEL Units.

The shipments would also be made for spares or transmission project items i.e Bushings etc in Containers.

The shipments made are on Port to Port shipment or with site delivery. Container Shipments are also being made by BHEL.

Application are invited from eligible companies to register as shipping companies/shipping Agents (hereinafter known as Parties) and MTOs for import and export of sea consignment to handle Shipments to and from Ports, i.e. Mumbai & , Chennai .While the major port of Import are Mumbai, JNPT, Kandla, Mundra, Chennai with all allied ports located in the vicinity, the major ports of export are JNPT, Mumbai, Karaikal, Vizag & Chennai for the following categories:

1. Container Shipments
2. Break Bulk Shipments
3. Heavy Lift Shipments
4. MTO Shipments

The Parties should have infrastructure facilities to handle shipping activities & MTO Import/Export and computer based communication and documentation group. In the coming years, BHEL intends to minimise paper work and time involved in tendering process. We are moving towards e-tenders/offers and follow online Reverse Auction system.

The Parties may request for registration for all or any of the categories stated above.

This registration process does not guarantee placement of order for shipping consignments.

This registration is for empanelment of Shipping Agent & MTO's for import and export of BHEL cargo to whom tenders will be issued from time to time. If the registered party fails to participate in three consecutive tenders, then registration will be reviewed and BHEL's decision to issue the tenders to such parties shall be final and binding.

Last date of submission of registration documents is **9th August 2010, 16 00 Hrs.** Please feel free for further information/clarification, if any on Tel. No. 22185038//22180401/22180740 (Mumbai).

Ref No. RE/MUM/IMP/8T/5122

Date : 26th July, 2010

The registration documents shall be placed in a cover labeled with the contractor name, address and contact person. This cover may be super scribed 'REGISTRATION FOR SHIPPING AGENTS AND MTO's' and addressed to 'ADDITIONAL GENERAL MANAGER (MS), 14/15 th FLOOR,WTC-1,BHEL,ROD, CUFFE PARADE MUMBAI-400 005.

Ref No : RE/MUM/IMP/8T/5122 Date 26/07/2010.

The registration documents complete in all respect to be submitted in the tender box at 15 th Floor,WTC-1,BHEL,ROD,Cuffe Parade,Mumbai-400 005. By **16 00 Hrs on 09/08/2010.**

Thanking you,

Yours truly,

For BHARAT HEAVY ELECTRICALS LIMITED

--- Sd/ ----

ADDL. GENERAL MANAGER (MS)

**Guidelines to Shipping Agents & MTOs For
Filling up the Registration Form**

- 1] Registration Form may be obtained from BHEL website www.bhel.com.
- 2] Any clarification with respect to procedure for registration may be obtained from BHEL, Regional Operations Division (ROD) Mumbai.
- 3] The Contractor Registration Form has two sections :-

Section – I : COMPANY PROFILE AND GENERAL INFORMATION.

Section – II : WORK EXPERIENCE

For each of the Work experience format filled up, the following needs to be attached.

Self attested Copy of Work Order / Award Letter and allied documents containing interalia

- [a] Self attested copies of Work Completion Certificates issued by Owner or agency who has awarded the contract. BHEL reserves the right to verify the authenticity of the document from the originator. Hence kindly see that all contractual & contact details are available in the completion certificates to lend easy verification if required.
- [b] Self attested copies of Protocol signed by Client and Owner, indicating the completion/achievement/execution of the Milestone achieved.
- [c] Documentary evidence issued by Owner/Client, indicating the progress of Work achieved not less than that specified in the Basic QR even if the total contract is not completed/closed.

Relevant documents for each 'WORK EXPERIENCE' format being filled up are to be submitted.

- i] 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.
- ii] 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.
- iii] Any information / clarification required by BHEL during evaluation must be given expeditiously.
- iv] Please ensure that all required enclosures are attached with the filled up Registration Form and list of enclosures is given as required.
- v] Incomplete forms will be rejected.

- vi] Please fill up the check-list attached and send along with the Registration Forms to BHEL.
- vii] 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 service rendered will be evaluated.

Signature & Seal

Date :

(Authorised Signatory)

| Sl.No. | Check-Point | Yes/No |
|--------|---|--------|
| 1. | Information against all points under "Organizational Information" has been given. | |
| 2. | All enclosures and supporting documents have been enclosed. | |
| 3. | All the parts of the form & enclosures have been signed by Authorized Signatory. | |
| 4. | Solvency Certificate Enclosed | |

Signature & Seal**Date :**

(Authorised Signatory)

Note: This check list is to be attached with the filled up Contractor Registration Form.

- Name of contact person :
 Email ID :
- 7.2 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 Communication facilities at **Mumbai/JNPT**
 (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
- 10 Communication facilities at **Chennai**
 (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 Inhouse online system available : Yes/No -
 (e) Facility to scan documents and to transmit to BHEL Office in Chennai : Yes/No
- 11 Do you have own consolidation agency : Yes/No
 If yes, give details portwise :
- If no,give details of agency with whom you will Be operating portwise
- 12 Organisation in detail at **Mumbai** for Sea Imports & Exports seperately
- Total Staff :
 (No. of persons)
 - Organisation chart :
 - Head :
 - Executives :

13 Organisation in detail at **Chennai** for Sea Imports & Exports separately

- Total Staff :
(No. of persons)
- Organisation chart :
- Head :
- Executives :

14. Information for container cargo handled in Mumbai in the following format :

| <u>Year</u> | <u>No.of TEUs</u> | <u>LCL No. of shipments</u> | <u>Tonnage</u> |
|-------------|-------------------|-----------------------------|----------------|
| 07-08 | | | |
| 08-09 | | | |
| 09-10 | | | |

15. Information for Break Bulk cargo shipments in/from Mumbai in the following format :

| <u>Year</u> | <u>No.of B/Ls</u> | <u>Tonnage</u> |
|-------------|-------------------|----------------|
| 07-08 | | |
| 08-09 | | |
| 09-10 | | |

16. Information for Heavy Lifts cargo shipments in/from Mumbai in the following format :

| <u>Year</u> | <u>No.of Shipments</u> | <u>Tonnage</u> |
|-------------|------------------------|----------------|
| 07-08 | | |
| 08-09 | | |
| 09-10 | | |

17. Information for MTO cargo shipments in/from Mumbai in the following format :

| <u>Year</u> | <u>No.of MTDs</u> |
|-------------|-------------------|
| 07-08 | |
| 08-09 | |
| 09-10 | |

18. Information for container cargo shipments in/from Chennai in the following format :

| <u>Year</u> | <u>No.of TEUs</u> | <u>LCL No. of shipments</u> | <u>Tonnage</u> |
|-------------|-------------------|-----------------------------|----------------|
| 07-08 | | | |
| 08-09 | | | |
| 09-10 | | | |

19. Information for Break Bulk cargo shipments in/from Chennai in the following format :

| <u>Year</u> | <u>No.of B/Ls</u> | <u>Tonnage</u> |
|-------------|-------------------|----------------|
| 07-08 | | |
| 08-09 | | |
| 09-10 | | |

20. Information for Heavy Lifts cargo shipments in/from Chennai in the following format :

| <u>Year</u> | <u>No.of Shipments</u> | <u>Tonnage</u> |
|-------------|------------------------|----------------|
| 07-08 | | |
| 08-09 | | |
| 09-10 | | |

21. Information for MTO shipments in/from Mumbai in the following format :

| <u>Year</u> | <u>No.of MTDs</u> |
|-------------|-------------------|
| 07-08 | |
| 08-09 | |
| 09-10 | |

22. FINANCIAL DETAILS :

The Financial Data for 3 years to be certified by the Statutory Auditor (CA) on his letterhead

| SI No | Description | 2007-2008 | 2008-2009 | 2009-2010 |
|-------|--|-----------|-----------|-----------|
| A | Total Turn Over of Company | | | |
| B | Turn Over for Container Shipments | | | |
| C | Turn Over for Break Bulk Shipments | | | |
| D | Turn Over for Heavy Lifts Shipments | | | |
| E | Turn Over for MTO Shipments | | | |
| F | Gross Profit | | | |
| G | Net worth(paid up share capital or partnership capital or proprietor capital +Reserves | | | |
| H | Net Profit | | | |

| SI No | Description | 2007-2008 | 2008-2009 | 2009-2010 |
|-------|--|-----------|-----------|-----------|
| I | Current Ratio=(Current Assets/Current Liabilities) | | | |
| J | No of TEUs handled | | | |
| K | LCL tonnage handled | | | |
| L | Break Bulk Tonnage handled | | | |
| M | No Heavy Lifts handled (above 100 MTs) | | | |
| N | No of MTDs handled | | | |

23.

a. PAN :

b. Bank Reference :

(Account Number and other details for Electronic Fund Transfers as per enclosed format)

c. Service Tax Registration Number :

24.

Name of the Countries where Party's have

Strong network for Imports. Pl. give details sector wise as under :

(i) European Sector ports

| <u>Year</u> | <u>No.of B/Ls</u> | <u>Tonnage</u> |
|-------------|-------------------|----------------|
|-------------|-------------------|----------------|

07-08

08-09

09-10

(ii) Black Sea Sector ports

| <u>Year</u> | <u>No.of B/Ls</u> | <u>Tonnage</u> |
|-------------|-------------------|----------------|
|-------------|-------------------|----------------|

07-08

08-09

09-10

(iii) Japanes Sector ports

| <u>Year</u> | <u>No.of B/Ls</u> | <u>Tonnage</u> |
|-------------|-------------------|----------------|
|-------------|-------------------|----------------|

07-08

08-09

09-10

(iv) Chinese Sector ports

| <u>Year</u> | <u>No.of B/Ls</u> | <u>Tonnage</u> |
|-------------|-------------------|----------------|
|-------------|-------------------|----------------|

07-08

08-09

09-10

| | | | |
|-------|--------------------------|-------------------|----------------|
| (v) | Korean Sector ports | | |
| | <u>Year</u> | <u>No.of B/Ls</u> | <u>Tonnage</u> |
| | 07-08 | | |
| | 08-09 | | |
| | 09-10 | | |
| (vi) | USA_ Sector ports | | |
| | <u>Year</u> | <u>No.of B/Ls</u> | <u>Tonnage</u> |
| | 07-08 | | |
| | 08-09 | | |
| | 09-10 | | |
| (vii) | Middle East Sector ports | | |
| | <u>Year</u> | <u>No.of B/Ls</u> | <u>Tonnage</u> |
| | 07-08 | | |
| | 08-09 | | |
| | 09-10 | | |

25 Name of the Principal with whom Company is having tie up:

List of ships owned by Party with derrick crane Capacity, age, P&I/Lloyd certificate. (If Party is not owning ship,specify agent with whom tie-up is established and furnish details with letter of authorization)

26 Organisational 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:

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)

27 Whether the party is fully conversant with 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 Statutory Authority. : Yes/No

29. Whether member of standard National Association : Yes/No

30. Whether member of International Association : Yes/No

31. ISO 9001 accreditation : Yes/No

32. ISO 14001 accreditation : Yes/No

33. OHSAS 18001 accreditation : Yes/No

34. **Banking details of Company:-**

| Information of Bank Account of Company | Document to be submitted | Remarks by BHEL, if any |
|---|---|-------------------------|
| <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 9. Details of other Bankers (for reference purpose only). <p>NOTE :</p> <p>(i) Vendors who have already submitted the above information are requested to submit a copy of the same.</p> | <p>Information of Bank Account of the Company duly endorsed by the Bank</p> | |
| | | |

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 & Seal

Date :

(Authorised Signatory)

BHARAT HEAVY ELECTRICALS LIMITED
SHIPPING REGISTRATION FORM
For Container Shipments

SECTION – II : Work Experience

WORK EXPERIENCE (in the last 3 years period ending on the date of submission of Application) :

(Use additional sheets if required)

| Sl No | Full Address of Client and Officer in charge | Postal of and | Brief description of Work & Quantities | Work Order No. and date | Value of Contract in Rupees in Lakhs | Time Schedule in months | Actual date of completion |
|-------|--|---------------|--|-------------------------|--------------------------------------|-------------------------|---------------------------|
| | (i) | (ii) | (iii) | (iv) | (v) | (vi) | |
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |

Signature & Seal

Date :

(Authorised Signatory)

BHARAT HEAVY ELECTRICALS LIMITED
SHIPPING REGISTRATION FORM
For Break Bulk Shipments

SECTION – II : Work Experience

WORK EXPERIENCE (in the last 3 years period ending on the date of submission of Application) :

(Use additional sheets if required)

| Sl No | Full Address of Client and Officer in charge | Postal of and | Brief description of Work & Quantities | Work Order No. and date | Value of Contract in Rupees in Lakhs | Time Schedule in months | Actual date of completion |
|-------|--|---------------|--|-------------------------|--------------------------------------|-------------------------|---------------------------|
| | (i) | (ii) | (iii) | (iv) | (v) | (vi) | |
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |

Signature & Seal

Date :

(Authorised Signatory)

BHARAT HEAVY ELECTRICALS LIMITED
SHIPPING REGISTRATION FORM
For Heavy Lifts Shipments

SECTION – II : Work Experience

WORK EXPERIENCE (in the last 3 years period ending on the date of submission of Application) :

(Use additional sheets if required)

| Sl No | Full Address of Client and Officer in charge | Postal of and | Brief description of Work & Quantities | Work Order No. and date | Value of Contract in Rupees in Lakhs | Time Schedule in months | Actual date of completion |
|-------|--|---------------|--|-------------------------|--------------------------------------|-------------------------|---------------------------|
| | (i) | (ii) | (iii) | (iv) | (v) | (vi) | |
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |

Signature & Seal

Date :

(Authorised Signatory)

BHARAT HEAVY ELECTRICALS LIMITED
SHIPPING REGISTRATION FORM
For MTO Shipments

SECTION – II : Work Experience

WORK EXPERIENCE (in the last 3 years period ending on the date of submission of Application) :

(Use additional sheets if required)

| Sl No | Full Address of Client and Officer in charge | Postal of and in charge | Brief description of Work & Quantities | Work Order No. and date | Value of Contract in Rupees in Lakhs | Time Schedule in months | Actual date of completion |
|-------|--|-------------------------|--|-------------------------|--------------------------------------|-------------------------|---------------------------|
| | (i) | (ii) | (iii) | (iv) | (v) | (vi) | |
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |

Signature & Seal

Date :

(Authorised Signatory)

Mandatory Qualifying Requirement (QR)

1. Net worth : Positive : Yes/No
2. Turnover : Company Turnover- Average
Annual Turnover 15 Crores in last 3 audited years
3. Experience: Minimum 3 years experience in the field of Shipping Activities and MTO in the immediate 3 years
4. Office : Must have office at Mumbai and Chennai
5. Profit : Net profit in all the last 3 years(Audited)
6. Current ratio: More than 1(2009-10)
7. Solvency : 100 lakhs from Scheduled bank in India.
8. Registration for MTO:
Turnover : Minimum 5 crores in MTO Business
MTO Certificate : Valid DG Shipping Certificate
No. of MTD Documents issued: 10
9. Registration for Heavy Lift Shipments (Category 'S')
Turnover : Minimum Rs 5 Crores to 30 Crores in H.L. Shipments.
Certificate : Customs/Port Registration/DG Shipping Certificate
No.of H.L. shipments : Min 5 Nos.
10. Registration for Heavy Lift Shipments (Category 'L')
Turnover : More than 30 crs. in H.L.Shipments.
Certificate : Customs/Port Registration/DG Shipping Certificate
No.of H.L. shipments : Min 5 Nos.
11. Registration for Break Bulk Category (Category 'S')
Turnover : Minimum Rs 5 Crores to 30 Crores in H.L. Shipments.
Certificate : Customs/Port Registration/DG Shipping Certificate
12. Registration for Break Bulk Category (Category 'L')
Turnover : Above 30 Crores in Break Bulk Shipments
Certificate : Customs/Port Registration/DG Shipping Certificate

The total tonnage for Break Bulk Category -10000MT.

13. Registration for Container shipments

Turnover : Min 2 Crores in Container Shipments
Certificate : Customs/Port Registration/DG Shipping Certificate
No. of TEUs : 500

**All the above details are to be given for the year 2009-10
CA Certificate to be enclosed for the above details along with Registration
Certificates of Authorities mentioned above.**

14. The party should not have been referred to BIFR/NCLT or Declared "SICK" by any Statutory Authority.(Self Declaration to be given)
15. The parties should not have been banned business dealing by Central Govt/PSU/State Government(Self declaration to be given)

Signature & Seal

Date :

(Authorised Signatory)

Quality parameters(Minimum Three out of Five required to be qualified)

- (1) Submission of work certificate from PSU
- (2) Submission of Work Experience Certificate others
- (3) Having continuous business in last 3 years
- (4) ISO 9001/14001 and OSHAS 18001 accreditation
- (5) Having business with 3 or more customers any one of the following :-
 - i] Infrastructure Company with Power Plants set up or under set up.
 - ii] Multinational Companies in field of Power, Transmission, Transportation, Wind Generation Blades etc.
 - iii] Steel Manufacturing exporting Steel coils weighing more than 20 MT each.

Signature & Seal

Date :

(Authorised Signatory)

Documents Enclosed

1. Notarized Memorandum/Articles of Association/Partnership deed.
2. Copy of valid Directorate General shipping/Port/Customs Registration for Shipping Co/Shipping Agent
3. Organization chart in detail at Mumbai & Chennai for Sea imports/exports
- 4 (a) A certificate in original from a firm of Chartered Accountants confirming the Turn-over and other details as required under essential criteria detail as per SI 22 of application format)

(b) Current Solvency certificate for Rs 100 lakhs from a scheduled bank in India.
5. Copy of the Professional Tax registration/Municipal registration Certificates.
6. Accreditation certificate for ISO 9001,OHSAS if any.
7. Letter of authorization for signatories to act on behalf of company.
8. List of Customers along with copies of respective Work Orders.
9. List of PSU customers along with copies of respective work order and performance certificate for execution of MTO contracts with inland transportation in india and overseas transportation in atleast 2 foreign countries.
10. Copies of latest Performance Certificate from PSU customers as well as other customers.
11. Certificate stating that the company should not have been banned on business dealing by Central Govt/PSU/State Govt.
12. Copies of MTDs.
13. Copies of B/Ls of Heavy Lift shipments (single shipment above 100 MT).
14. Audited Balance Sheet for the year 2009-10 & 2008-09.

Signature & Seal

Date :

(Authorised Signatory)