



## Bharat Heavy Electricals Limited

High Pressure Boiler Plant, Tiruverumbur,  
Tiruchirappalli – 620 014.

Phone : 0431 – 2571627, 1506,1597

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**CONTRACTS, CLAIMS & CLEARANCE / LOGISTICS**

**AN  
ISO 9001  
COMPANY**

No.:CCC/LOGISTICS/S1/10/3006

dt.27.07.2010

Sub: **APPLICATION FOR EXPRESSION OF INTEREST of Logistics Providers for Identification, painting, Handling, Accounting, Storage, Transportation and Safe Delivery of Consignments from BHEL Trichy-14 to Any Where in India – Total quantity 30,000MTs to start with and progressively up to 50,000MTs per year**

BHEL/HPBP/Tiruchirapalli-14 invites applications from the interested and resourceful **Logistics Providers for Identification, painting, Handling, Accounting, Storage, Transportation and Safe Delivery of Consignments from BHEL Trichy-14 to Any Where in India Total quantity 30,000MTs to start with and progressively up to 50,000MTs per year**

Closing TIME / DATE for Receipt of Application : **10.30 AM ON 18.08.2010**

The scope of this Logistics Activities will cover the following:-

- Receipt and Storage of finished goods.
- Accounting in the system
- Painting, crating and packing
- Organizing placement of suitable vehicles for transporting to respective projects.
- Generation of ED Gate Pass / LWB and following to respective Commercial groups.
- Handing over at site and submitting site acknowledgement for getting payment
- Accountability for intact box shortages and physically not available cases
- Responding to MDRs and shortages.

Please send the enclosed (1) Application form, (2) Technical Data Sheet and (3) Special Terms & Conditions in full set **duly signed in all pages** including the following:-

- Documents to prove the Status of the Company. (Individual, Partnership, Proprietorship, Pvt Ltd, Ltd etc.)
- Details of the Logistics Network All Over India
- Details of the Godown / warehouse facility owned by the company
- Details of Resources such as vehicles, handling equipments etc owned by the company in the field of Logistics
- Details of the Logistics Contract Executed in other BHEL Units, Other Public Sector Units / Govt. & Major Industries with contract copy
- Latest Income Tax Submission copy, Copy of PAN card, Profit & Loss Account / Audited Balance Sheet for recent past 3 years – duly attested by notary public
- Xerox copy of IBA approval – duly attested by notary public
- Copy of ISO9001 : 2001 certificate in the field of transportation if any.
- Financial Status and Soundness Certificate from Nationalized Bank.
- Details on availability of Web based Vehicle Tracking Facility – GPS/GPRS etc.
- Details of Company Profile with Organization Structure
- Details of cases etc., furnished in the application as asked in Special Conditions No. 18

Your application should reach the undersigned in time in a sealed cover indicating the Application No., Due Date, etc. written neatly over the cover.

SPECIAL INSTRUCTIONS:

- a) BHEL reserves the right to reject any application not found suitable or incomplete.
- b) Submission of application does not automatically ensure the Selection.
- c) Selection will be restricted to number of sources as required by BHEL.
- d) BHEL reserves the right to enlist any carrier on trial or temporary basis to any period.
- e) **Submission of application by electronic media established by BHEL from time to time like e-mail, Internet, fax etc. followed by hard copy, is acceptable and will be at the sole risk of the applicant. The application thus submitted will be final and binding on the applicant. BHEL will not be responsible for any consequences that may arise in this regard.**

However the original hard copy of application and relevant documents shall reach within 3 days, otherwise the application is liable to be rejected.

- f) Only those Logistics Providers who fulfill the selection criteria and technical requirements will be considered for the Selection

Thanking you,

For BHEL Trichy-14

(K.Rajendran)  
Dy. General Manager  
Contracts, Claims & Clearance/ Logistics  
(Stores Administrative Block, Near East Gate)  
Bharat Heavy Electricals Limited,  
Thiruvarambur, Tiruchirapalli 620 014

## “APPLICATION FORM”

Ref:CCC/LOGISTICS/S1/10/3006 dt.27.07.2010

SL. No	Description	Details to be Filled by the Applicant (Please Tick <input type="checkbox"/> wherever applicable)
1	Name of the Logistics Company (IN FULL)	
2	Status of the Company (Individual, Partnership, Proprietorship, Pvt Ltd, Ltd etc.) (Copy of the relevant documents should be enclosed such as certification of incorporation, partnership deed, demerger document as applicable etc. duly signed by ROC)	
3	ISO9001 : 2001 (In the field of logistics)	( <input type="checkbox"/> ) Yes ( <input type="checkbox"/> ) No
4	Income Tax PAN Number (Copy of the PAN card should be enclosed)	
5	Latest Income Tax submission (Copy to be attested by notary public)	( <input type="checkbox"/> ) Enclosed ( <input type="checkbox"/> ) Not Enclosed
6	Documents to prove financial soundness of the Firm ( <b>Latest Profit and Loss account and Audited Balance Sheet or Annual report for the last 3 years</b> )	( <input type="checkbox"/> ) Enclosed ( <input type="checkbox"/> ) Not Enclosed
a	Financial Soundness Certificate from the Bank.	( <input type="checkbox"/> ) Enclosed ( <input type="checkbox"/> ) Not Enclosed
b	Annual Turn Over for the recent past 3 years (in the field of transportation)	( <input type="checkbox"/> ) Enclosed ( <input type="checkbox"/> ) Not Enclosed
7	IBA Approval Number with date of validity	
8	Details of Organization Structure with Names. Head Office / Regional Office / Contact officer with cell phone number.	( <input type="checkbox"/> ) Enclosed ( <input type="checkbox"/> ) Not Enclosed
9	REGISTERED OFFICE / HEAD OFFICE Address with Contact person, Phone No., Mobile No., email ID, Fax No.	
10	Branch List / List of Logistics Net Work	( <input type="checkbox"/> ) Enclosed ( <input type="checkbox"/> ) Not Enclosed
11	Details of Established Branch office at Trichy (If Any) with Contact person, Phone No., Mobile No., email ID, Fax No.	

Date :  
Place :

Signature of the Authorized Signatory  
with seal & full address

**Application Form – Contd.....**

**Ref:CCC/LOGISTICS/S1/10/3006 dt.27.07.2010**

12	Service Tax (Please Tick <input checked="" type="checkbox"/> the appropriate)	<input type="checkbox"/> Applicable/ <input type="checkbox"/> Not Applicable - If applicable copy of document proof should be enclosed
13	Service Tax Number & Date (if applicable)	Service Tax Number : Date:
14	Documents as a proof of remittance of ESI, PF & other statutory compliances of workmen	PF Code: No of persons enrolled in PF & ESI: Latest proof of payment of PF & ESI <input type="checkbox"/> Enclosed / <input type="checkbox"/> Not Enclosed
15	Insurance details of the Equipments & workmen	<input type="checkbox"/> Enclosed / <input type="checkbox"/> Not Enclosed
16	Availability of Web based Vehicle Tracking Facility and software availability for tracking.	Please furnish details along with the Proof. GPS /GPRS / smart fleet card etc
17	Company Profile to be submitted with documents for :	
a	Organization Structure	<input type="checkbox"/> Enclosed <input type="checkbox"/> Not Enclosed
b	Details of Operation specifying the type of vehicle, the product / equipment handled, area of operation etc.	<input type="checkbox"/> Enclosed <input type="checkbox"/> Not Enclosed
c	Service facility, availability and location of workshop, godown all over India (specify own or rental) / transshipment centers with proper handling and storage facility.	<input type="checkbox"/> Enclosed <input type="checkbox"/> Not Enclosed
d	Resource and Facilities – owned by the firm or sister concerns.	<input type="checkbox"/> Enclosed <input type="checkbox"/> Not Enclosed
e	Similar Experience in the field of Logistics and special information	<input type="checkbox"/> Enclosed <input type="checkbox"/> Not Enclosed
f	Full details regarding Previous Experience for having done Total Logistics in Private/ Govt / Central Government Public Sector Undertakings or other BHEL units (document proof such as copy of LOI, Contract etc with terms & conditions / contract agreement shall be enclosed)	

Date :  
Place :

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18	List the name(s) of the Sister concern(s) if any, with address	Please furnish details along with the Proof in a separate format ( ) Enclosed ( ) Not Enclosed
19	<p>a. Details of Cases, Civil/Criminal/Others, filed by or against the Logistics Provider and pending on the date of application.</p> <p>b. Details of conviction, if any, for the Company/Firm/Proprietor or Partners, been convicted of any criminal offence by any competent Court. If so, furnish particulars.</p> <p>c. Details of Suspension / Short closure / termination of Contract by any of BHEL Units / Public Sectors or Government and cased pending with court.</p> <p>All the above details should be submitted in a separate enclosure</p> <p>( ) Submitted / ( ) Not Submitted) (Tick ✓)</p>	

(NOTE: Suppression of information will lead to disqualification)

Date :  
Place :

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## SPECIAL CONDITIONS

Ref:CCC/LOGISTICS/S1/10/3006 dt.27.07.2010

1. Application form shall be duly filled with relevant details along with all the enclosures called for and submitted
2. **Authorized signatory should have Power of Autonomy issued by MD or Board of Directors authorizing the person for this purpose for submission of this application, quoting application and all procedures connected with, till finalization and execution of the contract.**
3. The application shall be submitted to the following address with relevant documents.

The Dy. General Manager  
Contracts, Claims & Clearance/ Logistics  
(Stores Administrative Block, Near East Gate)  
Bharat Heavy Electricals Limited,  
Thiruvarambur, Tiruchirapalli 620 014

4. Immediately after submission of application a Power Point presentation should be given by the applicant to BHEL regarding the subject Logistics Activities
5. Late applications received thereafter will not be considered and incomplete application with insufficient details are liable to be rejected.
6. The submission of application does not automatically ensure the Selection. BHEL reserves the right to reject any application not found suitable.
7. Selection will be restricted to the number of sources as per the requirement of logistics activities of BHEL.
8. The Selection of the logistics providers by this application does not automatically ensure the issue of tenders and/or award of work to any applicant.
9. **INDIAN BANKS' ASSOCIATION MEMBERSHIP**
  - a) The Logistics Provider should hold currently valid INDIAN BANKS' ASSOCIATION Membership.
  - b) The **Original IBA** approval should be presented for the verification by BHEL at the time of submitting the Application for Selection. In addition to this, a Xerox copy of IBA approval duly attested by notary public should also be enclosed.
  - c) The Logistics Provider must ensure that renewal of IBA certificate is made from time to time without any lapses during the contractual period.
  - d) Original of such renewed IBA Certificate has to be produced to BHEL for verification
10. Branch List & e. connectivity
  - a) The Applicant should furnish the details for the availability of Branches in all as called for the application.
  - b) The Applicant should furnish the details of the availability of e.connectivity in Head / Registered Office, Zonal / Regional Office.

Place:  
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11. The Applicant should have adequate experience in the field of logistics with Heavy Industries like BHEL and Public Sectors.
12. The Applicant should furnish details on the availability of Web based Vehicle Tracking System and Internet facility for fast communication and response through e-mail while transporting the BHEL consignment. Further the applicant should be prepared to use GPRS / GPS of his own and use the equipment as per BHEL directions and give the password to the executives of BHEL / Customer / Supplier for monitoring the vehicle. As and when the drum reaches site and delivered the signed acknowledgement should be faxed or scanned and sent through mail or communicate to agency concerned and update the web monitoring of system of BHEL/ Logistics Providers own system in order to track the consignment by the agency concerned.
13. BHEL reserves the right to enlist on temporary basis.
14. Registered Logistics Provider whose performance is not satisfactory are liable to be removed from the register at the sole discretion of BHEL
15. The Selection is valid normally for a period of TWO Years and may be extended or short closed at the discretion of BHEL without assigning any reasons. The extension will be on mutual agreement.
16. As a proof for the Status of the Company of the Application, the Logistics Provider should enclose duly attested xerox copy of Memorandum of Articles / Memorandum of Associations / registered partnership deed with certificate of Registration issued by Secretary Registrar of Companies. Certificate issued by Competent Authority to that effect in the case of Proprietorship concern for doing transportation business, as the case may be.
17. Copy of Income-Tax Submission, Audited Balance Sheet and Profit and Loss Account for the last THREE YEARS (latest) shall be duly attested by notary public and submitted along with application.
18. The Financial status certificate for sound Financial position shall be certified by a Scheduled/ Nationalized Bank specifically issued for this purpose.
19. **The Logistics Provider shall also furnish :-**
  - a. Details of Cases, Civil/Criminal/Others, filed by or against the Logistics Provider and pending on the date of application.
  - b. Details of conviction, if any, for the Company/Firm/Proprietor or Partners, been convicted of any criminal offence by any competent Court. If so, furnish particulars.
  - c. Details of Suspension / Short closure / termination of Contract by any of BHEL Units.
20. The applicant shall agree to and comply with all Government Rules & Regulations and Taxes & Duties as applicable from time to time
21. The applicant shall confirm that all transactions effected by or through facilities for conducting remote transactions including the Internet, World Wide Web, electronic data interchange, teleservice operations or by means of electronic, computer, automated machines network or through other means of telecommunication established by BHEL shall constitute legally binding and valid transactions when done.

Place:  
Date:

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22. Changes in constitution of firm whenever it is made after submission of application or during currency of the contract, the existing firm has to duly inform the proposed changes to contracting department of BHEL at the appropriate time before the changes in the constitution are made. In case the absence of any such information BHEL is not responsible for the consequences arising out of the absence or suppression of information and the issue / dispute arising out of these changes and the firm is responsible for settling the issue or dispute among themselves (Partners etc) or with the bankers or with any third party. Under the above circumstances when dispute arises and the firm does not inform the change in the constitution of the firm BHEL may reserve its rights for suspending / delisting the carrier or terminating the contract if any.

Place:

Date:

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Page 6 of 11

**GENERAL CONDITIONS**  
**Ref:CCC/LOGISTICS/S1/10/3006 dt.27.07.2010**

**IMPORTANT POINTS TO BE TAKEN CARE OF WHILE SUBMITTING APPLICATION**

- (a) Should a applicant find discrepancies or omissions in the application documents or should there any doubt as to their meaning, he should at once address the authority inviting the application, for clarification well before the due date, so as to submit his application in time.
- (b) Conditional and late applications, applications containing prima-facie absurd information, applications which are incomplete or otherwise considered defective and applications not in accordance with the application conditions herein contained and the applications not in original ARE LIABLE TO BE REJECTED
- (c) All entries in the application documents should be in one ink. Erasures and overwriting are not permitted. All cancellations and insertions should be duly attested by the applicant concerned.
- (d) The application must be signed separately and legibly by Partner /Director of the Firm or by the person holding the Power of Attorney on behalf of the Firm concerned. In the latter case, a copy of Power of Attorney, duly attested by a Notary Public must accompany the application.
- (e) If a applicant deliberately gives wrong information in his application or creates conditions favorable for the acceptance of his application, the BHEL RESERVES THE RIGHT TO REJECT SUCH APPLICATION AT ANY STAGE.
- (f) Words imparting singular number shall be deemed to include plural number and vice-versa where the context so requires.
- (g) Canvassing in any form in connection with applications is strictly prohibited and the applications submitted by the applicants who resort to canvassing will be liable for rejection.
- (h) If a applicant withdraws his application after submission of his application or after acceptance of his application, he will be black listed and not considered for any BHEL Contracts.
- (i) Should a Applicant's or in the case of a firm or company of applicants/any of its shareholder's or shareholder's relative is employed in BHEL, the authority inviting the applications shall be informed in writing of this fact at the time of submission of the application, failing which the application may be disqualified, or if such fact subsequently comes to light, the contract may be cancelled.

Place:  
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**INDICATIVE SCOPE OF WORK**  
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Sl.No.	Activity	Resource	R.Type	Present Owner	Future Ownership
<b>1. Receipt of Materials from Shop</b>					
a.	Movement of Materials to/in Shipping	Rail trollies, Fork Lifts etc	Machine	Production/M&S	Production/M&S
		Operators	Human	Production/M&S	Production/M&S
		EOT Cranes	Machine	Shipping/M&S	Shipping/M&S
		Operators	Human	Shipping/M&S	Logistics Provider
		UD Form, Receipt Acknowledgement*	Document	Shipping	Logistics Provider
b.	Tagging of Materials	Tagging Materials, Painting for Identification	Consumables	Shipping	Logistics Provider
		Operators, Painters	Human	Shipping	Logistics Provider
<b>2. Account of Materials from Shop (under the supervision of BHEL authorities)</b>					
a.	Accounting of Receipt and Despatches inside Shipping System/SAP	Computers and Electronic Equipments*	Machine	Shipping	Shipping/LSP
		Operators	Human	Shipping	Logistics Provider
b.	Preparation of Packing List	Size and Weight detail of the Material	Document	Production	Production/Shipping
		Project Details	Document	Commercial	Commercial/Shipping
<b>3. Painting of Materials</b>					
a.	Painting	Paint and other consumables	Consumables	Shipping	Logistics Provider
		Painter	Human	Shipping	Logistics Provider
		Paint scheme	Document	Shipping	Shipping

Place:  
Date:

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**INDICATIVE SCOPE OF WORK**  
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<b>4. Storage of Materials at Shipping</b>					
a.	Identification of Proper Location for Storage	Size and Weight detail of the Material	Document	Shipping	Production/Shipping
		Project Details	Document	Shipping	Commercial/Shipping
b.	Storage of Materials	Storage Fittings, Boxes etc;	Consumables	Shipping	Logistics Provider
		Storage yard	Asset	BHEL	BHEL
c.	Movement of Materials for Storage	EOT Cranes	Machine	Shipping/M&S	Shipping/M&S
		Operators	Human	Shipping/M&S	Logistics Provider
		Hydra Cranes, Shuttle	Machine	Shipping/M&S	Logistics Provider
		Operators	Human	Shipping/M&S	Logistics Provider
<b>5a. Arrangement for Transporter</b>					
a.	Identification of Vehicle	Size, Profile and Weight of the Material	Document	Shipping	Logistics Provider
b.	Approval from the Signing authority	Identified Vehicle type, Lorry Weigh Bill + (a.)	Document	Shipping	Shipping
<b>5b. Packaging of Materials(under the supervision of BHEL authorities)</b>					
a.	Identification of Type of Packaging	Size, Profile and Weight of the Material	Document	Shipping	Logistics Provider
b.	Fabrication of Crates, cases, Structures	MS Channels, angles, Fasteners	Consumables	Shipping	Logistics Provider
		Welding Torches, Rods,	Consumables	Shipping	Logistics Provider
		Operator	Human	Shipping	Logistics Provider
c.	Fabrication of Intact Boxes	Wooden Panels, Fasteners	Consumables	Shipping	Logistics Provider
		Operator	Human	Shipping	Logistics Provider

Place:  
Date:

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**INDICATIVE SCOPE OF WORK**  
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6. Loading of Vehicle and Despatch(under the supervision of BHEL authorities)					
a.	Inspection of Inbound Vehicle	Security Personnel	Human	Shipping	BHEL Security
		Weigh Bridge	Machine	Shipping	Shipping/M&S
b.	Loading Process	Hydra Cranes	Machine	Shipping/M&S	Logistics Provider
		Operators	Human	Shipping/M&S	Logistics Provider
		EOT Cranes	Machine	Shipping/M&S	Shipping/M&S
		Operators	Human	Shipping/M&S	Logistics Provider
c.	Verification of Documents	Lorry Weigh Bill	Document	Transporter	Logistics Provider
		Road Permit form	Document	Commercial	Commercial/Shipping
		Excise Invoice Copy	Document	Shipping	Shipping
		Others if any	Document		
d.	Inspection of Outbound Vehicle	Security Personnel	Human	BHEL Security	BHEL Security
		Weigh Bridge*	Machine	Shipping	Shipping/M&S
7. Tracking of Consignments					
a.	Tracking of Consignment on Transit	Tracking Equipments	Machine	Shipping	Logistics Provider
		Operators	Human	Shipping	Logistics Provider
b.	Recording of Movement	Computer and electronic equipments	Machine	Shipping	Logistics Provider
		Operators	Human	Shipping	Logistics Provider
c.	Reporting of Abnormalities	Proof of Abnormalities and Action Taken	Document	Shipping	Logistics Provider
8. Receipt of Material at Site					
a.	Acknowledgement Receipt - Intact	Proof	Document	Shipping	Logistics Provider
b.	Loading of damaged materials if any in the site back to Trichy	Hydra Cranes	Machine	Site	Site
		Operators	Human	Site	Site

Place:  
Date:

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**INDICATIVE SCOPE OF WORK**  
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9. Creation of Excise Invoice					
a.	Creation of Excise Invoice	Size and Weight detail of the Material	Document	Production	Production
		Excise duty details for the projects	Document	Commercial	Logistics Provider
	Approval	Excise duty gate pass	Document	Commercial	Shipping
10. Documentation of Shortages, Damages, Process Performance Parameters etc;					
a.	Periodic Monitoting of Process Perf.	Data/Information on Process Parameter	Document	Shipping	Shipping/LSP
b.	MDR Redressals	MDR details and Action Taken	Document	Shipping/LSP	Logistics Provider
Only for the Materials from Trichy Outsourcing Vendor					
1. Verification of Delivery Challan & Inbound Materials					
a.	Verification of Delivery Challan	Delivery Challan from Vendors	Document	Shipping	Logistics Provider
		SAP Information from System	Document	Shipping	Logistics Provider
b.	Verification of Inbound Materials on Weight, Dimensions, Running Meters etc	Size and Weight detail of the Material	Document	Shipping	Production/Shipping
		Weigh Bridge	Machine	Shipping	Shipping/M&S
		Inspectors	Human	Shipping	Logistics Provider
c.	Reporting of Abnormalities	Proof Documents	Document	Shipping	Logistics Provider

Note: (1) Reconciliation of book stock and physical stock is the scope of logistics service providers  
(2) Keeping the material in safe custody and responsible for storage / physically not available case will be in the scope of logistics service providers

Place:  
Date:

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with seal & full address