



**The State Trading Corporation of India Limited  
Jawahar Vyapar Bhawan  
Tolstoy Marg  
New Delhi-110 001**

(TELEPHONE NO. +91-11-23313177)

**NOTICE NO.STC/PETRO/EMP/2016-17/03  
DTD. 04/01/2017**

**Notice for Empanelment of Manufacturer/Trader/Suppliers of  
Bitumen, Pet Coke, Fuel Oil, Diesel, Base oil, Naphtha, LNG, LPG,  
MTO & Ethane**

Website: [www.stc.gov.in](http://www.stc.gov.in)

## **Notice No. STC/PETRO/EMP/2016-17/03 DATED 04/01/2017**

### **Empanelment of Manufacturer/Trader/Suppliers of Bitumen, Pet Coke, Fuel Oil, Diesel, Base oil, Naphtha, LNG, LPG, MTO & Ethane**

The State Trading Corporation of India Ltd. (STC) is a Government of India Undertaking, having its Corporate Office at Jawahar Vyapar Bhavan, Tolstoy Marg, New Delhi-110 001 (hereinafter called 'STC'). STC was incorporated under Companies Act in the year 1956 and functions under the administrative control of Deptt. of Commerce, Ministry of Commerce & Industry, Government of India. The company is engaged in international and domestic trading of various commodities/products including Agricultural Commodities. STC has achieved a turnover of approx. Rs. 10,479 Crores during the year 2015-16.

For supply of Bitumen, Pet Coke, Fuel Oil, Diesel, Base Oil, Naphtha, LNG, LPG, MTO & Ethane to STC's Associate Buyers/customer/tendering authority, STC hereby invites prospective manufacturer/trader/Supplier as per following:

#### **1. Details of the itmes for which empanelment is invited:**

- a) Bitumen
- b) Pet Coke
- c) Fuel Oil
- d) Diesel
- e) Base Oil
- f) Naphtha
- g) LNG
- h) LPG
- i) MTO
- j) Ethane

#### **2. PRE-QUALIFICATION CRITERIA FOR PROSPECTIVE SUPPLIERS**

The detailed eligibility criteria is described in the following points and the interested parties meeting all the conditions as listed below only need to apply.

- a) The Applicant should be a manufacturer/trader/Supplier of Bitumen, Pet Coke, Fuel Oil, Diesel, Base oil, Naphtha, LNG, LPG, MTO & Ethane wherever applicable.

- b) The Applicant shall have experience of supply in India or other countries of respective commodities i.e Bitumen/Pet Coke/Fuel Oil/Diesel/Base oil/Naphtha/LNG/LPG/MTO/Ethane during the last three financial years directly or through PSUs, State/Govt. Agencies. In proof of supply, the applicant shall furnish certified copies of purchase orders and original/at least copies of performance certificates specifying quantity from end users in support of their credentials.
- c) The applicant should be profit making for last three years FY i.e. 2013-14, 2014-15 & 2015-16 with positive net worth.
- d) The applicant shall have to submit a Solvency Certificate from a scheduled nationalized Indian bank / private bank for a minimum amount of Rs.10 Crores or equivalent US \$. Reference Rate published by RBI as on the date of this Empanelment Notice shall be used for conversion.
- e) The applicant shall keep STC indemnified at all times against any claims, liabilities, proceedings etc. from the STC's Associate buyer/customer/tendering authority or otherwise arising out of or in connection with any of the terms and conditions of this EOI & subsequent agreements, if any.
- f) The applicant shall submit an undertaking (as per annexure-II of this Empanelment Notice) to the effect that it has not been blacklisted, debarred or banned by any government or state agency as on date.

### **3. SCOPE OF WORK:**

- a) The selected applicants will form part of STC's standing panel which will act as back up suppliers for STC, from amongst which STC expects to regularly execute contracts of supply. The suppliers will be required to strictly adhere to contractual product specifications and delivery parameters.
- b) The Empanelled supplier shall accept all terms and conditions of the contract with STC's Associate buyer/customer on back to back basis and deliver the products in the manner required without any financial involvement on the part of STC.
- c) Based on specifications and requirement of the STC's buyer/customer or tendering authority, STC shall invite limited e-tenders from amongst the empanelled suppliers. Applicant shall have all necessary set-ups like digital signature etc. for submitting offers.
- d) STC would quote the rates to buyer(s)/Customers on the basis of rates offered by the Supplier to STC after adding a nominal Trading Margin of STC. The amount of trading margin would be decided by STC at their sole discretion and the same shall not be contested by the supplier.
- e) The sale to Customer would be on High Sea Sale Basis or as required by STC's associate buyer/customer/tendering authority on case to case basis. The basic terms of order received by STC from Customer shall mutatis mutandis apply in the back-to-back contract to be finalized between STC and the Supplier.
- f) The Empanelled Supplier (Associate Supplier) shall furnish EMD/Bank Guarantees, as required, to STC and shall also bear the expenses/bank charges, if any, incurred by STC in this regard.
- g) The supplier may also be required to submit an EMD/Performance Bank Guarantee, as required, the value of which will be decided by STC on Contract to Contract basis.

- h) Payment terms will be negotiated on Contract to Contract basis between STC and the associate supplier.
- i) In case the value of the contract exceeds Rs.5 Crores, the supplier will also be required to sign Integrity Pact. The Integrity Pact can be accessed on the following link <http://www.stclimited.co.in/corporate-commitments/integrity-pact.aspx>. The prospective applicants shall have no objections whatsoever in signing the contract.
- i) The selected supplier shall ensure compliance of all government legislations, policies, guidelines, orders etc. related to any or all of the above activities/commodities.
- k) The supplier shall undertake to abide by the statutory requirements and guidelines of the Indian Government from time to time.

#### **4. TERMS & CONDITIONS:**

- a) The applicant should not have been debarred/ blacklisted/ banned from doing business and participating in tenders by any Government (Centre or State) /PSU for supply of Commodities mentioned at clause (1) above in India or abroad on the date of empanelment. In case of submission of false declaration (found at any stage), such supplier shall be disqualified.
- b) The Applicant may also be asked to furnish documents/ additional information /confirmation in connection with verification of the documents submitted by the Applicant, if deemed necessary, at the sole discretion of STC.
- c) The Empanelled supplier shall ensure compliance of all the Government regulations, policies, guidelines, orders, conventions etc., in force related to any or all of the activities covered in the contract for supply including shipping of the consignments, port inspection & clearances, storage, insurance, clearing, handling, forwarding and inland transportation, quality & quantity inspections etc.
- d) The supplier shall give a declaration that the supplier and/or any of its Members of Board of Directors and/or its promoters do not have any cross-holding/shareholding directly and/or indirectly in any manner whatsoever in the other provisionally selected suppliers for empanelment.
- e) The validity of this Standing Panel would be for one year from the date of confirmation by STC. STC shall have sole discretion to extend the validity of this standing panel for further one year depending upon the performance of the supplier(s). Validity of empanelment can also be terminated by STC at its sole discretion.
- f) All documents submitted in response to this “Empanelment Notice” shall become the property of STC upon submission.
- g) Applicant(s) having same address or contact details would be rejected.
- h) Where the Applicant believes that information provided in response to this Empanelment Notice is, or should be kept confidential; or disclosure of this information would unreasonably affect the Proponent’s business affairs, notice is to be given at the time of delivery of the information or documents by clearly marking such information

‘confidential’. In so far as is practicable, STC will give effect to the Applicant’s stated wishes, and requests for access to such information will be determined under provisions of RTI Act-2005.

- i) STC is not bound contractually or in any other way to any Applicant with respect to this Empanelment Notice. STC is not liable for any costs or compensation in relation to this Empanelment Notice by the Applicants if STC terminates, varies, or suspends the EOI process or takes any other action permitted under this Empanelment Notice, including consideration of concepts proposed in future developments. The Empanelment Notice request is not the subject of any process, contract or any contractual obligations between STC and supplier or potential supplier.
- j) The above terms and conditions shall have to be considered by the Applicant in totality and the pre-qualification bid containing incomplete documents & not complying with the above conditions shall be summarily rejected.
- k) STC reserves the right to accept or reject any offer of Empanelment Notice without assigning any reasons whatsoever. The decision of STC in this regard shall be final and binding on all participating suppliers.
- l) Empanelment of suppliers by STC does not entail any commitment from STC to enter into contracts during the validity of empanelment. STC reserves its right to abandon any part or whole of process without prior notice to prospective bidders.
- m) Prospective Supplier(s) who qualifies as empanelled supplier to STC would be individually notified after the evaluation process of empanelment is complete.

## **5. DOCUMENTS REQUIRED:**

The interested applicant shall submit the following information/documents **in seriatim with cover page index** as per the format(s) attached herewith along with their detailed proposal in a sealed envelope (with Empanelment Notice number & date written on it) with **each page of the document numbered, stamped and initialed.**

- a) Cover page Index showing documents attached/enclosed with corresponding page number.
- b) Supplier Empanelment Form as per Annexure-I.
- c) A **non-refundable** fee of Rs. 10,000/- (Rupees Ten Thousand Only) towards processing charges, in the form of a demand draft favoring "The State Trading Corporation of India Ltd." payable at New Delhi must be submitted along with the EOI application. **No exemption shall be granted in this regard.**
- d) The prospective Supplier shall submit a satisfactory Credit Rating Report not more than six month old as on submission of interest from any of the following International Credit Rating agencies for direct submission to STC by the concerned agency in a sealed cover :
  - Dun & Bradstreet
  - Moody’s
  - Standard & Poor

In case the applicant is not having Credit Rating Report from following agencies, the applicant may request the STC to obtain credit rating. A separate application requesting STC to obtain credit rating shall be attached in place of Sealed Credit Rating Report for this

request. Applicant has to submit necessary charges, which will be intimated after receiving such request.

- e) The prospective Supplier shall submit a recent satisfactory Bankers Report as on submission of interest for direct submission to STC from their lead banker in a sealed cover.
- f) Solvency Certificate worth Rs. 10 Crores or equivalent US\$ from a scheduled nationalized Indian bank / private bank.
- g) Affidavit to the effect that the supplier has not been black listed by Govt. agencies /CPSUs/STC as on date as per annexure-II.
- h) Audited Balance Sheet and Profit & Loss Statement of the Company for the last 3 financial years i.e. 2013-14, 2014-15 & 2015-16.
- i) Copy of the income tax return filed (as applicable) in the last 3 financial years i.e. 2013-14, 2014-15 & 2015-16 should also be provided.
- j) Copy of Memorandum and Articles of Association of Company, if applicable.
- k) List of the directors, partners/proprietors along with Copies of Identity proof and passport sized photographs of the respective Directors/Partners/Proprietors.
- l) Board Resolution/ Letter from partners authorizing all or any one of the Director/Partners to sign the documents.
- m) Signature of Partners/Directors/Proprietors duly attested by the bank.
- n) Documentary proof as indicated in eligibility criteria as per clause 2(b) above. The supplier shall clearly mention monthly production/supply capacity of the commodity(ies) for which the application is being made in space provided in Supplier Empanelment Form.
- o) IEC certificate, if any.
- p) Copy of PAN, VAT/CST/Tin Number Certificate, Trade License (As applicable).
- q) Complete signed copy of Empanelment Notice as a token of acceptance of all the terms & conditions.

## **6. SUBMISSION OF Empanelment Documents**

- a) Prospective Supplier may download Expression of Interest document from our website [www.stclimited.co.in](http://www.stclimited.co.in), under 'Advertisement/Notification' section and can also obtain a copy of same from Mr. Sanjeev Bhadiar, Deputy Manager, Tel No. 91-11- 23462028, 23462434, STC's Office, Petroleum Manufactured Goods Division, 6<sup>th</sup> Floor (Mains), Jawahar Vyapar Bhavan, New Delhi – 110001 during office hours on any working day.
- b) No press advertisement shall be issued for the updation/Corrigendum/Addendum. Prospective bidders are therefore advised to regularly visit above mentioned website at 6(a) to update themselves.
- c) Place of submission of EOI: The Expression of Interest should be addressed to **General Manager (Petroleum Manufactured Goods), The State Trading Corporation of India Limited, Jawahar Vyapar Bhawan, Tolstoy Marg, New Delhi - 110001, India** and can be submitted at the corporate office of The STC of India Ltd. The cover should also be super-scribed with the Empanelment Notice No. The empanelment documents can also be sent by post/courier and should reach STC' corporate office on above address.
- d) Date for submission of Application along with documents: Application for empanelment along with documents shall be submitted by the buyers within the period of one year from the

date of issuance of this empanelment notice.

e) Applications received in Fax or E-mail will not be entertained.

## **7. DISCLAIMER**

The issue of this document does not in any way commit or otherwise oblige STC to proceed ahead with all or any part of a pre-qualification empanelment process.

STC may, at its absolute discretion, shortlist, accept, disqualify, elect to abandon, reject any part or whole of the process without giving prior notice to the Proponents or potential Proponents. STC reserves the right to cancel the Empanelment Notice in totality without assigning any reason at any point of time. All information contained in this Empanelment Notice are issued bonafide.

This Empanelment Notice is only for preparation and maintenance of database. STC is in no way bound to limit its business enquiry/circulars to empanelled supplier(s) only.

**8. The applicants hereto agree that the courts and tribunals at New Delhi shall have the exclusive jurisdiction to settle any or all disputes which may arise out of or in connection with this Empanelment Notice and shall be decided in accordance with laws of India.**

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**Empanelment Notice No: STC/PETRO/EMP/2016-17/03 Dated 04/01/2017****SUPPLIER EMPANELMENT FORM**

S.No	Desired Information	Details by Applicants						
				Please Tick Wherever Applicable		Supply Capacity (Qty/Month)		
1	Name of Commodity(ies) for which Empanelment is solicited	Bitumen						
		Pet Cole						
		Fuel Oil						
		Diesel						
		Base Oil						
		Naphtha						
		LNG						
		LPG						
		MTO						
		Ethane						
2	Company Name:							
	Nature of Constitution of firm: Public/Private/ Partnership/Proprietorship etc							
	CEO/Director:							
	Registered Address for communication:							
	Date of Establishment of Firm							
	Telephone/Fax/Email:							
3	Details of DD attached							
4	Whether you are a Manufacturer/Trader/Supplier							
5	Yearly supply of Bitumen/Pet Coke/Fuel Oil/Diesel/Base Oil/Naphtha/LNG/LPG/MTO/Ethane during last three financial years. Please furnish separate information for different commodities	Commodity	2013-14		2014-15		2015-16	
			Qty (MTs)	Value (Rs. Cr)	Qty (MTs)	Value (Rs. Cr)	Qty (MTs)	Value (Rs. Cr)
		Bitumen						
		Pet Cole						
		Fuel Oil						
		Diesel						
		Base Oil						
		Naphtha						
		LNG						
		LPG						
		MTO						
Ethane								



		Commodity	2013-14		2014-15		2015-16	
			Qty (MTs)	Value (Rs. Cr)	Qty (MTs)	Value (Rs. Cr)	Qty (MTs)	Value (Rs. Cr)
6	Do you have experience in supplying Bitumen/Pet Coke/Fuel Oil/Diesel/Base Oil/Naphtha/LNG/LPG/MTO/Ethane to <b>any Govt Agency in India</b> ? If yes please provide details. Leave blank if not applicable	Bitumen						
		Pet Cole						
		Fuel Oil						
		Diesel						
		Base Oil						
		Naphtha						
		LNG						
		LPG						
		MTO						
		Ethane						
7	Do you have profit for last three financial years & positive net worth	Yes/No. Please provide figures/details						
8	Do you Agree to bear any liability arising out of non-fulfillment of supply order?	Yes/No						
9	Do you agree to indemnify STC of any claims/liabilities arising out of or in connection with any of the terms and conditions of this Empanelment Notice & subsequent agreements, if any?	Yes/No						
10	Have you defaulted in supply of Bitumen, Pet Coke, Fuel Oil, Diesel, Base Oil, Naphtha, LNG, LPG, MTO, Ethane?	Yes/No						
11	Have you attached undertaking as per Annexure-II of this Empanelment Notice?	Attached/Not Attached						
12	Are you going any litigation with State/Centre/ Government Department/ Statutory bodies/PSU? Please specify	Yes/No						

13	Please furnish details on your registration, membership, approvals for storage/ warehousing/transportation of Bitumen, Pet Coke, Fuel Oil, Diesel, Base Oil, Naphtha, LNG, LPG, MTO.	Details, if any
14	Sealed Credit Rating Report attached	Attached/Not Attached
15	Sealed Bankers Report attached	Attached/Not Attached
16	Solvency Certificate valued Rs. 10 Cr or US\$ equivalent from a scheduled nationalized Indian bank / private bank	Attached/Not Attached
17	All terms and conditions are accepted	Accepted/not accepted

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

Dated:

Signature  
Name & Designation  
Mobile Number:  
E-mail:

Place:

Seal/Stamp

**(ON COMPANY'S LETTER HEAD)**

**ANNEXURE II**

To,

The State Trading Corporation of India Limited,  
Jawahar Vyapar Bhawan,  
Tolstoy Marg,  
New Delhi-110001

**SUBJECT: UNDERTAKING**

DATE \_\_\_\_\_

Dear Sir,

We, \_\_\_\_\_ (**Name of the Organization**), hereby confirm and acknowledge that we have not been blacklisted/banned/barred for participation in Tender by Government of India or by any Government Undertaking in India for supply of Bitumen, Pet Coke, Fuel Oil, Diesel, Base oil, Naphtha, LNG, LPG, MTO, Ethane or otherwise.

Thanking You

Yours faithfully

Name and Signature of the Authorized Person