



## ***Balmer Lawrie & Co Ltd.***

**(A Govt. of India Enterprise)**

**Logistic Services Division**

**32-33, Kushal Bazar, Ground Floor,  
Nehru Place, New Delhi-110019**

**TENDER NO: BL/LS/DEL/03/JUL17**

**DATE: 26/07/2017**

***DUE ON : 31.07.2017 AT 2.00 PM***

***OPENING ON : 31.07.2017 AT 4.00 PM***

Balmer Lawrie & Co. Ltd. invites Online Bids (dual) from the reputed, experienced and Interested CHA agencies in respect of handling customs clearance of Polymer at Attari Border, Amritsar, through Balmer Lawrie eProcurement Portal <https://balmerlawrie.eproc.in>

### **CONTACT DETAILS OF BALMER LAWRIE**

BALMER LAWRIE & CO. LTD.,  
32-33, KUSHAL BAZAR,  
GROUND FLOOR, NEHRU PLACE,  
**NEW DELHI 110 019**

CONTACT PERSON: SHRI ROMESH SRIVASTAVA AT 011-26467565 & 9810127811 and  
SHRI SATISH VASHISTH AT 011-26485556 & MOB NO 98186-48548

## **NOTICE INVITING TENDER**

**TENDER No. BL/LS/DEL/03/JUL17**

**DT 26.07.2017**

- 1] On-line Bids are invited from the reputed, experienced and Interested CHA agencies in respect of handling customs clearance of Polymer at Attari Border, Amritsar, and meeting our specified requirements, subject to terms and conditions given below during the forthcoming period of one year.**

- The requirement: There may be 1500 containers to be customs cleared at Attari Border, Amritsar and may be increased depending on the requirement. The successful bidder would be required to meet out requirement.
- Price Bid as per prescribed format given in Annexure-B, should be duly filled up.

**2] PROFILE AND SCOPE OF JOB**

- The incumbent will be required to coordinate with the customers on day to day requirement basis, on behalf of Logistic Services (LS) of BL
- The Incumbent will be required to coordinate with the Operation Team of BL-LS for performing desired operations.
  - Finalize and obtain draft invoice as per LC/customer requirement one day in advance before the dispatch of Trucks.
  - Coordination with the transporter authorized representative for vehicle
  - Coordination for exports documentation, product survey and excise examination
  - Ensure consignment wise issuance of ARE – 1 / ARE- 3, CE invoice
  - Collect all relevant documents from the plant of our customer which are required for customs clearance and exports.
  - Obtain let export order (LEO) from customs station
  - Intimate customs station for arrival of cargo
  - Coordinate cargo examination and document verification by customs
  - Handover transport document, customs generated documents and other documents pertaining to export to our operation team
  - Submit proof of exports of (copy of signed ARE-1), examination report etc after shipment
  - All other Job / formalities incidental to the export of shipment
  - Sent Daily Status Report to our Team
  - Coordination / Preparation of documentation for advance license benefits (as per exim policy)
  - Coordinate release of certificate of origin as per our instruction
  - All original documents like shipping bill / Bill of Exports, EP Copies, Exporter Copy, Form SDF, ARE-1, duly signed and stamped by customs to be submitted within 3 days of the exports.

- Completion of DrawBack Formalities and customs clearance
- Special conditions
- The CHA shall solemnly be responsible to bear / any or all demurrage or any other charges imposed by any authorities.
- Non – Disclosure Condition : Vendor will not disclose or pass on any information without our written permission. Vendor has to give an undertaking that they will not contact directly to our customer or will not quote any rates directly to our customer.

### **3] EARNEST MONEY DEPOSIT –(EMD) SECURITY MONEY DEPOSIT**

#### **EMD**

Earnest Money Deposit of Rs.7500.00 (Rs. Seven thousand and five thousand only) to be paid by Demand Draft payable at New Delhi in favour of Balmer Lawrie & Co. Ltd. Cheque and any other form of payment are not acceptable towards EMD. EMD/SD will carry no interest. Linking with earlier transactions/adjustments with pending bills or any other amount payable by the Company is not allowed.

**The EMD of unsuccessful bidders would be refunded only after finalization and acceptance of order by the successful bidder.**

#### **EMD is liable to forfeiture in the event of –**

- a) Withdrawal of offers during validity period of the order.
- b) Non acceptance of the order
- c) Non Confirmation of acceptance of order within the stipulated time after placement.
- d) Any unilateral revision made by the bidder during the validity period of the offer.
- e) Non execution of the documents after acceptance of the contract due to any dispute of the bidder or any reason whatsoever.

#### **SECURITY MONEY DEPOSIT**

The SD amount payable by the successful bidder would be 5% of the contract value (value to be mentioned at the time of contract finalization) by Demand Draft payable from any Nationalized / Schedule Bank drawn in favour of Balmer Lawrie & Co. Ltd payable at New Delhi. In case of failure to comply with enquiry terms, the Company reserves the right to cancel order/forfeit EMD amount.

- a) The entire SD amount can be submitted as Bank Guarantee [BG] valid for period of 30 Months for an equivalent amount issued by Nationalized / Scheduled Bank within 15 days from the date of receipt of intimation from the company.
- b) The SD shall bear no interest and shall be refunded only on expiry of contract period by Cheque only.
- c) All sums of compensation [or] other sums of money payable by the successful bidder may be deducted from the SD.

#### **OFFERS RECEIVED WITHOUT EARNEST MONEY DEPOSIT WILL BE REJECTED.**

**In case of failure to comply with enquiry and agreed terms, the Company reserves the right to cancel order/forfeit EMD and or SD amount.**

**4] PRE-QUALIFICATION REQUIREMENT**

- a) Submission of EMD of Rs 7, 500/- by DD
- b) Experience of handling custom clearance of Polymer (No. of years along with supporting documents)
- c) Possession of PAN Card/No & GST No
- d) Possession of Service Tax Regn No.
- e) Submission of proof of Rule 8 under customs for custom clearance activities
- f) Registered in ICD under customs for custom clearance activities
- g) Proof of the license for custom clearance in tenderer name only

Note: The custom broker shall not be able to participate in the similar kind of job for the same customer in the next 3 years. The custom broker shall not participate in any other name/ for any other organisation for the same customer for similar kind of job in the next 3 years.

**Documentary evidence for the above should be submitted along with Technical bid. Offers received without the documentary support will not be considered.**

**5] NSIC (National Small Industries Corporation) & Micro and Small Industries**

Following exemptions till such time it is valid/in force as per notification/circular issued by Govt. of India, may be considered while tendering in respect of vendors coming under the definition of "Micro and Small" Industries and holding valid registration certificates as on date of enquiry, covering goods /services that are proposed to be procured.

**Exemption in payment of EMD.**

In support of your claim for exemption in payment of EMD, you are advised to send a legible copy of your registration certificate having a clear-cut mention about the validity of same.

**6] TERMS & CONDITIONS**

Your offer should specify all the elements, mentioned in the price bid, as has been asked for, and be valid for **our acceptance for a period of 60 days (excluding the due date) from the due date.**

**Contract period –**

The period of contract would be valid for one year from the date of Order / Letter of Intent. The contract would be extendable for further period; the same shall be done only on existing rates and terms, after having mutual discussions.

The Company reserves the right to terminate the contract by serving one month's notice, without assigning any reasons thereof.

**7] RISK PURCHASE**

The bidder shall hold the company harmless and indemnified from all claims, costs and charges for which the company may be held liable in respect of any loss of injury exchanged to any third party through servants/employees/agents. This indemnity shall be in addition to, and not in lieu of any indemnity towards the Company may be entitled by law.

Balmer Lawrie reserve the right to verify the information submitted by interested bidders.

The tender would be evaluated on the basis of individual's profile, competency, job-knowledge and relevant experience of concerned industry.

The bidder would be required to confirm the negotiations in writing within the time stipulated. If the bidder fails to comply with this requirement, the Company reserves the right to evaluate his tender at its discretion on their original rates.

The Company reserves the right to relax any tender conditions at its discretion, if felt necessary, during the process of tender finalization. No bidder will have any claim for making any representation in this regard.

In case a conflict of interest is arisen between the bidder and the Company at any stage during finalization of order processing, the Company reserves the right to reject the bids of the concerned bidder.

In case of any dispute is arisen during validity of contract, the same will fall under the jurisdiction of Delhi Court.

#### **8] Procedure of Arbitration**

Any dispute or difference arising out of this Contract shall be referred for adjudication at Kolkata to a sole arbitrator to be appointed by the Chairman & Managing Director of Balmer Lawrie & Co Ltd. The fees of the arbitrator, if any, shall be shared equally by both the parties.

All documents required as per the tender documents can be scanned and submitted on-line and or deposited in person, at our office.

#### **9] Vendor Undertaking**

**We have studied the tender document carefully and have quoted our rates in accordance with the terms and conditions as laid down in the tender document. We also confirm to have accepted all terms and conditions mentioned herein.**

Place:

Date:

(Signature of the tenderer with seal)

## **ANNEXURE- A**

### **DETAILS OF BIDDER**

1. Name of the Bidder :
2. Address of the Company :
3. Registered / Head Office of the Company :
4. Whether Partnership Firm / Limited Company. :
5. Name of Directors/ partners/proprietor :
6. Date of Incorporation :
7. Turnover of the company for the last 3 years. :  
(mention the figures and also enclose photo-copies  
of relevant documents)
8. Please mention the single order value executed by  
you of similar type of job during the last three (3) years.
9. Address of the Local Branch Office with telephone no. and :  
Name of the contact person / Branch Manager.
10. List of Parties to whom you have provided similar type of :  
services - Attach Xerox copy of order-
11. Whether, you have provided any such services for any office of :  
Balmer Lawrie & Co Ltd. If so, attach Xerox copy of order ?
12. Whether any dispute is pending against your firm, if :  
So, please give details.
13. PAN NO. & GST No. :
14. SERVICE TAX REGN. NO. :
15. LABOUR / LICENCE NO.
16. PF / ESI NO.
17. INCOME TAX CLEARANCE CERTIFICATE OF LAST 3  
YEARS
18. CONTACT PERSON & PHONE NO. :

**Annexure-B**

The prospective bidders are advised to quote lump-sum  
The break-up of the quote is required to be given as per the following:-

SI No	Description	Amount/ Rs	
	Lump-sum per 20 Ft container		
Tax would be payable extra as per the applicable Govt. Tariff			

**DATE:**

**Seal**

**PLACE:**

**And Signatures of the Bidder**

## CONDITIONS FOR ONLINE BID SUBMISSION

### **Procedure For Bid Submission**

The bidder shall submit his response through bid submission to the tender on eProcurement platform at <https://balmerlawrie.eproc.in> by following the procedure given in the Catalogue given in the system.

### **Registration with eProcurement platform:**

For registration and on-line bid submission bidders may contact HELP DESK of M/s C1 India Pvt., Ltd. The contact persons are –

Name	Emails	Phone Numbers
1. Mr Tirtha Das	<a href="mailto:tirtha.das@c1india.com">tirtha.das@c1india.com</a>	9163254290
2. Mr Tuhin Ghosh	<a href="mailto:tuhin.ghosh@c1india.com">tuhin.ghosh@c1india.com</a>	8981165071
3. Mr Siva Kumar (Chennai)	<a href="mailto:siva.kumar@c1india.com">siva.kumar@c1india.com</a>	9042773377
4. Mr Ravi Gaiwal (Mumbai)	<a href="mailto:ravi.gaiwal@c1india.com">ravi.gaiwal@c1india.com</a>	022 66865633

**C1 India Pvt. Ltd., Petrochem Building | Building no.-301| 1stFloor| Udhog Vihar | Phase-2 | Gurgaon. Land Line : +91 124 4302 EXT 234| Email: [sandeep.tomar@c1india.com](mailto:sandeep.tomar@c1india.com)| Website: [www.c1india.com](http://www.c1india.com)**

### **Digital Certificate authentication:**

The bidder shall authenticate the bid with his Digital Certificate (Class II) for submitting the bid electronically on eProcurement platform and the bids not authenticated by digital certificate of the bidder will not be accepted on the eProcurement platform.

All the bidders who do not have Digital Certificates need to obtain Digital Certificate for signatures and encryption. They may contact Help Desk of C1 India Pvt Ltd.

### **Submission of Hard copies:**

**After submission of bid on-line, the bidders are requested to submit the demand draft towards required EMD amount along with other documents as required, to the Tender Inviting Authority before opening of Price bid at our Office.** The bidder shall furnish the Demand Draft and other documents either in person or through courier or by post and the receipt of the same within the stipulated time shall be the responsibility of bidder. Balmer Lawrie shall not take any responsibility for any delay or non-receipt of said documents. If any of the documents furnished by the bidder is found to be false / fabricated, the bidder is liable for black listing, forfeiture of the EMD, cancellation of work and criminal prosecution.

The bidder is requested to get a confirmed acknowledgement from the Tender Inviting Authority as proof of submission of hardcopies.

### **Corrigendum to tender:**

The bidder has to keep track of any changes by viewing the addendum / Corrigendum's 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.



**Bid Submission Acknowledgement:**

The user should complete all the processes and steps required for bid submission. The successful bid submission can be ascertained once acknowledgement is given by the system through bid submission number after completing all the processes and steps. Tender Inviting Authority and C1 India Pvt. Ltd. will not be responsible for incomplete bid submission by users. Users may also note that the incomplete bids will not be saved by the system and are not available for the Tender Inviting Authority for processing.

Before uploading scanned documents, the bidders shall sign on all the statements, documents, certificates uploaded by him, owning responsibility for their correctness / authenticity.

**Disclaimer Clause:**

The Company (Balmer Lawrie & Co. Ltd.) nor the service provider (C1 India Pvt. Ltd.) is responsible for any failure of submission of bids due to failure of internet or other connectivity problems or reasons thereof.

## **GENERAL**

- a. BL shall not take any responsibility for any delay or non – receipt of said documents. If any of the documents furnished by the bidder is found to be false/fabricated, the bidder is liable for blacklisting, forfeiture of the EMD, cancellation of work and criminal prosecution. BL reserves the right to accept any tender in whole or split the order or reject any or all tenders without assigning any reason.

BL shall not be bound to accept the lowest tender and reserves the right to accept any or more tenders in part. Decision of BL in this context shall be final and shall be binding on the bidders.

- b. **Tender Committee of the office will first open the envelopes of qualification/technical bids submitted by the prospective bidders. The Committee will duly check and verify that whether a particular bid meets all the criteria and whether all the supporting documents have been submitted by the bidder. Only after verification of qualification, the price bid of a bidder will be opened both on-line and off-line. Bidders must quote same rates against a particular item in online and offline price bids.**

**PRICE BID MUST BE UPLOADED ON LINE** AND ALSO BE SUBMITTED OFFLINE

### **TENDER DOCUMENT (Excluding price bid) submission**

Your offline document/qualification/technical bid (excluding price bid) shall comprise the following (in first envelop):-

- A covering note on your letter head
- EMD for Rs 7500/- by DD
- *Annexure-A* duly filled in, signed with seal
- Vendor Undertaking (as per Page 5)
- Relevant copies of certificates/registration etc as per pre-qualification requirement.

The second envelop will carry price bid only.