

Balmer Lawrie & Co. Ltd. Container Freight Station, [Kolkata]
Tender No : **BL/CFS-KOL/LCL Master CHA/19-20**



BALMER LAWRIE & CO. LTD.

Container Freight Station
P-3/1, Transport Depot Road
Kolkata – 700 088

Phone No. 2450-6810 & 811
Fax No. 2449-8355
Email No.:sett.a@balmerlawrie.com

BL/CFS-KOL/LCL Master CHA/19-20

TECHNICAL / COMMERCIAL BID

Tender Document for
[TENDER FOR APPOINTMENT OF MASTER CHA FOR HANDLING OF LCL CONTAINERS
AT CFS KOLKATA]
DUE DATE & TIME: [20/05/2019 at 3:00 PM]

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E-mail No : sett.a@balmerlawrie.com

NOTICE INVITING TENDER

TENDER NO. BL/CFS-KOL/LCL Master CHA/19-20

Sealed Tenders in Single Bid System are invited from reputed CHAs working in Balmer Lawrie, who would adhere to jobs enumerated in the Scope of Work and comply General Terms & Conditions mentioned subsequently, for undertaking the subject contract for “APPOINTMENT OF MASTER CHA OF HANDLING OF LCL CONTAINERS AT CFS KOLKATA”.

Interested parties may please inspect the site and understand the job-scope on ground before submitting quote.

Tenderers are advised to download the Tender Document along with terms and conditions from our web site “www.balmerlawrie.com”. Interested parties may please inspect the site and understand the job-scope on ground before submitting quote.

The offer against Tender, complete in all respect and sealed in a Single envelope should reach the office of the undersigned latest by 3-00 PM on 20/05/2019 , super scribing the Name & Tender Ref. No. and the last date of submission, on the envelop.

Interested parties are advised to quote their rates in conjunction with compliance of all Terms & Conditions, specification and Price Bid as stipulated in this NIT.

Dy. Manager [Comm.]
Container Freight Station,
P-3/1 Transport Depot Road
Kolkata-700088,
Tel Nos.24506811, Fax 2449-8355

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S. No	Description	Details
1	Name of Work	TENDER FOR APPOINTMENT OF MASTER CHA FOR HANDLING OF LCL CONTAINERS AT CFS KOLKATA
2	Tender No	BL/CFS-KOL/LCL Master CHA/19-20
3	Validity Of Offer	60 days from the due date of submission of the tender.
4	EMD	Rs.3,000/- [MSME/NSIC bidders under micro and small category are exempted from submission of EMD
5	Contract Period	One year extendable for one more year
6	Submission of Tender :	
	a. Starts on	08/05/2019
	b. Closes on	20/05/2019 till 3PM
7	Opening of Tenders	20/05/2019

1. LIST OF DOCUMENTS TO BE ATTACHED WITH THE TENDER

The photocopies of following documents should be attached with the tender bid which may be verified with original:

- a. Certificate of registration/incorporation/partnership deed/proprietorship undertaking
- b. Income Tax PAN number
- c. Trade Licence.

2. VERIFICATION OF DOCUMENTS

- a. Tenderers or their authorized representative may be required to come to our office **POSITIVELY** as intimated along with all original documents, photo copies of which have been submitted with the tender towards 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 put on Black List, forfeiture of EMD, cancellation of work, criminal prosecution or any other action as deemed fit.
- f. Balmer Lawrie reserves the right to reject any or all tenders without assigning any reasons thereof.
- g. Bids of any tender may be rejected if a conflict of interest between the bidder and the Company is detected at any stage.

- h. Party conforming with the tender conditions and quoting the lowest rates in totality may be selected.

1. FILLING OF TENDER DOCUMENTS

a. The tenderers are requested to carefully study all the tender documents and tender conditions before quoting their rates.

b. The tender must be strictly in accordance with the terms and conditions and specifications laid out in the tender.

c. Any terms and conditions given by the tenderer in their offers will not be binding on Balmer Lawrie.

d. The sole proprietor or authorised representative shall sign all documents as required. 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.

2. SUBMISSION OF TENDER :

The tender in prescribed format to be submitted super scribing "BL/CFS-KOL/LCL Master CHA/19-20 Due Date 20/05/2019, with reference Tender No. and date.

3. SITE VISIT:

Parties are advised to check the job area physically before quoting the rates.

SCOPE OF WORK OF MASTER CHA FOR HANDLING LCL EXPORT CONTAINERS

- 1) The CHA has to collect LEO (Let Export Order) document from Shipping Line.
- 2) The CHA has to obtain Customs permission for container stuffing.
- 3) Any change or amendment during stuffing should be immediately bring to the notice of Customs.
- 4) Affixing of bottle seals in container after stuffing.
- 5) Handing over container pass out and loading order to Balmer Lawrie.
- 6) Generation of SRO and EGP for container movement to port.
- 7) Making container ready inside port after fulfilling all Customs and KoPT procedures.
- 8) Returning all document to shipping line and taking acknowledgment from them.
- 9) Handing over the acknowledgement copy to Balmer Lawrie.
- 10) Sending Container wise report on Daily basis.
- 11) Any other activity during the process of Export has to be carried out by master cha.

GENERAL TERMS AND CONDITIONS

1. Eligibility Criteria For Techno-commercial Bid

- a) Payment of Interest Free EMD of Rs. **[3,000/-]**. ***However, MSME/NSIC bidders UNDER Micro and small category are exempted from submission of EMD.***
- b) Should have valid **CHA License under Kolkata Customs(Port)**.
- c) The bidder must have GST registration.

d) The bidder should not have been black listed in any of the PSU's or private organizations. 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. RATE :

The rates should be quoted as per Price Bid format only which shall be including all Taxes & Duties, service charges etc. However, GST (if applicable) shall be paid by BL extra at the prevailing rate. The L-1 bidder to be determined upon total value of Contract in totality and Work Order would be placed on a single vendor.

2. PAYMENT:

Payment will be made within 30 days from the date of submission of bills provided the same are correct in all respect and duly certified by Officer-in-charge of the company. Appropriate tax [if applicable] and statutory charges, if any will be deducted from the bills as per statutory regulations.

3. VALIDITY OF OFFER :

Offer should be valid for 90 days for acceptance by BL from the due date of submission of the Tender. Rate quoted shall remain firm during the contract period and for extended period if mutually agreed upon.

4. CONTRACT PERIOD :

The period of contract should be for One Year from the date of Work Order/LOI and on mutual consent may be further extended for another one year.

5. SECURITY DEPOSIT:

The EMD of Rs.3,000/- of the successful bidder to be retained by BL as Security Deposit for entire duration of Contract period and would be refunded upon successful completion of Contract. EMD of the unsuccessful bidder would be refunded upon finalization of tender.

6. TERMINATION :

The contract may be terminated by either party by giving at least two months notice. In such case BL would be liable to pay the charges for services already rendered till such notice of termination is served only.

7. 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. 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.

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

d. 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.

e. 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.

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D E C L A R A T I O N

Having examined the tender documents, we have understood the terms & conditions indicated in the Tender No. BL/CFS-KOL/LCL Master CHA/19-20 and hereby confirm our acceptance of the same.

Place :

Date :

Signature of Tenderer
Name & Address
Telephone Nos.
Office:
Fax Nos. :

P R I C E B I D

Sl. No.	DESCRIPTION	UNIT	QUANTITY	Rate	Amount
1	Master CHA Activities for Handling of LCL cargo	Line nos	650		

***Quantity may increase or decrease according to usage.**

Rates to be quoted above shall be inclusive of all taxes & duties etc. excluding GST, which shall be paid by BL extra at the prevailing rate.

Date

Name of the Company

Seal

Designation

Authorised Signatory