

**THE STATE TRADING CORPORATION OF INDIA LIMITED, NEW DELHI**  
**(FERTILIZERS DIVISION)**

**NOTICE INVITING EXPRESSION OF INTEREST FOR APPOINTMENT OF**  
**AGENT IN NEPAL FOR EXPORT OF FERTILIZERS 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 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, experience in various fields of liasoning with buyers/ Government agencies in Nepal as agent on behalf of overseas suppliers, etc. The applications, in two part bidding system in the attached formats, must be addressed to Sh. KL Malhotra, Manager (Marketing), Fertilizers Division, STC of India Ltd., Jawahar Vyapar Bhawan, Tolstoy Marg, New Delhi-110001 (India) and should reach STC latest by 1100 hrs IST on 28.10.2014 and should be kept valid upto 1730 hrs on 28.11.2014.

Pre-Qualification Bids/Envelope-I shall be opened at 11:15 Hrs on 28.10.2014 in STC's office in the presence of bidder's representatives desirous to be present.

Price Bids/Envelope II of only the qualifying Bidders shall be opened after 15:00 Hrs on 28.10.2014 in STC's office.

Additional information/Corrigendum/Addendum regarding the EOI shall be posted on STC's website [www.stc.gov.in](http://www.stc.gov.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.

**APPLICATION FOR APPOINTMENT OF AGENT IN NEPAL FOR  
EXPORT OF FERTILIZERS TO NEPAL**

**STC/FERT/EOI/NEPAL AGENT/2014-15 DATED 29.09.2014**

1	SCOPE OF WORK	The agent is required to have adequate experience in the field of fertilizer 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. Ownership structure :</p> <p>H. Names, addresses and contact numbers/e-mail IDs of Directors:</p> <p>I. Experience in working as agent on behalf of overseas suppliers for supply of Fertilizers against tenders issued by nominated agencies of Government of Nepal:</p> <p>J. Other relevant information, if any:</p> <p>K. Names of overseas companies on whose behalf the applicant represented as agent for supply of Fertilizers against Nepalese Tenders.</p>

3	<p style="text-align: center;">QUALIFICATION CRITERIA</p>	<p>A. The applicants must have satisfactorily handled at least 75,000 MT of Urea, DAP, MOP and other fertilizers put together for import through tenders issued by nominated agencies (like AICL, STCL, etc.) during last 3 years. Applicants have to necessarily submit documentary evidence in support of the above.</p> <p>B. Applicant must be registered under Law of Nepal and in this context, copies of the following registration documents as under must be enclosed:-</p> <p>(a) Tax Clearance Certificate.  (b) VAT registration certificate.  (c) Valid agency registration certificate from the concerned office of Government of Nepal</p>
4.	<p style="text-align: center;">FUNCTIONS OF AGENT</p>	<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 co-ordination in supply of fertilizers to buyers in</p>

		<p>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.</p> <p>G. Assist STC to develop and maintain good relations with buyers in Nepal.</p> <p>H. Use its best endeavors to communicate as soon as any significant changes take place in the local market of Nepal pertaining to Fertilizers.</p> <p>I. Inform STC of competitors' activities, deliveries, prices and plans.</p> <p>J. Provide information and coordination as requested by STC with regard to buyers in Nepal.</p> <p>K. Maximize the goodwill, trust and understanding between STC and buyers in Nepal.</p> <p>L. Carry out any other tasks as required by STC from time to time</p>
5.	TERM OF APPOINTMENT	<p>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.</p>
6.	COMPENSATION /REMUNERATION	<p>A. The agency commission to be quoted in Indian Rupees (all inclusive) for each Tonne of fertilizer handled. The charges should be inclusive of all applicable taxes.</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.	<p>DETAILS OF CORPORATE CLIENTS FOR WHOM SUCH WORK IS BEING CARRIED OUT ON REGULAR BASIS</p>	<p>To be indicated by the applicants with documentary evidence.</p>
8.	<p>VALIDITY</p>	<p>Offers should be valid upto 1730 hrs on 28.11.2014.</p>
9.	<p>GENERAL TERMS</p>	<ol style="list-style-type: none"> <li>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.</li> <li>2. The Agent shall undertake to work exclusively for STC without handling similar agency assignment of any fertilizer exporter from India to Nepal.</li> </ol>

		<ol style="list-style-type: none"><li>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.</li><li>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.</li><li>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.</li><li>6. STC reserves the right to summarily reject the offers without giving any reasons thereof. Incomplete applications are liable to be rejected.</li><li>7. The applications are to be submitted latest by 1100 hours on 28.10.2014 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.</li><li>8. STC reserves the right to terminate the appointment within validity of agreement/contract without assigning any reason thereof.</li><li>9. All applicants are required to submit their offers in TWO BID SYSTEM i.e. in two separate envelopes. Envelope I to be labeled as “Pre-qualification Bid” and to be filled as per Annexure I and Envelope II to be labeled as</li></ol>
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		<p>“Price Bid-Compensation / Remuneration charges”. Both the envelopes should be separately sealed and superscribed with EOI No. &amp; Date, Name &amp; address of applicant and Date of EOI Opening. Both envelopes should thereafter be kept in a bigger envelope and sealed. This envelope should also be superscribed with the EOI No. &amp; Date, Name &amp; address of applicant and Date of EOI Opening.</p>
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**PRE- QUALIFICATION BID (Envelope I)**

**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)	
	Name, Address and contact numbers/e-mail IDs of Directors	
	No. of years of experience in working as agent on behalf of overseas suppliers for supply of fertilizers against Nepalese Tenders	
	Other relevant information, if any	
	Name of overseas suppliers on whose behalf the applicant represented as agent for Fertilizers	
2. All terms and conditions specified in EOI	Accepted	Not accepted



3. Offer Valid Upto						1730 Hrs on 28.11.2014
4. One Set of NIT Document duly signed and stamped on each page as a token of acceptance of all Terms and Conditions	Attached			Not Attached		
5. Quantity Handled for fertilizers against tenders issued in Nepal (in MTs) (Documentary Proofs to be attached)	<b>Urea</b>	<b>DAP</b>	<b>MOP</b>	<b>OTHER FERTILIZERS</b>	<b>TOTAL</b>	
In the year 2011-12						
In the year 2012-13						
In the year 2013-14						

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

**PRICE BID-Compensation/Remuneration Charges (Envelope II)**

**ANNEXURE-II**

**Offer Ref. No.** \_\_\_\_\_ **Date** \_\_\_\_\_

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

\_\_\_\_\_

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

<b>Description</b>	<b>In Indian Rupees (All inclusive)</b>
<b>Agency Commission Per MT of Fertilizer</b>	

**Note:**

We have carefully gone through the terms and conditions of the EOI No. STC/FERT/EOI/NEPAL AGENT/2014-15 dated 29.09.2014 and hereby agree to abide by the same without any deviation/condition.

Name & Signature of the Applicant  
With Seal of Designation

Place:  
Date: