



Balmer Lawrie & Co. Ltd.

CONTAINER FREIGHT STATION
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CIN-LI5492WB1924GOI004835*

E-TENDER NO: BL/CFS-KOL/VALUER/18-19

TECHNICAL / COMMERCIAL BID

Tender Document for

***[APPOINTMENT OF VALUER FOR INVENTORY & VALUATION OF
VARIOUS UNCLEARED/UNCLAIMED IMPORT CARGO
LYING AT CFS-KOLKATA]***

**DUE DATE & TIME:
[26/12/2018 at 18:00 Hrs]**

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NOTICE INVITING E-TENDER

On line bids in Single bid system are invited from the reputed and experienced Vendors, who fulfil the eligibility criteria mentioned elsewhere in the tender document under the Heading "General Terms & Condition", for undertaking the subject contract for ***[Appointment of valuer for inventory & valuation of various uncleared/unclaimed import cargo lying at CFS-kolkata]***

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 their credentials are to be uploaded along with the tender documents through the appropriate link.

S. No	Description	Details
1	Name of Work	Appointment of valuer for inventory & valuation of Various uncleared/unclaimed import cargo Lying at CFS-Kolkata
2	Tender No	BL/CFS-KOL/VALUER/18-19
3	Validity Of Offer	120 days from the date of opening of the price bid
4	Contract Period	Two years
5	EMD	Rs.3,000/-
6	Downloading / Submission of Tender :	
	a. Starts on	15.12.2018
	b. Closes on	26.12.2018 by 6 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. Power of Attorney authorizing the person who has signed the tender to act and sign on behalf of the company.
- b. Certificate of registration/incorporation in the case of Pvt Ltd/Public Ltd companies/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
- c. Income Tax PAN number
- d. GST Registration number
- e. Chartered accountant's certificate or Audited / Certified Balance sheet and Profit and Loss account of tenderer's company for last three years
- f. Certificate from bankers about financial soundness.

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. **3,000/- (Rupees Three Thousand only)** by Demand Draft/Pay Order at our above address. The DD/PO/BG for EMD should be drawn in favour of BALMER LAWRIE & CO LTD on any Scheduled Bank, payable at Kolkata. However **(MSME/NSIC Reg. Vendors are exempted from EMD** subject to their submission of valid relevant certificate. Copies of the instruments (DD/PO/BG) evidencing payment of EMD should be scanned & uploaded before bidding. **MSME Vendor should declare UAM number on CPPP (Central Public Procurement Portal) failing which such bidder will not be able to enjoy benefits as per PP Policy for MSMEs order 2012.** 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 are available at our web-site mentioned above or they can register themselves online by logging in to the website through <https://balmerlawrie.eproc.in>

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

HELPDESK NOS ARE OPEN BETWEEN 1000 HRS to 1830 HRS <u>IST</u> (MONDAY TO FRIDAY (Exclusions: Balmer Lawrie HOLIDAYS))			
Please email your issues before your call helpdesk. This will help us serving you better.			
Balmer Lawrie & Co Ltd. , 21, Netaji Subash Road, Kolkata - 700 001			
Dedicated Helpdesk for Balmer Lawrie			
Contact Person	E-Mail ID	Tel. No.	Helpdesk Nos are open from
1. Mr. TirthaDas (Kolkata)	tirtha.das@c1india.com	+91-9163254290	MON - FRI
2. Mr. Partha Ghosh (Kolkata)	partha.ghosh@c1india.com	+91-8811093299	MON - FRI
3. Mr. CH. Mani Sankar (Chennai)	chikkavarapu.manisankar@c1india.com	+91-8939284159	MON - SAT
4. Ms. Ujwala Shimpi (Mumbai)	ujwala.shimpi@c1india.com	+91-22-66865608	MON - FRI
5. Helpdesk Support (Kolkata)		+91-8017272644	MON - SAT
Escalation Level 1			
Mr. Tuhin Ghosh	tuhin.ghosh@c1india.com	+91-8981165071	
Escalation Level 2			
Mr. Ashish Goel	ashish.goel@c1india.com	+91-9818820646	
Escalation Level 3			
Mr. Achal Garg	achal.garg@c1india.com		

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

- 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.
- 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.
- No bids will be accepted physically or by post.
- Balmer Lawrie does not take any responsibility in case bidder fails to upload the documents within specified time of tender submission.
- Balmer Lawrie will not be responsible for any delay under any circumstances for non-receipt of any documents sent by post as part of response to the tender. Bidders are requested to provide correct "e-Mail address" and "Mobile No." for receiving updates related to e-tender from time to time.
- 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 on his own in their offers will not be binding on Balmer Lawrie.
- 3.4 The sole proprietor or authorised representative shall sign all documents that needs to be uploaded. 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 scanned and uploaded and produced later on for verification by Balmer Lawrie.

SCOPE OF WORK

Balmer Lawrie & Co. Ltd., [Container Freight Station] have been authorized by the Commissioner of Customs, Kolkata to dispose-off unclaimed/uncleared imported cargo lying in the CFS. For this purpose, it is necessary to ascertain the actual quantity and value of the cargo by competent Valuer. Company is therefore desirous of engaging Valuer for inventory & valuation of cargo.

On receipt of information from company's representative, competent Valuer should be deputed immediately and inventory & valuation should be completed within the time stipulated by us. Chemical testing and other allied job which may be required for valuation of the cargo should be completed at the earliest. The valuation of the cargo shall be undertaken on the prescribed norms laid down by the Customs authority and the value shall be arrived at so that the same will be approved by Customs Authority and the cargo can be disposed-off smoothly through auction/tender.

If any cargo to be valued and certified by specialist/experts depending on type of cargo the same should be arranged by the valuer without any extra cost. For inventory of cargo, the company will deploy labour or any other manpower required. After inventory & valuation repacking required, if any, will be arranged by the Company. Valuation report should be submitted within 7 working days from the date of undertaking the job and the same may have to be submitted to Customs Authority for their approval. The valuation report should be kept strictly confidential and any deviation may lead to cancellation of our order or penalty may be imposed as company may deem fit.

GENERAL TERMS AND CONDITIONS

1. Eligibility Criteria For Techno-Commercial Bid

The bidders will be shortlisted based on documents submitted by them, capabilities and EMD. For the purpose of shortlisting compliance of the following clauses are compulsory:-

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- a. Deposit of Earnest Money of Rs.3,000/- [MSME/ NSIC bidders under micro and small category under exempted from submission of EMD].
- b. Working experience as valuer for last 2 years (ending 31.10.2018) in job of valuation for disposal of import/export goods in Sea/Air Port, CFS, ICD with credential certificate (s).
- c. Certificate of empanelment as valuer by Competent Authority.
- d. Bidder must possess their own NABL accredited laboratory to conduct chemical testing of various unclaimed/ uncleared cargo. (Relevant certificate to be submitted in this regard)
- e. The bidder should not have been black listed in any of the PSU's or private organizations and a **self declaration** to this affect would need to be provided on contractor's letter head. The company may verify such certification and if found during such verification that the statement is not true, the bid of the party will be rejected without any further reference to them.

2. Submission Of Online Bids

The bids should be submitted online .

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

The entire bid is to have digital signature of the person having Power of Attorney/Power of Authority to sign on behalf of the Bidder.

3. Tender Opening

Tender shall be opened on or after due date & time of tender submission only.

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 all the items of work as 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 based on the estimate quantity against a line item as given in the tender document multiplied by the rate quoted by the bidder. However, Balmer Lawrie also reserves the right to split the supply order between two or more agencies if necessary; such a step shall not form the basis for alteration of rates
- 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.
- 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 120 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. Rate

The rate should be quoted for the total scope of work inclusive of all costs, traveling expenses, Taxes if any and no other charges will be reimbursed/paid for undertaking the job, unless otherwise specified. However, GST as applicable shall be paid by BL extra.

9. Validity of offer

The offer should be kept valid for acceptance by Balmer Lawrie for a period of **120 days** from the last date for submission of tender. In case the bidder unilaterally revokes or cancels or varies any rate, terms & conditions of the tender after submission and during the validity period, their Earnest Money Deposit (EMD) shall be forfeited

10. Authority of person signing documents - A person signing the Tender or any document forming part of the Contract on behalf of bidder shall warranty that he has authority to sign such documents.

11. Contract Period

The order will be placed on successful bidder, which will remain valid for two years from the date of awarding the contract.

12. Satisfactory Performance & Termination

If the job assigned to you is found unsatisfactory or your licence is made inoperative/cancelled by licensing authority, this contract will be terminated with immediate effect and jobs during such live period of contract will be undertaken at your "Risk & Cost". It shall remain vendors responsibility to intimate us (Balmer Lawrie) any change in status of your license immediately after such occurrence.

13. Billing & Payment

On receipt of the bill the same will be processed and payment will be made after making necessary deduction towards dues, penalty, income tax, statutory deduction if any within 30 days from the date of submission of the bills after due verification.

14. Performance Guarantee

The EMD of Rs.3,000/- of the successful bidder would be converted as Security Deposit and retained till the end of Contract. The EMD of the unsuccessful bidders will be returned without any interest. Please submit all the pages of offer including NIT signed and stamped as a manifestation of acceptance of all terms & conditions.

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DECLARATION

Having examined the tender documents, we have understood the terms & conditions indicated in the e-Tender No. BL/CFS-KOL/VALUER/18-19 and hereby confirm our acceptance of the same.

Place :

Signature of Tenderer

Date :

Name & Address

Telephone Nos.

Office:

Fax Nos. :

ANNEXURE – I

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	
10	Whether copy of latest Income Tax Return uploaded	
11	GST registration no.	
12	PF & ESI registration no.	
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	In case of MSME vendor, mention if they fall under SC/ST Category. Provide Certificate of SC/ST if applicable.	

PRICE SCHEDULE

Sl.No.	Description of Work	QTY*	UNIT	RATE(Rs.)	AMOUNT(Rs.)
01	Inventory & Valuation of container contained in 20 ft or 40 ft ISO Container or LCL cargo and/or lying in covered/open area.	220	Containers		
02	Chemical Testing of cargo in 20 ft or 40 ft or LCL Container lying in CFS Kolkata	25	Reports		
03	Chartered Engineer report for cargo stored in container in 20 ft or 40 ft Container or LCL or destuff cargo in CFS Kolkata	10	Reports		
04	TOTAL				Rs.
(Total Value in figures):					

***Quantity** indicated in the price schedule is tentative. Actual quantity may vary (+/-) during the course of execution of the order. Payment shall be made on actual executed quantity as per the firm-up rate against any variation (+/-) against our certification.

Rate should be quoted both in figure and word and the same should be inclusive of all taxes, duties. However GST shall be payable extra as applicable. The total price (at Sl. 4) shall be the criteria for determining the L-1 price.