

**Balmer Lawrie & Co. Ltd. Container Freight Station, [Chennai ]**

**Tender No : BLC/CFS/Valuer/29**



**BALMERLAWRIE & CO. LTD.**

**CONTAINER FREIGHT STATION**

***[No.32, Sattangadu Village, Manali, Chennai-600068***

***Phone No 25941813 /25942557, Fax No. 25941863***

***E-mail: shankar.vb@balmerlawrie.com]***

**CIN - L15492WB1924GOI004835**

**TENDER NO: BLC/CFS/Valuer/29**

**Dt.12.02.18**

**Tender Document for**

**Engagement of Valuer / surveyor for valuation of cargo**

**DUE DATE & TIME: [ 24/02/2018 at 14:00 Hrs ]**

**INDEX**

<b>S. NO.</b>	<b>PARTICULARS</b>	<b>PAGE NO.</b>
1	Index	2
2	Notice Inviting tender	3
3	Special Instructions for Participation in tender	4
4	Scope of Work	5
5	General Terms and conditions	6
6	Declaration accepting terms & conditions by bidder	9
7	Particulars of the organization	10
8	Price Bid	11

**NOTICE INVITING TENDER**

M/s. BALMER LAWRIE & CO.LTD., invites sealed offers from reputed & experienced Contractors for valuation of cargo in long standing containers at Container Freight Station, Manali, Chennai 68.

The Single bid tender document may be downloaded from our website [www.balmerlawrie.com](http://www.balmerlawrie.com) or obtained from our office at the address given above during the normal office hours.

**Only those venders who are registered with our Company would be considered for issuance of tender form directly/ acceptance of the tender. The parties who are not registered with us, are requested to get the registration done by collecting requisite vendor registration form from our office prior to submission of tender. Once the registration process is completed, the said vendor would be able to submit their bid.**

Tenderers are advised to download Notice Inviting Tender along with other tender documents from Balmer Lawrie website [www.balmerlawrie.com](http://www.balmerlawrie.com) or the same can be obtained from our office at the address given above during the normal office hours. 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 for EMD should be drawn in favour of BALMER LAWRIE & CO LTD on any Scheduled Bank, payable at [**Chennai**]. Offer submitted without EMD will be rejected. However, submission of EMD would be exempted for Small Scale Units registered with National Small Industries Corporation (NSIC)/ Dept. of Industries & Commerce of State Govt. Departments as Micro, Small and Medium Enterprises (MSME) on submission, of valid copy of registration certificate. The physical original instruments/drafts should reach our above address prior to due date and time.

Tender in a sealed envelope super scribing TENDER NO BLC/CFS/Valuer/29 Dt.12.02.2018 "Tender for engaging valuer/surveyor for valuation of long standing cargo " shall be dropped in our tender box or to be sent by courier/ Speed Post to the given address before 14.00 hrs of 24.02.18 with covering envelope addressed to:

THE CHIEF MANAGER  
BALMER LAWRIE & CO.LTD  
CONTAINER FREIGHT STATION  
MANALI, CHENNAI 600 068

S.No	Description	Details
1	Name of Work	Engaging valuer/surveyor for valuation of long standing cargo in containers at Container Freight Station, Manali, Chennai 68
2	Tender No	BLC/CFS/Valuer/29
3	Validity Of Offer	30 days from the date of opening of the price bid
4	Contract Period	One year w.e.f. 01.04.18
5	EMD	Rs.3000/-
6	Submission of Tender :	
	a. Starts on	12.02.2018
	b. Closes on	24.02.2018 at 14.00 Hrs
7	Opening of Tenders	24.02.2018

## **1 LIST OF DOCUMENTS TO BE UPLOADED**

The scanned copies of following documents should also be submitted as part of the technical/commercial bid which may vary be verified with original.

- 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. GST Registration Number
- d. Chartered accountant's certificate or Audited / Certified Balance sheet and Profit and Loss account of tenderer's company for last 3 years.
- e. Experience/Credential Certificate.

**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 proper 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**

### **3. Special Note**

- Bids can only be submitted before the last date and time of submission as per the date and time mentioned in the tender document. Resubmission (if required) of bid should be completed within the stipulated date and time.
- Bidders are advised in their own interest to ensure that bids to be submitted well before the closing date and time of bid.
- Balmer Lawrie does not take any responsibility in case bidder fails to submit within specified time of tender submission.
- 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.
- Bidders are requested to provide correct "e-Mail address" and "Mobile No." for receiving updates related to tender from time to time.

## **Balmer Lawrie & Co. Ltd. Container Freight Station, [Chennai ]**

### **Tender No : BLC/CFS/Valuer/29**

- 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 BL website. The Company calling for tenders shall not be responsible for any claims/problems arising out of this.

#### **4. Filling of Tender Documents**

- 4.1 The tenderers are requested to carefully study all the terms and conditions mentioned in the tender document before quoting their rates.
- 4.2 The tender must be strictly in accordance with the terms and conditions and specifications laid out in the tender.
- 4.3 Any terms and conditions given by the tenderer in their offers will not be binding on Balmer Lawrie.
- 4.4 The sole proprietor or authorised representative shall sign all documents that needs to be submitted. When the person signing the documents is not the sole proprietor / authorised representative of the company, the Power of Attorney authorizing such person to act and sign on behalf of the company must be produced on for verification by Balmer Lawrie.

### **SCOPE OF WORK**

Work covered in this tender document shall generally be as detailed herein below. However, contractor shall be responsible to complete the work in all respects and in doing so provide/supply all facilities which may not be covered explicitly herein below but nevertheless are required to complete the work envisaged with the exception of only such items as have been specifically excluded from contractor's scope.

The successful tenderer shall have to undertake the following work:

#### **Detailed Scope of work:**

- a) On receipt of information from Company's representative, a competent valuer should be deputed immediately to our CFS for completing the inventory and valuation of cargo within the stipulated time.
- b) Valuation of cargo should be undertaken on the prescribed norms laid down by the Customs Authority and the value shall be arrived so that the cargo can be disposed off smoothly through auction.
- c) If any cargo has to be valued and / or requires to be certified by specialist / experts like Chartered Engineer etc depending up type of cargo, the same shall be arranged by the valuer without any extra cost.
- d) Labour or any other manpower required for carrying out inventory of cargo will be provided by the company.
- e) Valuation reports should be submitted within 7 days from the date of completion of inspection of cargo and reports may be submitted to Balmer Lawrie for approval of Customs.
- f) If the valuation report is not found to be satisfactory, another valuer should be deputed for revaluation without any additional remuneration.

#### **Volume of work**

It is estimated that 100 (Homogeneous), 10 (Heterogeneous) containers of FCL consignments and 20 LCL consignments are expected to be valued during the contract period. **As this is only an estimated quantity, there is no commitment on volume would be given by Balmer Lawrie & Co Ltd**

**GENERAL TERMS AND CONDITIONS**

**1. Eligibility Criteria**

- 1) Payment of EMD Rs.3000/- (MSME /NSIC bidders are exempted from payment of EMD subject to submission of proof of valid certificate)
- 2) Bidder must have been approved by Customs for valuation – Proof should be submitted.
- 3) Bidder should have provided similar valuation services in customs notified areas for atleast one year ending 31<sup>st</sup> March 2017
- 4) Should not have been blacklisted by any PSU / Govt. Department (a self-certification is required and should be attached)

**2. Submission Of Bids**

The Single Bid tender documents may be downloaded from our website [www.balmerlawrie.com](http://www.balmerlawrie.com) or obtained from our office at the address given above During the normal office hours. The rates are to be filled only as per given format.

**3. Tender Opening**

Bid will be opened as per due date mentioned in the Tender.

**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 would like to place order for carrying out the above work mentioned in the Price bid to a single contractor. The overall L1 status will be determined by looking at the total value quoted by the bidder.
- 4.4 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.
- 4.5 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.

**Balmer Lawrie & Co. Ltd. Container Freight Station, [Chennai ]**

**Tender No : BLC/CFS/Valuer/29**

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 whichever is earlier. 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 30 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. Contract Period**

The contract will be valid for one year commencing from 01.04.18. The contract may be extended for the further period of one year on satisfactory performance as mutually agreed at the same rates, terms and conditions.

**9. Safety**

The bidders are strictly advised to follow the various safety aspects as per HSE norms in attending to the above work while carrying out inventory of cargo with proper safety helmets, safety shoes etc. Under no circumstances Balmer Lawrie would be liable for any kind of deviation in following the safety instructions by the bidder.

**10. Earnest Money**

Before the last date and time of bid opening, the bidder is required to submit at Chennai office (please refer Notice Inviting Tender) the EMD of Rs.3000/- (Rupees Five thousand only) by way of a bank draft payable at Chennai favoring Balmer Lawrie & Co Ltd. The EMD amount would be forfeited by Balmer Lawrie & Co Ltd in the event of the bidder's failure to perform the job order placed by the Company or lack of interest to perform the contract. The EMD of unsuccessful bidder would be returned after finalization of contract. The EMD of successful bidder would be retained and would be returned after satisfactory completion of job.

**11. Performance Guarantee**

Performance Guarantee of Rs.20,000 in the form of bank guarantee or demand draft favouring Balmer Lawrie & Co.Ltd., has to be submitted by the successful bidder towards performance of the job.

**12. Payment Terms**

Payment would be made within 15 days from the date of submission of bills accompanied by valuation report and photographs of container/cargo.

**13. 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 and Conciliation 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.

**DECLARATION**

**Having examined the tender documents, we have understood the terms & conditions indicated in the Tender No :BLC/CFS/Valuer /29 and 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. /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	GST Registration. No.	
12	Whether copy of Service Tax Registration certificate Uploaded	
13	Name of the Banker	
14	Whether registration under MSMED act	
15	In case registered under MSMED provide registration number and copy of registration certificate.	
16	MSMED bidder must state whether they belong to SC/ST category	

**Ref: Tender No: BLC/CFS/Valuer /29 dt.12.02.18 for Valuation of  
Cargo in long standing containers**

<b>SNo</b>	<b>Description Of Work</b>	<b>Unit Rate</b>
1	Inventory and Valuation of Homogeneous cargo kept in container  <b>Rate Per container</b>	Rs.-----
2	Inventory and Valuation of Heterogeneous cargo kept in container  <b>Rate Per container</b>	Rs.-----
3	Inventory and Valuation of LCLs cargo  <b>Rate Per Consignment</b>	Rs.-----

**Rate of applicable GST if any in %**

**Date:**

**Name of the Company**

**Place:**

**Signature with Seal**