



THE STATE TRADING CORPORATION OF INDIA LIMITED (STC);

(A Govt. of India Enterprise)

"STC Trade Centre", A-29, Thiru-Vi-Ka Industrial Estate, Chennai - 600032, INDIA.

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CIN No.: L74899DL1956GOI002674

Regd. Office: **Jawahar Vyapar Bhavan, Tolstoy Marg, New Delhi – 110001**

**TENDER FOR APPOINTMENT OF SURVEYOR FOR IMPORTED PULSES
AT CHENNAI.**

TENDER NO. STC/CHN/PUL/SURV/2016-17/01 DTD 31.08.2016 CLOSING ON 07.09.2016

TERMS & CONDITIONS FOR TENDER:

1. INVITATION FOR BIDS:

THE STATE TRADING CORPORATION OF INDIA LIMITED, having its registered office at "STC Trade Centre", A-29, Thiru-Vi-Ka Industrial Estate, Chennai - 600032, INDIA, invites bids for appointment of surveyor for imported pulses in containers as per the terms and conditions prescribed hereunder. The bidders may download the tender document from our website www.stclimited.co.in or www.eprocure.gov.in /www.tenders.gov.in and can also obtain a copy of the same from Sh.S. Balaji, Manager, STC, Chennai at the above mentioned address during office hours on any working day till 17:00 HRS IST on 06.09.2016.

2. SUBMISSION OF BIDS:

The offer complete in all respects (Filled-up signed bid and tender) should be submitted in two parts i.e. "Technical Bid" and "Price Bid" as under through **E-procurement portal (www.eprocure.gov.in)** only using **Digital Signature Certificate (DSC) latest by 11:00 HRS IST on 07.09.2016..**

A) Part – A : Technical Part Of The Tender -Documents to be uploaded in the E-procurement Portal (Scan Copy in PDF form):

- a) Earnest Money Deposit of Rs. 10,000/- (Ten Thousand Only) (non-interest bearing) by way of DD/PO.
- b) Experience Certificate- The surveyor should have minimum 5 (five) years' experience in supervising import of food grains/pulses in containerized cargo. **Proof of such experience should be furnished with full details like Party name, vessel, commodity, quantity etc.,**
- c) Each page of the tender document to be signed and stamped by the bidder in acceptance of all terms and conditions including scope of work.

Note:-I: One full set of filled-up and signed technical bid (Part-I) including original EMD Demand Draft/Pay Order, Experience certificate (with proof) along with tender document signed & stamped in each page to be submitted in physical mode in sealed envelope super-scribed as "TECHNICAL BID-TENDER FOR APPOINTMENT OF SURVEYOR FOR IMPORTED PULSES AT CHENNAI, and Tender No. & date, Name and address of the bidder and shall be addressed to MANAGER (AGRO), "STC Trade Centre", A-29, Thiru-Vi-Ka Industrial Estate, Chennai - 600032" **latest by 10:30 HRS IST on 07.09.2016.**

Note:-II: **In case of non-submission of Technical Bid in physical mode within the stipulated time, the bid shall be summarily rejected. In case of non-availability of any one of the above mentioned documents including EMD in online/physical mode submission, the bid shall be summarily rejected.** In case of any technical bid received in physical/online mode containing the **filled Price Bid -Annexure -I** shall be summarily rejected. The bidders who qualify in technical bid shall alone be considered for opening their **Price Bid-Annexure-I**.

B) Part B: Price Bid-Annexure-I (scan copy PDF Form) :

The price bid Annexure -I to be submitted by the bidders only through **E-procurement portal (www.eprocure.gov.in)** using **Digital Signature Certificate (DSC) latest by 11:00 HRS IST on 07.09.2016.**

3. VALIDITY:

Bid must remain valid up to 1730 HRS IST on 14.09.2016.

4. EARNEST MONEY DEPOSIT (EMD) (Non-interest bearing) AND PERFORMANCE GURARANTEE:

- a) Bid shall be accompanied by an EMD of Rs. 10,000/- (non-interest bearing) in the form of Demand Draft/Pay Order in favour of “THE STC OF INDIA LIMITED” Payable at Chennai/RTGS payment deposit in our bank A/Cs. **Any tender not accompanying EMD will be summarily rejected.**
- b) EMD of successful bidder shall be returned after receipt of performance guarantee as per clause 4 (d).
- c) Successful bidder shall deposit Performance Guarantee for Rs.1,00,000/- (Rupees One Lakh) in the form of Irrevocable Bank Guarantee issued by any nationalized bank in favour of STC as per prescribed format within 5 (Five) working days of appointment/work order.
- d) Performance Guarantee of Rs. 1,00,000/- shall be returned only after successful completion of contract, subject to the deduction if any towards penalty or any other amount recoverable.

5. DOCUMENTS CONSTITUTING CONTRACT:

The Invitation of Bids, the terms and conditions of Tender, Bid of the successful bidder(s) and Letter of Appointment issued by STC along with any amendment issued prior to signing of contract shall constitute the Contract between STC and the successful Bidder(s).

6. CANCELLATION OF CONTRACT:

If the Successful bidder(s) fail to provide satisfying service for reasons other than Force Majeure, STC shall be entitled at his option to cancel the contract and recover the damages besides forfeiture of EMD and Performance of Guarantee. The Successful Bidder shall not be liable to any costs, damages and consequences upon such cancellation of the contract.

7. FORFEITURE OF PERFORMANCE GUARANTEE

STC reserves the right to forfeit the Performance Guarantee in case the successful bidder:

- a) Fails to provide successful and satisfactory service within the specified period.

- b) Commits any breach of Contract or fails to fulfill any term(s) or conditions(s) of the Tender/Contract.

8. GENERAL TERMS:

- a) Surveyor should have work experience for not less than 5 (five) years supervising import of food grains/pulses in containerized cargo, **Proof of experience having handled food grains/pulses cargo should be furnished with full details like Party name, vessel, commodity, quantity etc., in the Technical Bid of the tender document through online and physical mode.**
- b) Geographic location of all CFS yards should be known for containerized cargo as and when required.
- c) Surveyor should not have been black listed / debarred by any of the Govt. Company/ Department and /or Public Sector Enterprise/ Undertaking etc. If successful bidders found to be black listed/debarred by any of the Govt Company/ Department and / or Public Sector Enterprise/Govt Company/ Department and / or Public Sector Enterprise/taking, the contract shall be terminated forthwith, and all expenses incurred in the process of supervising till appointment of new surveyors shall be recovered, and party also will be liable to blacklisted by STC.
- d) Letters(s) of appointment will be issued by Fax or E-mail, hand delivery or Registered Post/Courier to the successful bidder (s) and/ or his/their Agents(s) within the validity of offer.
- e) The appointment is for a period of **ONE YEAR** and the same shall be extended for a further period of one year on same terms and conditions at STC's option.
- f) Offer(s) incomplete or deficient, received late and/or not accompanied by valid EMD through online/physical mode shall not be accepted.
- g) STC reserve the right to accept or reject any or all bids wholly or partially or make counter offer for the bid(s) without assigning any reasons thereof.

9. ARBITRATION:

Any dispute or difference in respect of any matter relating to or arising out of the Contract will be settled in accordance with the Rules of Arbitration of Indian Council of Arbitration, Delhi and the award made in pursuance thereof shall be final and binding on the parties. The venue of the Arbitration will be Chennai.

For STC of India Ltd.,
Manager (Agro)

Place : Chennai

Date : _____

1. SCOPE OF WORK :

A. RECEIVING OF CONTAINERISED BAGGED CARGO.

- i. Supervision of Containers with proper seals intact at the time of delivery from CFS and sampling.
- ii. Supervision of Weighment of Containers at nominated weighbridge.
- iii. Inspection of godowns before storing the cargo.
- iv. Supervision of De-stuffing and / Unloading of cargo at nominated godowns/transit sheds.
- v. Sampling of cargo during unloading at godowns/transit sheds and analysis.
- vi. Supervision of segregation of damaged/weevilled cargo and sample analysis etc
- vii. B/L wise de-stuffing report to STC with detailed analysis report including **moisture content**.
- viii. Attending supervision work along with insurance surveyor for the insurance claim cargo, if any.
- ix. Periodical report of stock position and sampling of stocks for quality check.
- x. Maintenance of separate stock register, which shall be made available to STC's Representative.

B. DELIVERY FROM WAREHOUSES/TRANSIT SHEDS/CFS ETC.,

- i. Surveyor shall ensure that all Deliveries are made in accordance with the Delivery Order/ Release Order issued by STC.
- ii. Surveyor shall be wholly responsible if any excess delivery than the quantity for which DO/RO is issued; any loss due to negligence of surveyor in supervision of delivery shall be to surveyors account.

C. PP Bags analysis for Total Weight Size Measurements and Count (Denier),

D. Final report on completion of delivery and / or receiving mentioning Moisture content at the time of delivery and receiving.

E. Periodical report of stock position.

F. Maintenance of separate stock register, which shall be made available to STC's representative.

G. Sufficient manpower to be deployed for each operation.

H. The above scope of work is not exhaustive and includes any other job related to the operation.

2. REPORTS / CERTIFICATIONS :-

Daily reports of receiving deliveries and stock shall be forwarded through E-mail as per format shown below before 12:00 noon every day.

- Format for receiving:-

Date	B/ L N o	Container No.	B/L Qty		Received Qty		Godown
			Qty in MTs	Bags	Qty in MTs	Bags	

- Format for delivery:-

Date	Commodity	Party Name	DO No.	Opening		Quantity		Closing		Truck No.	Godown
				Bags	Weight	Bags	Weight	Bags	Weight		

- Format for stock:-

Date	Warehouse	Commodity -Quality	Opening stock of Month		Receiving		Delivery		Closing Stock	
			MTs	Bags	MTs	Bags	MTs	Bags	MTs	Bags

a) In case of delay in submission of reports/certificates in original beyond 10 working days, penalty will be imposed on surveyor as follows:-

Sr. No.	Period	Penalty
1.	11 th to 15 th day	Rs 500/- per report/certificate
2.	16 th to 30 th day	Rs 750/- per report/certificate
3.	Beyond 30 th day	Rs 1000/- per report/certificate

b) Reports of receipts/deliveries to be submitted daily and also periodically as per requirement of STC as and where requisitioned.

3. Details of EMD (To be completed by Buyer)

D.D./P.O. No. _____ dated _____ for (Amount in
 INR) _____ Name of Bank &
 Branch: _____

PART-B (ANNEXURE-I)
PRICE BID

Price Bid (To be completed by Buyer)

Name of the Bidder : _____
Address : _____
PAN No : _____
Sales Tax/ VAT No. : _____
Service Tax No : _____
Contact Person : _____
Tel. No. : _____
Fax. No. : _____
Email address : _____

	DESCRIPTION OF SERVICES	COMPOSITE RATE PMT (Rs.) EXCLUSIVE OF SERVICE TAX
	<ol style="list-style-type: none">1. Supervision of receiving of containerized bagged/loose cargo and delivery of cargo.2. Inspection and certification of suitability of warehouse for storage of pulses.3. Analysis of quality to be done on composite sample basis for each consignment separately and tallying the weight.4. Analysis of PP bags.5. Analysis of weighbridge accuracy (calibration)6. Any other services mentioned in the clause under scope of work and relevant auxiliary services which are essential for completion of work.	

NOTE: SERVICE TAX EXTRA AS APPLICABLE

We have carefully gone through the terms and conditions of the tender documents and hereby agree to abide by the same for the fulfillment of the contract and have satisfied ourselves.

Name : _____
Designation : _____

Signature of the Bidder : _____

Seal of Company : _____

Place:

Date: