

**THE STATE TRADING CORPORATION OF INDIA LIMITED, NEW DELHI**

**(FERTILIZERS DIVISION)**

**NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR APPOINTMENT OF  
AGENT IN NEPAL FOR EXPORT OF FERTILIZERS, AGRO ITEMS & OTHER  
ITEMS LIKE MACHINERY, EQUIPMENT, BODY ARMOURING SOLUTIONS  
ETC TO NEPAL**

The State Trading Corporation of India Limited (STC) is a Government of India Enterprise (under the administrative control of Ministry of Commerce and Industry) registered under The Companies Act, 1956, having Corporate Office at Jawahar Vyapar Bhawan, Tolstoy Marg, New Delhi-110 001 (hereinafter called 'STC') is a Premier International Trading Organisation of India with experience of handling international and domestic business for over five decades and has been handling import and export of various kinds of products and commodities including Fertilizers.

STC is considering for appointment of a reputed well-established organization in Nepal to act as an agent of STC for export of Fertilizers, Agro items & other items like machinery, equipment, body armouring solutions etc to Nepal. The agent is expected to have adequate experience in similar fields and is expected to liaise with all concerned Government Departments and Agencies in Nepal. The engagement as agent shall be purely on contractual basis for an initial period of one year from the date of appointment which may be extended further for another one year at the sole discretion of STC based on the satisfactory performance of the agent.

Interested organizations are requested to send application furnishing complete details of their names, addresses, ownership structure, quantum of business being handled in fertilizers & Agro items & other items like machinery, equipment, body armouring solutions etc experience in various fields of liasoning with buyers/ Government agencies in Nepal as agent on behalf of overseas suppliers, etc.

All Bidders are required to submit their bids in TWO BID SYSTEM as "Pre-Qualification Bids alongwith Application" and "Price Bid" in electronic mode on e-procurement portal of NIC i.e. website [www.eprocure.gov.in](http://www.eprocure.gov.in). Scanned copies (in pdf format) of Pre-Qualification Bids on bidder's letter head (as per Annexure I) along with application & required documents and Price Bid (as per Annexure II) duly signed and stamped shall be submitted electronically latest by 1100 hrs IST on 13.02.2017. The offers should be kept valid upto 1730 hrs on 09.03.2017.

Bids are to be submitted in electronic mode in two part bidding system as under:-.

Part-I- "Pre-Qualification Bids alongwith Application and required documents" which shall be opened at 11:15 Hrs on 13.02.2017 .

Part-II- "Price Bid".

Price Bid of only the qualifying Bidders shall be opened after 11:00 Hrs on 14.02.2017 in STC's office.

Additional information/Corrigendum/Addendum regarding the EOI shall be posted on STC's website [www.stclimited.co.in](http://www.stclimited.co.in) & GOI's websites [www.tenders.gov.in](http://www.tenders.gov.in) & [www.eprocure.gov.in](http://www.eprocure.gov.in) only from time to time. No press advertisement shall be issued for the updation/Corrigendum/Addendum. Prospective bidders are, therefore, advised to regularly visit these websites to update themselves.

**INSTRUCTIONS TO BIDDERS:-**

- I. Bids on company's letter head have to be mandatorily submitted in electronic mode through e-Procurement Portal of NIC ([eprocure.gov.in](http://eprocure.gov.in).)
- II. For submission of bids electronically, bidders are required to get themselves registered with [eprocure.gov.in](http://eprocure.gov.in) website using Class II / Class III Digital Signature Certificate and must comply with NIC Terms and Conditions.
- III. Pre-Qualification Bids along with application & required documents on bidder's letter head (as per Annexure I) as part-I and Price Bid (as per Annexure II ) as part-II are to be submitted electronically.
- IV. Bidders are advised in their own interest to submit the online bids well before the bid submission end date & time (as per Server System Clock of e-procurement portal). STC will not be responsible for any delay or the difficulties encountered during the submission of bids at the eleventh hour due to any technical or other problems.
- V. For any queries relating to the process of online bid submission or queries relating to E- Procurement Portal ([eprocure.gov.in](http://eprocure.gov.in)), the bidders may contact CPP Portal Helpdesk on Tel no.-1800-3070232, 91-7574889871/ 74 and 91-7878007972/ 73.

**APPLICATION FOR APPOINTMENT OF AGENT IN NEPAL FOR EXPORT OF  
FERTILIZERS , AGRO ITEMS & OTHER ITEMS LIKE MACHINERY,  
EQUIPMENT, BODY ARMOURING SOLUTIONS ETC TO NEPAL**

**(To be given on Company's Letter Head duly stamped & signed )**

STC/FERT/EOI/NEPAL AGENT/2016-17 DATED 13.01.2017

1	SCOPE OF WORK	The agent is required to have adequate experience in the field of fertilizer, agro & other items like machinery, equipment, body armouring solutions etc trade and required to liaise with all concerned Government Departments and Agencies in Nepal.
2	ORGANISATION DETAILS	<p>A. Name :</p> <p>B. Address :</p> <p>C. Name of bankers, their addresses and their certificate on the financial condition of applicant:</p> <p>D. Income tax code/statements: (Copy of the tax clearance certificate as proof to be enclosed)</p> <p>E. Valid agency registration certificate from the concerned office of Government of Nepal. (certified photocopy as proof to be enclosed).</p> <p>F. Sales tax/VAT registration details: (Copy of VAT registration certificate to be enclosed)</p> <p>G. GST registration details: (Copy of GST registration certificate to be enclosed)</p> <p>H. Ownership structure :</p> <p>I. Names, addresses and contact numbers/email IDs of Directors:</p> <p>J. Experience in working as agent on behalf of overseas suppliers for supply of Fertilizers Agro items &amp; other items like machinery, equipment, body armouring solutions etc against tenders issued by nominated agencies of Government of Nepal:</p> <p>K. Other relevant information, if any:</p> <p>L. Names of overseas companies on whose behalf the applicant represented as agent for supply of Fertilizers Agro items &amp; other items like machinery, equipment, body armouring solutions etc against Nepalese Tenders</p>

3	QUALIFICATION CRITERIA	<p>A. The applicants must have satisfactorily handled at least 75,000 MT of Urea, DAP, MOP, other fertilizers, Pulses, Sugar, edible oil, other Agro items put together for import through tenders issued by nominated agencies (like AICL, STCL, NTL etc.) during last 3 years. Applicants have to necessarily submit documentary evidence in support of the above.</p> <p>C. Applicant must be registered under Law of Nepal and in this context, copies of the following registration documents as under must be enclosed:-  (a) Tax Clearance Certificate.  (b) VAT registration certificate.  (c) Valid agency registration certificate from the concerned office of Government of Nepal.  (d) GST registration certificate.</p>
4	FUNCTIONS OF AGENT	<p>A. Provide commercial and technical information to STC to get orders from buyers in Nepal:</p> <p>B. Assist in preparing technical and commercial offer to buyers in Nepal and submission of the same on behalf of STC.</p> <p>C. Advise STC during contract negotiations with buyers in Nepal and also in any future negotiations of price, terms and conditions, provide relevant data to enable negotiations to be undertaken effectively.</p> <p>D. Assist in the preparation of the Contract.</p> <p>E. Assist in scheduling, documentation and coordination in supply of fertilizers, Agro items &amp; other items like machinery, equipment, body armouring solutions etc to buyers in Nepal.</p> <p>F. Extending assistance in handling and resolution of grievance of buyers, if any, in Nepal or their associates in respect of export of fertilizers ,agro items &amp; other items like machinery, equipment, body armouring solutions etc.</p> <p>G. Expediting payments against the export of fertilizers, Agro items &amp; other items like machinery, equipment, body armouring solutions etc to be made to Nepal.</p> <p>H. Assist STC to develop and maintain good relations with buyers in Nepal.</p> <p>I. Use its best endeavors to communicate as soon as any significant changes take place in the local market of Nepal pertaining to Fertilizers, Agro Items &amp; other items like machinery, equipment, body armouring solutions etc .</p> <p>J. Inform STC of competitors' activities, deliveries, prices and plans.</p>

		<p>K. Provide information and coordination as requested by STC with regard to buyers in Nepal.</p> <p>L. Maximize the goodwill, trust and understanding between STC and buyers in Nepal.</p> <p>M. Carry out any other tasks as required by STC from time to time.</p>
5	TERM OF APPOINTMENT	One year from the date of appointment which may be extended further for another one year at the sole discretion of STC based on the satisfactory performance of the agent
6	COMPENSATION /REMUNERATION	<p>A. The agency commission to be quoted in Indian Rupees (all inclusive) for Per Metric Tonne of Fertilizer &amp; Agro items handled. For other items like machinery, equipment, body armouring solutions etc (to be supplied in numbers not on weight basis), the agency commission is to be quoted in percentage (%) of export contract/order value. The charges should be inclusive of all applicable taxes and statutory levies, if any. The payment of agency commission will be made only in Indian Rupees.</p> <p>B. The agency commission shall be calculated on actual quantity delivered after full settlement of all services provided by the Agent.</p> <p>C. The agent shall be paid the Commission only after satisfactory performance of the Contract between STC and buyer in Nepal and after realization of 100% of export proceeds by STC.</p> <p>D. All payments are to be processed by STC subject to processing / approval under the procedures laid down by the Reserve Bank of India and other financial / Govt. Agencies.</p> <p>E. Payment shall be released after receipt of commercial invoice from the agent.</p> <p>F. TDS/other taxes shall be deducted as per statutory requirements.</p>
7	DETAILS OF CORPORATE CLIENTS FOR WHOM SUCH WORK IS BEING CARRIED OUT ON REGULAR BASIS	To be indicated by the applicants with documentary evidence
8	VALIDITY	Offers should be valid upto 1730 hrs on 09.03.2017.

9	GENERAL TERMS	<p>1. Successful applicants shall be required to furnish a Performance Guarantee Bond in the form of Bank Guarantee (BG) amounting to Indian Rupees 1,00,000/- . The format of BG shall be provided once the contract is awarded. Bank Guarantee to be kept valid for a minimum period of 6 months after expiry of the contract.</p> <p>2. The Agent shall undertake to work exclusively for STC without handling similar agency assignment of any Fertilizer, Agro &amp; other items like machinery, equipment, body armouring solutions etc exporter from India to Nepal.</p> <p>3. The bidder shall keep STC indemnified at all times against any claims/liabilities/proceedings etc. from any third party or otherwise arising out/or in connection with this EOI.</p> <p>4. The bidder hereto agree that the courts and tribunals at New Delhi shall have exclusive jurisdiction to settle any or all disputes which may arise out of or in connection with this EOI. All disputes arising out of this EOI shall be decided in accordance with the laws of India.</p> <p>5. In case of violation of terms and conditions of the EOI, violation of statutory regulations, local laws, STC reserves the right to terminate the appointment under this EOI.</p> <p>6. STC reserves the right to summarily reject the offers without giving any reasons thereof. Incomplete applications are liable to be rejected.</p> <p>7. The applications are to be submitted latest by 1100 hours on 13.02.2017 in physical mode for which the applicants have to submit their offers in sealed envelope to be dropped in tender box placed at STC of India Limited, New Delhi.</p> <p>8. STC reserves the right to terminate the appointment within validity of agreement/contract without assigning any reason thereof.</p> <p>9. All applicants are required to submit their offers Electronically in TWO BID SYSTEM on website <a href="http://www.eprocure.gov.in">www.eprocure.gov.in</a></p>
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## PRE- QUALIFICATION BID

(To be given on Company's Letter Head duly stamped & signed)

### ANNEXURE-I

#### PROSPECTIVE AGENT APPOINTMENT FORMAT PARTICULARS:

1. Organization details	Name	
	Address	
	Name of the bankers, their addresses and their certificate on the financial condition of the applicant.	
	Income tax code/statements: (Copy of the tax clearance certificate as proof to be enclosed)	
	Valid agency registration certificate from the concerned office of Government of Nepal (certified copy of the certificate as proof to be enclosed)	
	Sales Tax/VAT registration details (VAT registration certificate to be enclosed)	
	Ownership structure (To be attached as separate sheet)	
	GST registration details: (Copy of GST registration certificate to be enclosed)	
	Name, Address and contact numbers/email IDs of Directors	
	No. of years of experience in working as agent on behalf of overseas suppliers for supply of fertilizers, agro items & other items like machinery, equipment, body armouring solutions etc against Nepalese Tenders	
	Other relevant information, if any	
	Name of overseas suppliers on whose behalf the applicant represented as agent for Fertilizers, Agro items & other items like machinery, equipment, body armouring solutions etc	
2. All terms and conditions specified in EOI	Accepted	Not accepted
3. Offer Valid Upto		1730 Hrs on 09.03.2017
4. One Set of EOI Document duly signed and stamped on each page as a	To be uploaded in PDF File	Not Uploaded

token of acceptance of all Terms and Conditions							
Quantity Handled against tenders issued in Nepal (in MTs) (Documentary Proof to be attached)	<b>UREA</b>	<b>DAP</b>	<b>MOP &amp; OTHER FERTILIZERS</b>	<b>PULSES &amp; OTHER AGRO ITEMS</b>	<b>SUGAR</b>	<b>EDIBLE OIL</b>	<b>MACHINERY, EQUIPMENT, BODY ARMOURING SOLUTIONS ETC (to be supplied in numbers not on weight basis)</b>
							<b>Details of items handled alongwith its value in Indian Rupees</b>
In the year 2013-14							
In the year 2014-15							
In the year 2015-16							
<b>TOTAL</b>							

Certified that the above information is true and we confirm that all information given in the Expression of Interest are correct and if at any point of time the information is found to be incorrect our EOI will be liable for rejection by STC.

Dated

Signatures:

Name & Designation Place

Company Seal



**ANNEXURE-II**

**PRICE BID-Compensation/Remuneration Charges**

**(To be given on Principal foreign company's Letter Head duly stamped & signed)**

Offer Ref. No. \_\_\_\_\_

Date \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

Telephone no: \_\_\_\_\_; Fax No: \_\_\_\_\_; E-mail ID:

\_\_\_\_\_

**Rates offered in Indian Rupees (All inclusive)\***

Description	On G to G Basis**	Other than G to G Basis
<b>Agency Commission (Rates in Lump sum- Rupees per MT)</b>		
<b>Fertilizers</b>		
<b>Sugar</b>		
<b>Pulses</b>		
<b>Edible oil</b>		
<b>Other Agro items</b>		
<b>Agency Commission (Rates in terms of percentage of export contract/ order value) (For the items to be supplied in numbers and not on weight basis)</b>		
<b>Machinery, Equipment, Body armouring solutions etc.</b>	_____ %	_____ %

\*The rates are to be offered in IND Rupees (all inclusive/ including all statutory levies/taxes)

\*\* G to G Basis means Government to Government business on nomination basis.

Note: We have carefully gone through the terms and conditions of the EOI No. STC/FERT/EOI/NEPAL AGENT/2016-17 dated 13.01.2017 and hereby agree to abide by the same without any deviation/condition.

Name & Signature of the Applicant  
With Seal of Designation

Place:

Date: