

Balmer Lawrie & Co. Ltd. Container Freight Station, [Navi Mumbai]

Tender No : _BL/CFS-MUM/540



BALMER LAWRIE & CO. LTD.

CONTAINER FREIGHT STATION

[PLOT NO.1, SECTOR-7, DRONAGIRI NODE, NAVI MUMBAI-400707

Phone No 2724 0466 /2724 2988, Fax No. 2724 2943

E-mail: *koli.ka @balmerlawrie.com*

TENDER NO: BL/CFS-MUM/540 dt 29/05/2017

CIN - L15492WB1924GOI004835

TECHNICAL / COMMERCIAL BID

Tender Document for

FOR DESTRUCTION OF UNCLAIMED / UN DELIVERED CARGO.

DUE DATE & TIME: 09/06/2017 [at 3.30 Pm]

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NOTICE INVITING TENDER

Online bids are invited from the registered vendors who fulfill the eligibility criteria mentioned elsewhere in the tender document under the Heading General Terms and Conditions, for undertaking the subject contract **FOR DESTRUCTION OF UNCLAIMED / UN DELIVERED CARGO.**

Tenderers are advised to download Notice Inviting Tender along with other tender documents from the e-tendering portal <https://balmerlawrie.eproc.in>. The tender has to be submitted online.

The scanned copies of other required documents in support of bidder's credentials are to be uploaded along with the tender documents through the appropriate link.

S. No	Description	Details
1	Name of Work	Destruction of Unclaimed / Undelivered cargo
2	Tender No	BL/CFS/MUM/540
3	Validity Of Offer	60 days from the date of opening of the price bid
4	Contract Period	
5	Tender Fee	Not applicable
6	EMD	Rs. 3000/-
7	Downloading / Submission of Tender :	
	a. Starts on	29/05/2017 AT 15.30 PM
	b. Closes on	09/06/2017 AT 15.30 PM
8	Opening of Tenders	09/06/2017 AT 16.00 PM

1 LIST OF DOCUMENTS TO BE UPLOADED

The scanned copies of following documents should also be uploaded at appropriate link in our e tendering system as part of the technical/commercial bid submission.

- a. Certificate of registration/incorporation in the case of Pvt Ltd/Public Ltd Company/ certified copy of partnership deed in the case of LPP/Partnership firm/ any document under the relevant rules/laws if the firm is a proprietorship firm.
- b. Income Tax PAN number
- c. Service Tax Registration Number / VAT Registration no.
- d. Chartered accountant's certificate or Audited / Certified Balance sheet and Profit and Loss account of tenderer's company for last 3 years.

In the case of bulky/voluminous documents, hard copies of the same should be submitted at our office.

2 VERIFICATION OF DOCUMENTS

- a) Tenderers or their authorized representative will be required to come to our office positively as intimated along with all original documents, scanned copies of which have been submitted with the e-tender towards ascertaining their qualification.
- b) Failure on part of the tenderer to report on specified date and time for paper verification may result in rejection of the tender submitted by them without further communication.
- c) Tenderer should be in a position to produce all the original documents and/or any other information on dates as intimated or as and when required by Balmer Lawrie.
- d) Incomplete Tenders are liable for rejection without any further communication to the tenderer and decision of Balmer Lawrie in this respect will be final.
- e) Any party submitting the false or forged documents may be Black Listed, EMD could be forfeited, work could be cancelled, criminal prosecution or any other action as deemed fit may be initiated.
- f) Balmer Lawrie reserves the right to reject any or all tenders without assigning any reasons whatsoever.

SPECIAL INSTRUCTIONS TO THE BIDDER FOR PARTICIPATING IN E-TENDER

Tenderers are advised to download Notice Inviting Tender along with other tender documents from the e-tendering portal <https://balmerlawrie.eproc.in> Interested parties have to submit an interest free EMD of Rs.[3000/- (*Rupees Three thousand only*)] by Demand Draft/Pay Order at our above address. The DD/PO EMD should be drawn in favour of BALMER LAWRIE & CO LTD on any Scheduled Bank, payable at [Mumbai]. **Parties with Valid MSMED/ NSIC Certificates is exempted from EMD. SCT/ST Category having MSMED/NSIC certificate should specifically mention and valid copies of the same to be submitted along with Tender Documents.** Copies of the instruments (DD/PO) evidencing payment of EMD should be scanned & uploaded before bidding. The physical original instruments/drafts should reach our above address prior to due date and time. In case the Bidders intend to submit any additional supporting documents, the same can be submitted in physical form at our above address. Documents of only those bidders shall be entertained who are bidding on-line. **UNDER NO CIRCUMSTANCES PRICE BID SHALL BE SUBMITTED IN PHYSICAL FORM.**

Balmer Lawrie & Co. Ltd. has developed a secured and user friendly system which enables Vendors/ Bidders to Search, View, Download tenders directly and also, enables them to participate & submit Online Bids on the e-tendering site <https://balmerlawrie.eproc.in> in a secure and transparent manner which maintains confidentiality and security throughout the tender evaluation process.

1. Procedure to submit On-line Bids

For this purpose, Vendors/Bidders are advised to read the instructions available in the homepage of the portal <https://balmerlawrie.eproc.in> where detailed procedure for submission of bids is available under the option / link "Bidding Manual".

1.1 Registration with e-procurement platform

For registration and online bid submission bidders may contact HELP DESK of C1India Pvt., Ltd. details of which is available at our web-site mentioned above or they can register themselves online by logging in to the website through <https://balmerlawrie.eproc.in>

Bidders may contact the following resource persons for any assistance required in this regard.

HELPDESK NOS ARE OPEN BETWEEN 1000 HRS to 1830 HRS IST		
(MONDAY TO FRIDAY (Exclusions: Balmer Lawrie HOLIDAYS))		
Please email your issues before your call helpdesk. This will help us serving you better.		
Contact Nos. and email IDs for Balmer Lawrie helpdesk officers		
Name	E-mail	Phone Numbers
Tirtha Das	Tirtha.das@c1india.com	+91-9163254290
Ravi Gaiwal	Ravi.gaiwal@c1india.com	02266865611
Tuhin Ghosh	Tuhin.ghosh@c1india.com	+91-8981165071
Ujjal Mitra	ujjal.mitra@c1india.com	+91-77026 69806

1.2 Digital Certificate authentication

The bidder shall authenticate the bid with his Digital Certificate for submitting the bid electronically on e-procurement platform and the bids not authenticated by digital certificate of the bidder will not be accepted on the e-procurement platform.

All the bidders who do not have digital certificates need to obtain Digital Certificate. They may contact help desk of C1 India Pvt. Ltd.

2. Special Note

- 2.1 Bids can only be submitted before the last date and time of submission as per the date and time mentioned in the e-tender. Resubmission (if required) of bid should be completed within the stipulated date and time. The system time (IST) that will be displayed on e-tendering web page shall be the time and no other time shall be taken into cognizance.

- 2.2 Bidders are advised in their own interest to ensure that bids are uploaded and submitted successfully in e-tendering system well before the closing date and time of bid.
- 2.3 No Printed or posted Bids / offers shall be accepted.
- 2.4 Balmer Lawrie does not take any responsibility in case bidder fails to upload the documents within specified time of tender submission.
- 2.5 Balmer Lawrie will not be responsible for any delay under any circumstances for non-receipt of Tenders/ submission of filled in tender documents by due date & time.
- 2.6 Bidders are requested to provide correct “e-Mail address” and “Mobile No.” for receiving updates related to e-tender from time to time.
- 2.7 The bidder has to keep track of any changes by viewing the Addendum/Corrigendum issued by the Tender Inviting Authority on time-to-time basis in the e-Procurement platform. The Company calling for tenders shall not be responsible for any claims/problems arising out of this.

3. Filling of Tender Documents

- 3.1 The tenderers are requested to carefully study all the tender documents and tender conditions before quoting their rates.
- 3.2 The tender must be strictly in accordance with the terms and conditions and specifications laid out in the tender.
- 3.3 Any terms and conditions given by the tenderer in their offers will not be binding on Balmer Lawrie.

The sole proprietor or authorised representative shall sign all documents that need to be uploaded.

SCOPE OF WORK

The work relates to destruction of identified unserviceable General & Non-Hazardous Cargo inter alia covering the following responsibility areas:

1. Deciding location for carrying out destruction activities (incineration) and obtain necessary permission /NOC from the Customs, Health Department, PESO, Port Health Office, Drug controller office, M.P.C.B and any other concerned authorities as per requirement.
2. Sample collection and Laboratory test, if required to justify the nature of cargo
3. Arrangement of Relevant Authorities involved in Destruction/ Incineration Activity.
4. Furnishing all the necessary Compliances , Certificates etc. to justify the destruction/ incineration of the cargo in Customs
5. Transport arrangement of Containers from CFS to destruction site/ Incineration site, emptying and return back to empty yard.
6. Customs Overtime and Sundries etc., if any.
7. Arrangement of transportation for Customs Officials involved in destruction/ Incineration work , if required.
8. Arrangement of Labour, safety aids, chemicals, medicines, necessary equipment, tools and tackles Etc. required for destruction/ Incineration activity.
9. Arrange for destruction/ Incineration of unclaimed cargo and obtain final Destruction Certificate along with signed copy of Punchnama from Customs/ Police /health or any other authorities as per statutory requirement.
10. Any other job incidental to carrying out the required destruction of the cargo.

GENERAL TERMS AND CONDITIONS

1. Eligibility Criteria For Techno-Commercial Bid

- a) Payment of Interest Free EMD of Rs. **[3 000/-]**

Note: EMD is exempted for the MSME and NSIC registered vendors however they have to produce valid registration certificate

- b) Average Annual turnover shall be minimum of Rs.5.00 lakhs during the last three financial years.

- c) The tenderer should have Three years experience of successfully executing similar unclaimed cargo destruction activity as on 31st March 2017

- d) Party should not be black listed by any PSU or Government department.

Copies of order/experience certificate should be enclosed as supportive documents

2. Submission Of Bids

The bids should be submitted in single bid process

Technical / Commercial Bid [Unpriced] with Price bid

For Price Bid, only the rates are to be submitted as per given format.

3. Tender Opening

Unprice and price bid will be opened as per tender calendar as it is a single bid.

4. Acceptance of offers

4.1 Balmer Lawrie reserves the right to accept any tender in whole or in part or reject any tender or all tenders or place order for any quantity, less than or more than the tendered quantity, without assigning any reason thereof.

4.2 Bids of any tenderer may be rejected if a conflict of interest is detected between the bidders and Balmer Lawrie at any stage.

4.3 Balmer Lawrie is not bound to accept the lowest rate for any tender. Balmer Lawrie also reserves its right to allow Public Enterprises (Central / State) price / purchase / contract / service preference as admissible under the existing Government policy. The decision of Balmer Lawrie in this connection will be final.

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4.4 Incomplete tenders, conditional tenders, tenders received late or tender not conforming to the terms and conditions mentioned in the Tender documents or not accompanied by the requisite Earnest Money Deposit (unless exempted under the terms of this Tender) will be rejected.

5. Negotiations

5.1 Balmer Lawrie reserves the right to negotiate with the Tenderer. Tenderer will have to attend the concerned office of Balmer Lawrie for negotiations/clarifications required from them, in respect of their quotations, without any commitment on the part of Balmer Lawrie.

5.2 In case of negotiation, the Tenderer should send the confirmation of outcome of such negotiation in writing so as to reach the concerned office of Balmer Lawrie within 3 days from the date of negotiation/ the time stipulated. If the Tenderer fails to comply with this requirement Balmer Lawrie reserves its right to ignore their quotation at its discretion with the attendant remedies available to them.

6. Price Variation

6.1 The price should be firm and irrevocable and not subject to any change whatsoever even due to increase in cost of materials, components and labour cost till the validity of the contract period.

6.2 The quoted rates shall be valid for a period of minimum 60 days from the date of opening the price Bid.

7. Notification Of Award

Prior to the expiration of the period of Bid validity, BL will place purchase order or letter of indent on the successful bidder(s).

8. Completion Period

Contract under this tender will be for a period of 1 (one) year effective from the date of issuance of Work Order/LOI.

9. Security Deposit / EMD

Tenders without EMD of Rs.3,000/- (Rupees three thousand only) will be rejected. EMD of the successful bidder will be converted into Security Deposit towards successful performance of the contract and will be refunded only after completion of contract period. In the event of non-performance, the security deposit shall be forfeited. EMDs of unsuccessful tenderers shall be refunded only after finalization of tender.

10. Payment Terms

Payment will be released within 10 (Ten) working days from the date of submission of invoice along with copy of Destruction Certificate/Punchnama etc.

11. Sub-letting of Work

No part of the contract or any share or interest therein shall in any manner or degree be transferred, assigned or sublet by the contractor directly or indirectly to any person, firm or corporation without the consent in writing from Balmer Lawrie. In the event of contractor contravening the conditions, Balmer Lawrie shall be entitled to get the work done from other firm at the 'Risk & Cost' of the contract.

12. Arbitration

Any dispute or difference arising under this Contract shall be referred for adjudication at Kolkata to a Sole Arbitrator to be appointed by the Chairman & Managing Director, Balmer Lawrie & Co. Ltd. and the provisions of Arbitration Act, 1996 including any statutory modifications or enactment thereof shall apply to the Arbitration proceedings. The fees of the Arbitrator, if any, shall be shared equally by both the parties.

13 GENERAL SAFETY, SECURITY & OTHER REGULATIONS

The contractor will be responsible for ensuring proper conduct & behaviour of the personnel deployed by him so as to maintain the laid down safety and security rules & regulations at BL-CFS, Dronagiri. The contractor shall comply with the provisions of the required Insurance, Minimum Wages Act, Contract Labour Act, Workmen's Compensation Act, ESI, PF, Bonus, Gratuity, etc. or any other Statutory Acts/Rules, which are applicable as per the Statute, in respect of the personnel employed by him.

14. SPECIAL INSTRUCTION

In case of any query/clarification, the tenderer may contact our Mr. Dinesh Ingle Assist. Manager(OPS), Mobile No.9987078994 / K.A.Koli Executive (Commercial) Mobile no. 9892384603

DECLARATION

Having examined the tender documents, we have understood the terms & conditions indicated in the Tender NoBL/CFS/MUM/540 dt.29/05/2017 hereby confirm our acceptance of the same.

Place : Signature of Tenderer
Date : Name & Address
Telephone Nos.
Office:
Fax Nos. :

ANNEXURE – A

PARTICULARS OF THE TENDERER'S ORGANISATION

S. No	Description	Tenderers Details
1	Name of the Tenderer	
2	Address of the Registered Office	
3	Address of the branch / office quoting against the Tender	
4	Year of commencement of business	
5	Whether Sole Trader/ Partnership / Private Limited Co., or Public Limited Co.	
6	Registration No. (Under companies Act)	
7	Whether copy of Incorporation /Registration certificate from ROC(Registrar of company) uploaded	
8	Income Tax PAN no.	
9	Whether copy of PAN enclosed	
10	Whether copy of latest Income Tax Return enclosed	
11	Service Tax Registration. No.	
12	Whether copy of Service Tax Registration certificate enclosed	
13	VAT / CST Registration Number	
14	Whether copy of VAT / CST Registration certificate enclosed	
15	Name of the Banker	
16	Whether registration under MSMED Act	
17	In case registered under MSMED provide registration number and copy of registration certificate.	

PRICE BID

Tender No. BL/CFS-MUM/540

Date: 29/05/2017

ITEM : TENDER ENQUIRY FOR DESTRUCTION OF UNCLAIMED / UN DELIVERED CARGO.

Sl.No.	Description of Item	Approx. Quantity	Rate [Rs.]
1.	Incineration charges of destruction of Unclaimed / un delivered cargo	.	Rs. _____ PER KG
2	Service Tax		_____ %
	TOTAL :		

Note : Above rates include Octroi clearing charges, cess , any additional charges incurred for completing destructing activities..

We have understood the terms & conditions indicated in the Tender Enquiry No. BL/CFS-MUM/540 dated 29/05/2017 and hereby confirm our acceptance of the same.

Place :

Signature :

Date :

Name :