



BALMER LAWRIE & CO. LTD.

CONTAINER FREIGHT STATION

P-3/1, Transport Depot. Road

Kolkata – 700 088

Phone No 2450-6811/818, Fax No. 24498335

E-mail: sett.a@balmerlawrie.com

E-TENDER NO: BL/CFS-KOL/DESTRUCTION/16-17

TECHNICAL / COMMERCIAL BID

Tender Document for

FOR DESTRUCTION OF UNCLAIMED / UN DELIVERED CARGO.

DUE DATE & TIME: 06 /04/ 2017 [at 3.00 Pm]

INDEX

S. NO.	PARTICULARS	PAGE NO.
1	Index	2
2	Notice Inviting Tender	3-5
3	Scope of Work	6
4	General Terms and conditions & Declaration accepting Terms and Conditions by Bidder	6-8
5	Particulars of the organization	9
6	Price Bid	10

NOTICE INVITING TENDER

Online Single bid tender 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 / UNDELIVERED 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-KOL/DESTRUCTION/16-17
3	Validity Of Offer	60 days from the date of opening of the price bid
4	Contract Period	2 [Two] Years extendable for 1 year on mutually agreed terms & conditions
5	Tender Fee	Not applicable
6	EMD	Rs. 10,000/- [Ten thousand only]
7	Downloading / Submission of Tender :	
	a. Starts on	27/03/2017
	b. Closes on	06/04/2017 AT 15.00 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 and 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.[10000/- (*Rupees Ten 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 *Kolkata*. 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 and 1830 HRS IST (MONDAY TO FRIDAY (Exclusions: Balmer Lawrie HOLIDAYS))		
Please email your issues before you call to helpdesk. This will help them serve you better.		
Contact Nos. and email IDs for Balmer Lawrie helpdesk officers		
Name	E-mail	Phone Numbers
1. Mr. Tuhin Ghosh	tuhin.ghosh@c1india.com	+91-8981165071
2. Mr.Tirtha Das	tirtha.das@c1india.com	+91-9163254290
3. Mr.Ravi Gaiwal	ravi.gaiwal@c1india.com	+91-02266865633
4. Mr.Ujjal Mitra	Ujjal.mitra@c1india.com	+91-8986678058

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 by dumping/burial underground as per instruction of Customs and obtain necessary permission /NOC from the Customs, Health Department, Municipality or such similar agency, PESO, Port Health Office, Drug controller office, M.P.C.B and any other concerned authorities as per requirement as the case may be.
2. Sample collection and Laboratory test, if required to justify the nature of cargo
3. Arrangement of Relevant Authorities involved in Destruction Activity.
4. Furnishing all the necessary Compliances, Certificates etc. to justify the destruction of the cargo for onward submission to Customs.
5. Carrying destruction and allied job like bagging etc (if required) as per instruction of Customs.
6. Transport arrangement of Cargo/Container from CFS to destruction site as also transport arrangement for carrying container with cargo and return back the empty to yard or directly to shipping line, if required.
7. Payment for Customs P.O./Official booking and Sundries etc., if any.
8. Arrangement of transportation for Customs Officials involved in destruction work, if required.
9. Arrangement of Labour, safety aids, chemicals, medicines, necessary equipment, tools and tackles Etc. required for destruction activity.
10. Arrange for destruction of unclaimed cargo and obtain final Destruction Certificate along with signed copy of Punchnama from Customs/ Police /health/Shipping Lines/CHA/Customs or any other authorities as per statutory requirement.
11. 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. [10 000/-]

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.10.00 lakhs during the last three financial years.
- c) The tenderer should have Four years' experience of successfully executing similar unclaimed cargo destruction activity as on 31st March 2016. Copies of order/experience certificate should be enclosed as supportive documents.
- d) Work Order/ Credential Certificate of destruction of cargo in Kolkata Dock/CFS area for minimum 50 containers in a year.

2. Submission Of Bids

- a) The bids should be submitted in single bid process Technical / Commercial Bid [Unpriced] with Price bid.
- b) 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.
- 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 valid for a period of 2 (two) years effective from the date of issuance of Work Order/LOI and the same may be extended on mutual consent in writing for another one year.

9. Security Deposit / EMD

Tenders without EMD of Rs.10,000/- (Rupees ten 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 30 (Thirty) working days from the date of submission of invoice along with copy of Destruction Certificate/Panchnama 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 & behavior of the personnel deployed by him so as to maintain the laid down safety and security rules & regulations at BL-CFS, Kolkata. If the contractor's workers are engaged within the BL premises they will be governed by the labour laws and rules, Factory Acts and Rules and Balmer Lawrie & Co. Ltd. Safety / Security Rules as applicable. It shall be the responsibility of the Contractor to see that the statutory provisions are complied with.

14. Special Instrucion

In case of any query/clarification, the tenderer may contact our Mr. Abhrajit Sett Dy. Manager (Coml.), Ph- 033-2450-6811.

DECLARATION

Having examined the tender documents, we have understood the terms & conditions indicated in the e-Tender No. APD/CFS/Canteen/16-17 and hereby confirm our acceptance of the same.

Place :

Signature of Tenderer

Date :

Name & Address

Telephone Nos.

Office:

Fax Nos. :

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./LPP	
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 / uploaded	
10	Whether copy of latest Income Tax Return uploaded	
11	Service Tax Registration. No.	
12	Whether copy of Service Tax Registration certificate Uploaded	
13	Name of the Banker	
14	Whether registered under MS MED act	
15	In case registered under MSMED provide registration number and copy of registration certificate.	
16	If MSME vendor is SC/ST to be mentioned and Certificate to be attached.	

PRICE BID

Tender No. BL/CFS-KOL/DESTRUCTION/16-17

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

Sl.No.	Description of Item	Approx. Quantity	Rate [Rs.]
1.	Charges for destruction by dumping/burial underground of Unclaimed / undelivered cargo as per scope of work covered in this NIT	40	Rs. _____ PER 20ft Container
2.	Charges for destruction by dumping/burial underground of Unclaimed / undelivered cargo as per scope of work covered in this NIT	15	Rs. _____ ER 40ft Container
	Taxes if any		Rs. _____

Note : Above rates include all taxes and duties or any additional charges incurred for completing destruction activities.

We have understood the terms and conditions indicated in the tender enquiry no dt and confirm our acceptance of the same.

Date :

Signature :

Place :

Name :