

Hindustan Shipyard Ltd

(A Government of India Undertaking)
GANDHIGRAM, VISAKHAPATNAM – 530 005
(An ISO 9001 Company)

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TENDER NO.MP/Q/C&F WORKS FOR AIR CARGOS ARRIVING TO VISAKHAPATNAM AIR PORT/ 1300 /2010 DT.6.8.2010.

M/S. _____

Dear Sirs,

Sub: -Invitation of tender for Clearance & Forwarding (C&F) of Air Cargos from Visakhapatnam Air port/STC to HSL stores on door delivery basis –reg.

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1. Your kind attention is invited on the subject and it is requested to submit your most competitive offer in duplicate for the subject job in accordance with the scope, terms and conditions and as per the procedure indicated here in below as per the Annexures enclosed herewith.
2. Detailed scope / job of C & F Agent : As at Annexure ‘A’
3. Terms & Conditions: As at Annexure ‘B’
4. Last date for Submission of offer: **25.8.2010 at 1100am hours.**
5. Date of opening of un-priced bid (Part-I): Same day at 15.00 hours
i.e. on 25.8.2010.
6. **MODE OF SUBMISSION OF OFFER:** Your offer shall be submitted in two bids system i.e. Part -I -Techno-commercial bid in one sealed cover and Part-II Price bid in another sealed cover each in duplicate in the manner prescribed hereunder.
 - 6.1. **PART-I- TECHNO-COMMERCIAL BID (UNPRICED) :** The Techno-Commercial Bid shall contain only the technical matters for the prescribed works and shall not contain the price in any form. However, your price part shall be submitted as per the HSL format enclosed to the tender. Your un-priced Price Bid shall be submitted along with your techno-commercial bid. The General terms and conditions enclosed to this tender duly signed as a token of acceptance shall be placed in techno-commercial bid cover viz: part-I.
 - 6.2. **PROFORMA FOR PART-II (PRICE BID) – ANNEXURE ‘A’:** The C&F agents shall invariably give their statement at the end of the page stating that “the price quoted are exactly in accordance with the tender detailed scope and the price quoted as per the HSL prescribed FORMAT without any variation and no other conditions are to be incorporated on their own in the format.

- 6.3. **ANNEXURE – ‘B’**: Please go through the terms & conditions enclosed to this tender and submit the same duly signed and stamped by the C & F Agent as a token of their acceptance of all the Terms & Conditions in toto without any variation.
- 6.4. Please submit a copy of valid C & F Licence along with your techno-commercial bid (Part-I), If C&F licence is not enclosed to your offer, your offer will not be considered for technical evaluation and opening of price bid.
- 6.5. List of major C & F Orders/Contracts executed/handled previously for Government or Quasi Government units with values and other details etc., and enclose the copies of those order/contract along with the techno-commercial bid (part-I).
- 6.6. Enclose a copy of the Income Tax Clearance Certificate along with your Techno-Commercial Bid .
7. **PART-II**: Contains only schedule of rates – As at proforma Annexure ‘A’.
8. **WAY OF SUBMISSION OF OFFER/QUOTATION**: Part – I (Un priced bid) and Part – II (Price Bid) tenders, each in duplicate should be submitted in two separate sealed covers with each cover super scribed in capital letters as Part-I (un priced) and Part – II (Priced), Due date and Name & Address of C & F Agents. Both the covers containing Part – I (Un priced) and Part – II (Priced) tenders should be put together in one cover with the Name and Address of the contractor, Tender number, Due date, duly super scribing in capital letters.
 - a. The tenders in sealed covers as instructed herein above at (8) should be addressed to:

The Chief Manager (Purchase), Hindustan Shipyard Limited, Gandhigram,
VISAKHAPATNAM-530 005 (INDIA).
9. **OPENING OF TENDERS** : Tenders will be opened **at 1500 hrs. of 25.8.2010**. Therefore, submit the quotation strictly before the said due date. Late/delayed and unsolicited offers shall not be considered.
 - 9.1. In case where Part- I (Un-priced) tenders are opened in the first instance as notified in the tenders schedule, a separate date will be fixed for the opening of Part – II price tenders and the C & F Agents those who are qualified, will be intimated individually.
 - 9.2. Only the C&F Agents or their authorized representatives who have submitted their tenders are eligible to be present at the time of opening of tenders and may if they so desire, note down the particulars of the other tenders in the manner directed by the officer who preside over the said tender opening.
10. The quotation must be valid for 60 days from the date of opening of Part-II (Priced).
11. Incomplete tenders and tenders submitted without complying with the procedure prescribed are liable to be rejected without further reference. HSL have the right

to accept in full or any portion or part thereof the tender at the unit price indicated therein by the C & F Agents.

- 12. Please note that the extension of due date for submission of tender due date will not be considered further as the tender will be finalized on urgent basis.**
- 13. The contract period will be in operation for a period of '6' months with an option to renew the same for one time at the discretion of HSL at the same prices / rates and terms & Conditions. Please confirm this point in your offer.**
14. Tenders shall be accompanied with demand draft for Rs.10,000/- (Rupees Ten Thousand only) drawn in favour of M/s.Hindustan Shipyard Limited, Visakhapatnam towards E.M.D. Tenders received without E.M.D will be rejected. The E.M.D of unsuccessful bidders will be refunded after the contract is finalized.

Thanking you,

Yours faithfully,
For Hindustan Shipyard Limited.,

ENCL: ANNEXURE – 'A'
ANNEXURE – 'B'



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ANNEXURE – ‘A’

PROFORMA
SCHEDULE OF CHARGES
 (FOR SUBMISSION OF QUOTATION BY C & F AGENTS)

	DOCUMENTATION CHARGES	LUMP SUM PER BE/BL RS.
1.	Documentation covers right from the collection of documents from HSL, preparation of Bill of Entry, Assessment by Customs, Physical examination of Air Cargo and compliance of all customs and other formalities at Airport/ State Trading Corpn., Customs House and HSL in connection with the clearance / out-of-charge of cargo including bonding formalities at HSL. The clarifications, if any, that may be required to be furnished in this gamut are also required to be furnished to Customs Audit etc.,	
2.	C & F agent is required to make all the arrangements for transportation of the cargo from the Airlines / STC to HSL on door delivery basis in compliance of the directive of customs under customs Escort. This shall include loading at Airlines / STC and unloading at HSL.	Please quote this operation according to the weight of each cargo given below in the tabular form.
Sl.No	PER CONSIGNMENT OF	LUMP SUM RATE RS.
1.	1 TO 10 KGS	
2.	ABOVE 10KGS TO 30 KGS	
3.	ABOVE 30 KGS TO 50 KGS	
4.	ABOVE 50 KGS TO 80 KGS	
5.	ABOVE 80 KGS TO 100 KGS	
6.	ABOVE 100 KGS TO 120 KGS	
7.	ABOVE 120 KGS TO 150 KGS	
8.	ABOVE 150 KGS TO 170 KGS	
9.	ABOVE 170 KGS TO 200 KGS	
10.	ABOVE 200KGS TO 300KGS.	
11.	ABOVE 301KGS TO 500KGS	
12.	ABOVE 501KGS TO 1000 KGS	
13.	ABOVE 1001KGS TO 1500KGS	
14.	ABOVE 1501KGS TO 2000KGS	
15.	ABOVE 2001KGS TO 2500KGS	

16.	ABOVE 2501 KGS TO 3000KGS	
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CERTIFICATE OF C & F AGENT

We certify that the prices quoted are in conformity with this Format with no extra conditions. There is no additional extra expenditure or financial implication in any other form or manner indicated / included in the Price Bid (Part – II)

This offer conforms as per HSL FORMAT and tender condition in toto without any variation.

C & F AGENT
SIGNATURE & STAMP



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**TENDER NO.MP/O/C&F WORKS FOR AIR CARGOS ARRIVING TO
VISAKHAPATNAM AIR PORT/ 1300 /2010 DT.21.7.2010/6.8.2010**

GENERAL TERMS AND CONDITIONS

Please note that the C&F agents shall furnish the following information and confirm the points each in your Techno-commercial bid for HSL consideration.

1. **The party shall be a licensed agent of Customs House. Please confirm in your offer and enclose a copy of valid license.**
2. The Party must be capable of deploying sufficient personnel to liaison with air Lines / STC / Shipyard and customs in arranging immediate clearance of consignments as they arrive. Please confirm.
3. The party / C & F Agents are to transport the consignments from Airlines / STC to Shipyard in the form, they are available to shipyard under Customs Escort.
4. Where the consignments are found to be damaged and contents exposed, pkgs, short received the party shall apply for open delivery of the cargo and obtain shortage / damage certificate from Airlines / STC.
5. Arranging of surveyors by the C&F Agent, if necessary notifying the damages to the Airlines / STC in time and attending survey.
6. Arrange vehicle for transportation of the consignments at their expense.
7. Arrange loading of the consignments into their vehicle at Airlines / STC at their expense.
8. The C & F Agent is fully responsible for the safe transport of the goods from Airlines / STC to HSL Stores. If any damages, shortages noticed while the goods are in C&F agent custody the same shall be to the C&F agent's Account.
9. The C&F agent is also responsible for the proper control of their staff and vehicles during the course of the business.
10. The vehicles of the C & F Agent operating in the yard should not cause damage to HSL property and personnel and if any damage caused in this regard, proper compensation shall be paid by the C & F Agent immediately against complaint lodged by HSL.
11. Arrange unloading of the consignments at Shipyard stores by their own men However, where the consignments are heavy and cannot be manually handled, Shipyard shall provide the required equipment such as fork lift or crane free of

- cost at the points of unloading in Shipyard. Shipyard shall not be responsible to provide such facility at the point of loading at Airlines / STC and the party may have to make their own arrangements at their cost and risk.
- 12.** The party shall be responsible for clearing the consignments from Airlines / STC within the free time allowed by Airlines / STC from the date of arrival of consignment at Airlines. However, if the clearance of the consignment is delayed on account of delay in release of fund by Shipyard and (or) for want of documents required for assessment by Customs or documents from Bank and if such delays could be substantiated by documentary evidence, the demurrages involved will be borne by Shipyard. If any delay in releasing the consignments even though all the information/documents are received by the C&F agent, for such cases/events the demurrages and other charges if any shall be to C&F Agent's account. **Please confirm this point in your offer.**
 - 13. SERVICE TAX:** The service tax if any as per the notification by Central Excise and Customs shall be recovered from Contractors Bills besides Income-Tax as per the regulations prevailing in this regard.
 - 14. PAYMENT:** The payment to the C & F Agents will be arranged within 30 days after completion of job in respect of each consignment against bills preferred in quadruplicate and submitted to HSL along with the Delivery Challan duly receipted by HSL Bond Stores. Service Tax as applicable on Service Charges and handling & Loading charges are payable.
 - 15.** The C & F Agent/Contractor shall submit a Performance Bank Guarantee for 10% of order value as per HSL format on a non-judicial stamp paper worth Rs.100/- or to submit a Demand Draft for equal amount, after receipt of our order as Security Deposit. The Security Deposit shall stand forfeited, if the C&F agent was defaulted and if any unsatisfactory performance noticed on the part of the C&F agent.
 - 16.** **The period of contract will be in operation for “6 months” from placement of order. However, Shipyard reserves the right to extend validity of the contract for a further period of 6 months and (or) to terminate the contract within the contract period if the services of the C & F Agents are found not satisfactory in which event Security Deposit shall stand forfeited. Please confirm.**

CERTIFICATE OF AGENT

We accept all the terms and conditions of this tender in toto without any variation.

C & F AGENT
SIGNATURE & STAMP

