

Balmer Lawrie & Co. Ltd. Container Freight Station, [Chennai]
E-Tender No: BLC/CFS/Survey Job/31



Balmer Lawrie & Co. Ltd.
(A Government of India Enterprise)

BALMER LAWRIE & CO. LTD.

CONTAINER FREIGHT STATION

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

Phone No 25941813 /25942557, Fax No. 25941863

E-mail: dutta.g@balmerlawrie.com

CIN - L15492WB1924GOI004835

e- TENDER NO: BLC/CFS/Survey Job/31

Dt. 19.11.18

TECHNICAL/COMMERCIAL BID

Tender Document for

Engagement of surveyor for Carrying out Survey job

DUE DATE & TIME: [08/12/2018 at 16:00Hrs]

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NOTICE INVITING E-TENDER

On-line bids in two bid system are invited from reputed and experienced Vendors, who fulfill the eligibility criteria mentioned elsewhere in the tender document under the Heading General Terms & Conditions, for undertaking the subject contract for **Engagement of Surveyor for Carrying out Survey Job.**

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

The scanned copies of other required documents in support of bidders'credentials are to be uploadedalong with the tender documents through the appropriate link.

S.No	Description	Details
1	Name of Work	Engagement of Surveyor for Carrying out Survey Job
2	Tender No	BLC/CFS/Survey Job/31
3	Validity Of Offer	90 days from the date of opening of the price bid
4	Contract Period	Two yearsw.e.f. 01.01.19
5	EMD	Rs.1,00,000/-
6	Downloading / Submission of Tender :	
	a. Starts on	19.11.2018
	b. Closes on	08.12.2018 at 16.00 Hrs
7	Opening of Tenders	As per tender calendar

1. LIST OF DOCUMENTS TO BE UPLOADED

The scanned copies of following documents should also be uploaded at appropriate link in our e-tenderingsystem 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 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
- 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 (i.e. for financial year 2015-16, 2016-17, 2017-18)
- f. Certificate from bankers about financial soundness.[Scanned Sealed Envelope to be uploaded hard copy to be submitted to our office]

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- g. Experience / Credential Certificate
- h. MSMED / NSIC Certificate if applicable
- i. SC/ ST Self-Declaration in case of MSME / NSIC

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.1,00,000/- (**Rupees One lakh 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]**. Copies of the instruments (DD/PO) evidencing payment of EMD should be scanned & uploaded before bidding. Offer submitted without EMD will be rejected. However, payment of EMD is exempted for Small Scale Units registered with National Small Industries Corporation (NSIC) & Micro Small and Medium Enterprises (MSME) on submission of valid copy of registration certificate. It is mandatory that MSME vendors must declare their UAM (Udyog Aadhaar Number) on Central Public Procurement Portal (CPPP), failing which such bidders will not be able to enjoy the benefits as per Public Procurement policy for MSME's 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

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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 downloads> Bidder 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.		
Balmer Lawrie & Co Ltd. , 21, Netaji Subhas Road, Kolkata - 700 001		
Dedicated email : blsupport[at]c1india[dot]com		
Dedicated Helpdesk for Balmer Lawrie		
<u>Contact Person</u>	<u>E-Mail ID</u>	<u>Tel. No.</u>
1. Mr. TirthaDas (Kolkata)	tirtha.das@c1india.com	+91-9163254290
2. Mr. Partha Ghosh (Kolkata)	partha.ghosh@c1india.com	+91-8811093299
3. Mr. CH. Mani Sankar (Chennai)	chikkavarapu.manisankar@c1india.com	+91-8939284159
4. Ms. UjwalaShimpi (Mumbai)	ujwala.shimpi@c1india.com	+91-22-66865608

1.2 Digital Certificate authentication

The bidder shall authenticate the bid with his Digital Certificate for submitting the bid electronically one-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 the same. They may contact help desk of C1 India Pvt. Ltd.

2. Special Note

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- 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 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 e-tender from time to time.
- Any amendment / corrigendum as and when required will be uploaded only on the website of the Company www.balmerlawrie.com and related Government of India e-procurement websites where this tender is floated and interested bidders should regularly visit these websites for updation.

Provisions for Micro, Small and Medium Enterprises (MSME) :

- (a) Qualification Criterion: MSME vendor must confirm that UAN No has been uploaded on CPPP website as required by minister vide circular no F:No21(17) / 2016 dated 06.04.18 for qualifying to be considered as MSME vendor under this tender.
- (b) Micro & small scale manufacturing/ service units registered with MSME/ NSIC are exempted from payment of EMD. Small scale units registered with MSME / NSIC should enclose a copy of their valid registration certificate to make their bid eligible for consideration.

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.
- 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

OUR REQUIREMENT

The broad details of Survey work expected to be carried out in our CFS are given below:
Bidder must be in a position to place at least one person at our CFS with valid International Institute of Container Lessor (IICL) certificate. (Copy of proof to be attached)

IMPORT ACTIVITIES

Visual inspection of empty/loaded container

Your surveyors have to manage the entry / exit points round the clock in order to conduct a visual inspection of the containers including verification of load port seal number, exit time of container at the zero gate at port, arrival time at CFS and external condition of the container for damages if any. A damaged container if received has to be detained and the CFS authorities should be informed before letting the container inside the CFS. A summary report has to be submitted every 24 hours giving details of In/Out Transactions to our Company.

Entry details of PNR arrivals

Your surveyor have to enter the Gate In details of loaded container in the online system immediately at CFS and generate the entry pass for arrival of the container.

Weighment of Import Containers

Your surveyor has to carry out weighment of all import containers arriving at the CFS and record the details like Container Number, Trailer No., Gross weight, Tare weight etc in a separate register and feed the details into the system and generation of weighment slip to the Company.

Similarly your surveyor has to carry out weighment of import containers at the time of delivery on need basis and feed the details into the system and generate weighment slip to the Company.

Proper intimation of ODC container arrivals with low bed trailers, PO escort details, hazardous containers etc should be given to concerned officers in import operations for proper billing.

Placement& removal of RFID Tagon Containers

Providing necessary placing RFID tags on the containers on arrival and delivery of import containers at the above premises. The work has to be carried out on round the clock basis.

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Customs inspection

Your surveyors have to be present for all customs Inspection of cargo whilst stuffing/de - stuffing. A suitable report has to be prepared at the end of the activity and to be submitted after obtaining endorsements of all the parties who have participated in the activity.

Seal cutting (Import Loaded container-sealed)

Your surveyors have to be present prior to cutting of seal from the container by the Customs authorities. The seals have to be inspected for its integrity as well as the number discrepancies if any, before the seal is cut and the same has to be brought to the notice of CFS authorities.

Survey work to be carried out at import de-stuffing

Your surveyors have to supervise the de-stuffing of all the Import Containers at the Yard Premises. After completion of de-stuffing, your surveyors have to prepare cargo de-stuffing report and take a proper acknowledgement from the clearing agent regarding quantity delivered on bill of entry copy including wetness / damages to the cargo if any. Thereafter your surveyor has to submit a de-stuffing report of the import container de-stuffed. If any discrepancy is noticed, the same has to be brought to the notice of operation department immediately.

Any future claim from the CHA's/importer regarding shortage/damage to the cargo due to the negligence or failure to take a complete endorsement on quantity delivered and its condition would be debited to surveyor accounts and the claim amount would be recovered from their bills.

Scrap De-stuffing

Your surveyors have to supervise the de-stuffing of all import scrap containers at the yard. You have to maintain a proper record of container de-stuffed, slot location etc. Your surveyor have to supervise the delivery of scrap to the CHA / Importer at the time of loading and be present till completion of loading and to maintain proper records on the no. of trucks loaded container wise and party wise.

LCL De-stuffing & Delivery

Your surveyor has to ensure that LCL containers coming into CFS are directly placed near the warehouse. He should thereafter supervise de-stuffing of the container, Line wise and stack them accordingly. Any discrepancy in quantity/quality including damage to the cargo should be immediately brought to the notice of the concerned officer. The area being occupied, line wise is to be measured and recorded. At the time of delivery of each individual lot, the surveyor has to be present for the loading and obtaining acknowledgement from the clearing agent for goods received.

Export Activities

Export stuffing

Your surveyors have to inspect the export cargo on being carted into the export shed / yard with regards to quantity and condition of packing. If any discrepancy is found in quantity or condition of cargo, the same to be brought to the notice of export operation dept. On completion of the cargo arrival you will have to affix the necessary carting slip on the cargo.

- a. The consolidations of the export cargo have to be done as per shipping line instructions and accordingly we will request the labour to stuff the said cargo into the nominated containers which are inspected by your surveyors prior to stuffing, with regards to their cargo worthiness. In the event of any export cargo found damaged it has to be brought to the notice of all concerned.
- b. You have to supervise/tally the stuffing operations and ensure the sealing of the containers after stuffing, with the seals provided by Customs.

Weighment of Export Containers

Similarly your surveyor has to carry out weighment of export load containers at the time of exit from CFS on need basis and feed the details into the system and generate weighment slip to the Company.

RFID Vehicle data entry and scanning of export documents for RFID tracking

Data entry of all concerned documents such as Shipping Bill / Let Export report, Form 13, Vehicle port pass, Driver port pass, Driving License etc and scanning all export documents for RFID tracking before export containers leaves the CFS for Port. This operation will be carried out round the clock and Surveyor has to ensure necessary manpower for above operation.

Daily Reports

As part of your survey job, you have to submit daily report to our nominated officer and get their endorsement.

Export:

- a. Statement of Cargo arrival
- b. Statement of number of container stuffed
- c. Details of cargo stock position
- d. Details of shutout cargo delivery
- e. Monthly stock report on 1st day of every month.

Import:

- f. Details on Import Containers arrived

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- g. Monthly stock position of Import Container
- h. Details on Import Containers Destuffed/FCL Delivery
- i. Report on import containers undergone 100% customs inspection

LCL(Import & Export)

- a. Details on LCL Containers / Cargo arrived
- b. Details on LCL Container Stuffed / Destuffed (no. of packages, measurement)
- c. Details of LCL cargo delivered / received
- d. Cargo stock position with CBMs / Sq.m.

Incidental operation

Monitoring of Reefer Containers

The surveyor has to monitor the reefer containers regularly during the course of running of the reefer container. In case of deviation between the Set temperature and actual temperature, report the same to the Company. Record the unit temperatures at every 2 hours and give periodical reports to us.

Stock verification of import containers and export cargo

The surveyor has to take physical verification of loaded containers as well as export cargo on 1st of every month and reconcile the same with our on line book stock. After completion stock verification, a detailed stock report to be submitted along with discrepancies if any to the concerned operation department.

Export Shutout Cargo

The surveyor shall be required to carry out the above job and also supervise the delivery of shutout cargo furnishing no. of cartons and area occupied etc whenever required and reports to be submitted for which no separate payment would be made.

Placement& removal of RFID Tagon Containers

Providing necessary placing RFID tags on the containers on arrival and delivery of import containers at the above premises. The work has to be carried out on round the clock basis. The details of the work * to be carried out are given below:

- a. Scanning the RFID tag number and the container number in the computer system for placement of tag on arrival and delivery of container separately.
- b. Placing the relevant RFID tag on the container on arrival of container
- c. Removal of RFID tag from the container at the time of delivery of container and updating data in computer system.
- d. Proper maintenance of stock and accounting of RFID tags.
- e. Everyday morning get the de-stuffing report from the surveyor regarding the import containers de-stuffed during the previous day and collection of tags from those import containers in the yard after de-stuffing is completed

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- f. Carrying out physical verification of stock of tags, reconcile the same with the online stock and submission of report on 1st of every month.
- g. If there is variance in physical stock and online stock of tags, the cost of shortage tags would be recovered from respective monthly bills of vendor

** The above list is illustrative and not exhaustive, and the contractor will arrange for necessary handling operations as and when required and as instructed by the Company officials.*

Other Requirements

Bidder must be in a position to place at least one person at our CFS with valid International Institute of Container Lessor (IICL) certificate. (copy of proof to be attached)

- The proprietor or his authorized representative of successful bidder shall be available on call for any emergent need.
- At least one supervisor shall be deployed at our CFS on regular basis for monitoring the day-to-day supervision and co-ordination of survey operations.
- Company has computerized maintenance of all operational data, reports etc. through a suitable software program. For this purpose, the personal deputed to CFS should have required qualification and experience to operate the computer. The required software like CFS operating package and weighment package will be installed by us. Two PCs would be provided by BL-CFS to carrying out online entry in the CFS package which will be installed in CFS gate office and in weighment room.
- The surveyor will have to render necessary assistance to Balmer Lawrie in Preparation and lodgment of all claims including insurance claim pertaining to cargo and container without any additional charge.

GENERAL TERMS AND CONDITIONS

1. Eligibility Criteria For Techno-Commercial Bid

- a. Payment of Interest Free EMD of Rs1,00,000/- (MSME and NSIC bidders are exempted from payment Subject to submission of proof of valid certificate)
- b. Bidder Should have atleast 5 years' experience in doing survey work at any CFSs /ICDs /Ports /Empty plots in India as on 31.10.2018 (Proof to be attached)
- c. Should have minimum average turnover of Rs. 30.00 lakhs per year during the last 3 financial years ending 31.03.18 (i.e. for financial year 2015-16, 2016-17, 2017-18). A certificate from chartered accountant certifying turnover of the mentioned financial years (2015-16, 2016-17, 2017-18) to be submitted.

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- d. At least one person of the bidder must have valid Marine Surveyor license issued by the Ministry or statutory authority (copy of license to be attached)
- e. Bidder should have PF/ESI registration (Proof to be submitted)
- f. The bidder must submit bankers solvency certificate for Rs.5.0 lakhs issued by their bankers valid for six months from the due date of submission of tender (Proof to be submitted)
- g. The bidder should not have been black listed in any of the PSU's or private organizations. Self-certification to this effect would need to be provided on contractor's letter head. If this turns out to be false on verification by BL, the contract may be terminated/the bidder may be blacklisted permanently for all future jobs for the entire company.
- h. Bidder must be in a position to place at least one person with valid International Institute of Containers Lessor (IICL) Certificate at our CFS. (Copy of Proof to be attached)

2. Submission Of Online Bids

The bids should be submitted in 2[two] separate parts titled as

- [A] Technical / Commercial Bid [Unpriced]
- and
- [B] Price Bid

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

- [A] Unpriced [Technical-Commercial] Bid Opening

Technical / Commercial Bids will be opened online as per the Tender Calendar.

- [B] Price Bid Opening

4. Acceptance of offers

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

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- c. The overall L-1 status would be determined by looking at the total value quoted by the bidder.
- d. 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 will be rejected.
- e. Bids from the tenderer carrying out similar CFS business will not be considered to avoid the conflict of interest.

5. Negotiations

- a. 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.
- b. 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 and proceed to finalise the tender.

6. Price Variation

- a. 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.
- b. The quoted rates shall be valid for a period of minimum 90 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 intent on the successful bidder(s).

8. Trial period and Period of Contract

The total period of contract will be for 2 (two) years with effect from the issue of letter of Intent /work order. However the contract will be on trial basis initially for a period of 6 (six) months with effect from the date of commencement of work (if necessary). On satisfactory performance during the trial period of 6 months, the Company at its discretion will extend the period of contract for further period of 18 months under same rates, terms and conditions by issuing a confirmatory letter to this effect.

9. Earnest Money

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The bidder is required to submit an interest free EMD of Rs.1,00,00/- (One Lakh only) by way of Bank draft payable at Chennai favoring "Balmer Lawrie & Co. Ltd." The EMD of successful bidder would be retained till completion of contract. The EMD would be forfeited by Balmer Lawrie & Co Ltd in the event of 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.

10. Validity of Rates

The quoted rates shall be kept valid for acceptance for a period of 90 days from the date of opening the price bid. The rate should be kept firm throughout the contract period.

11. Volume of work

No definite volume of work would be guaranteed during the tenancy of contract. However we expect to handle a volume of around 72,000 TEU's of import and 28,800 TEU's of export approx during the contract period. The estimate is furnished to the tenderers without prejudice and without any commitment on the part of Balmer Lawrie & Co Ltd.

No assurance is given about any item of work at any time during validity of contract. The nature of work will be subject to variation depending upon the business requirements. Any variation / addition/deletion in the items of work to be actually carried out shall not form the basis of any dispute regarding the rates quoted in the tender and shall not be a ground to any claim of compensation.

12. Penalty due to non-performance

In case of bidder failing to honor the terms and conditions of the contract, the company shall be at Complete liberty to make alternate arrangements at bidder's "**Risk & cost**" and any additional cost incurred by the Company in the event of bidders failure to perform the work as per the work order issued to them and cost incurred by the Company in this regard would be fully recovered from the surveyor bills.

13. Security Deposit

Security Deposit for [**Rs.2 lakhs**] has to be submitted in the form of a Bank Guarantee, as per prescribed format of the Company is required to be submitted by the successful bidder against non-performance of contract during the contract period. Alternatively successful bidder may deposit performance guarantee in form of DD/BG in favor of the company. This performance guarantee will not bear any interest.

14. ESI/PF/Other Statutory obligations

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The Contractor would be required to ensure adherence to all statutory obligations related to their employees who would be working inside Balmer Lawrie premises. On award of the contract, the bidder shall ensure compliance with all relevant statutory provisions under the relevant labour laws which are as given below:

- a) The Contract Labour (Regulation & Abolition) Act 1970
- b) The Employees Provident Funds and Miscellaneous Provisions Act 1952
- c) The Employees State Insurance Act 1948
- d) The Minimum Wages Act 1948
- e) The Workmen Compensation Act 1923

and other applicable labour enactment and as amended from time to time in respect of the personnel deployed by bidder at the Company's premises.

The personnel deployed in the Company's premises by the Contractor shall be fully qualified in all respects to carry out the activities for which he has been deployed.

It may be noted that the bill submitted by successful bidder for services rendered shall be processed only on submission of satisfactory proof of remittances Challans in respect of statutory payments such as ESI, PF, etc. for the personnel deployed by him in the Company's premises along with the ESI/PF numbers allotted to them.

Cost if any, incurred by the Company in ensuring statutory compliance with the existing labour enactment and as amended from time to time shall be fully charged to the contractor.

The vendor has to take Pradhan Mantri Jeevan Jyoti Bima Yojana (PMJJBY) & Pradhan Mantri Suraksha Bima Yojana (PMSBY) for the contract labour deployed by the vendor.

15. Payment Terms

Payment shall be made within 30 days after submission of bills. Appropriate tax, as applicable from time to time shall be deducted from the bills as per the statutory regulations.

16. GENERAL SAFETY, SECURITY & OTHER REGULATIONS –

The laid down safety and security rules and regulation of BL-CFS, Manali, Chennai, shall have to be strictly adhered to. The contractor shall ensure that their surveyors compulsorily use proper safety equipment's (PPEs). The vendor should conduct tool box talk regularly with the staff deployed by them. The contractor shall allow only those workers who have the authorized gate entry permits. Vendor must provide his personnel the Safety Shoes, Reflective Jacket and Helmet for being posted in Balmer Lawrie- CFS to execute the Job under this contract and should ensure that they wear them on day to day basis. Non-compliance of the same shall be taken up very seriously and may even lead to the cancellation of the contract

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The selected contractor shall comply with the provisions of the required Insurance, Minimum Wages Act, Contract Labour Act, Workmen's Compensation Act, ESI, PF, Bonus, Gratuity Acts, etc. or any other Acts/ Rules, which are applicable as per the Statute, in respect of the workmen/ personnel employed by him.

17.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 any other firm at the 'Risk & Cost' of the contractor.

18. Addition and alteration of Tender documents

The company reserves the right to add/alter terms and conditions of tender documents including cancellation of tender any time without assigning any reason whatsoever.

19. Termination

The contract can be terminated by either party by giving 3 clear months' notice in writing. However in case of serious breach of contract by the Contractor the Company reserves the right to terminate the contract without notice.

20.Arbitration

Any dispute or difference arising under this Contract shall be referred under jurisdiction of Kolkata to a sole arbitrator appointed mutually under 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. The award shall be a speaking award stating reason therefor and is final and binding on the parties. The proceeding shall be conducted in English language and courts at Kolkata will have exclusive jurisdiction to settle any dispute arising out of this contract.

DECLARATION

Having examined the tender documents, we have understood the terms & conditions indicated in the e-Tender No :BLC/CFS/Survey Job /xx and hereby confirm our acceptance of the same.

Place : Signature of Tenderer

Date : Name & Address

Telephone Nos.

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	Whether copy of GST Registration certificate Uploaded	
13	Name of the Banker	
14	Whether registered under MSMED act	
15	In case registered under MSMED provide registration number and copy of registration certificate.	
16	MSMED vendor must state whether they belong to SC/ST Category	

TENDER FOR CARRYING OUT SURVEY JOB

PRICE BID(RATE SCHEDULE FOR IMPORT ACTIVITIES)

Schedule – A

IMPORT

Sl No	Schedule of Activities	Estimated Qty for Two Year		Rate (In Rs.)	
		20 Ft	40 Ft	20 Ft	40 Ft
a)	<u>Gate in survey of Load container</u>				
	Visual inspection of Load Container entry into CFS, check the external condition of container like damages and verification of customs & load port seal and entering gate in details of loaded containers in CFS online system and release of computer entry pass. Carrying out weighment of import containers on arrival at the CFS and on exit from CFS, record the container no., trailer no., gross and tare weight details in a separate register and in the system and generating weighment slip to company. Placing and removal of RFID tags on containers during arrival and delivery.	41000	15500		
b)	<u>Gate out survey of Load Containers;</u>				
	Inspection of Load Container exit from CFS including seal verification, condition of the container. Removal of tags from containers after containers are de-stuffed and Entering and cancellation of the tag numbers in our online system as per the scope of work given in Page No. 9 of tender document	35600	12400		
c)	<u>Seal cutting for customs inspection</u>				
	Custom inspection of import containers including verification of custom seal/load port seal nos. before seal cutting.	20400	7300		
d)	<u>Destuffing of FCL Containers</u>				
	Supervision of de-stuffing import cargo & delivery, including seal verification and make a suitable report to be prepared after de-stuffing and get the party's signature on de-stuffing report/tally sheet.	5300	2600		

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e)	<u>De-stuffing of LCL containers</u>				
	Supervision of LCL import containers including seal verification, no. of packages de-stuffed, measurement of space occupied by the cargo line-wise in sq. mtrs and preparation of de-stuffing report	200	700		
f)	Supervision of LCL import cargo delivery (Rate per delivery)	4200			
g)	<u>Weighment of import containers (Delivery)</u>				
	Carrying out weighment of import containers on arrival at the CFS and on exit from CFS, record the container no., trailer no., gross and tare weight details in a separate register and in the system and generating weighment slip to company. (Rate per box)	1200	240		
h)	<u>Monitoring of import reefer containers</u>				
	Verification of set temperature of the cargo and Plugging the reefer containers at the reefer point and regularly monitor the reefer containers once in two hours, de-plugging the container, recording the units of power consumed at the time of delivery of the container. (Rate per shift)	100	250		
	Add : GST @				

TENDER FOR CARRYING OUT SURVEY JOB

PRICE BID(RATE SCHEDULE FOR EXPORT ACTIVITIES) – Schedule B

EXPORT

SI No	Schedule of Activities	Estimated Qty for Two Year		Rate (In Rs.)	
		20 Ft	40 Ft	20 Ft	40 Ft
a)	<p><u>FCL export</u> <u>Gate in survey of empty container:</u> Visual inspection of empty container entry into CFS, check the external condition of container like damages.</p>	14400	4800		
b)	<p><u>Survey of Cargo & Stuffing:</u> Supervision of cargo unloading, checking whether correct quantity is received and condition of the cargo, stacking & identification of marks & Nos. and place stack card on the stocks, coordination of customs inspection and supervision of FCL stuffing operations and ensure correct quantity is stuffed as per shipping bill and preparation of stuffing report.</p>	14300	4700		
c)	<p><u>LCL export</u> Supervision unloading of cargo, checking whether correct quantity is received and condition of the cargo. Coordination of customs inspection and supervision of stuffing operations and ensure correct quantity is stuffed as per shipping bill and measurement of cargo volume in CBM by shipping bill wise preparation of stuffing report.</p>	100	100		
d)	<p><u>Gate out survey of Load Containers</u> Inspection of Load Container exit from CFS including seal verification & condition of the container. Scanning of Export Documents for RFID tracking</p>	16800	6000		

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e)	<p><u>Weighment of export containers</u></p> <p>Carrying out weighment of export containers on exit from CFS , record the container no.,trailer no.,gross and tare weight details in a separate register and in the system and generating weighment slip to company. (Rate per box)</p>	16800	6000		
f)	<p>Gate In survey of Export Load Containers Entry in to CFS including seal verification & condition of the container</p>	2400	1200		
	<p style="text-align: right;">Add : GST @</p>				