

The National Small Industries Corporation Ltd
20-B, Abdul Hamid Street, (7th Floor)
Kolkata – 700069, (West Bengal)

NOTICE INVITING LIMITED TENDER

Sub- Two Bid Limited Tender for providing service of Retail Sales Centre (RSC) and Warehousing Services for Storage and Handling of Polymers at Kolkata

NSIC invites bids under two bid system, (Part-I i.e. Techno-Commercial Part I & Part-II, i.e. Price Part) for the subject work, from experienced service providers fulfilling the qualifying requirements stated hereunder:

Tender Type	Tender Validity (days)	Tender Submission Period	Credential Bid opening date and time
Two Bid	180	31/10/2018 to 12/11/18 ,11.00 Hrs	12/11/18:12.00 Hrs or after



Pre –qualifications:

1. Warehouse: The bidder(s) must qualify one of the following criteria:

- (i) The bidder should own the premises offered, (Copy of the Sale Deed to be enclosed which is mandatory) or
- (ii) The offered premises should be leased to the bidder by the owner (for a minimum period of 05 (five) years from the date of opening of tender), or

In case the premises is on lease, the copies of the lease deed to be submitted along with the copy of link documents of the lessor. Submission of the above documents are mandatory.

Note: 1. The Premises of the warehouse should not be located inside the Premises of any Polymer Processors.

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2. The owner includes Lessee. NSIC reserves the right to verify the said copies of the lease deed submitted with the original deeds.

2. **Regional Sales Centre (RSC) locations:** The bidder(s) must have warehouse with sufficient space to facilitate unloading/loading and stacking inside the warehouse at destinations as below:

SI No	State	City of RSC	Proposed Location of RSCs	Annual Quantity (MT)	Minimum covered carpet area (Sq ft)
1	West Bengal	Kolkata	1. 2. 3. 4. 5.	36000	20000

Note: The warehouse must be located at in and around and within maximum 15 KM radius of the proposed locations as mentioned above.

The offered RSCs warehouse by bidders should meet the following minimum requirements of Allied facilities in Warehouse.

Minimum Requirements of Allied facilities in Warehouse

1. The approach road from main gate to warehouse should be suitable for movement of big truck & trailer.
2. The warehouse should have proper locking system.

3. The minimum height of offered premises from floor to ceiling should be at least 20 feet.
4. In order to prevent drain water entering the warehouse, especially during rainy season, the floor level of the warehouse should be higher as compared to the level of the immediate surrounding area.
5. There has to be proper covered area for loading and unloading in front/rear of Warehouse. At no stage will trucks be taken inside Warehouse for doing the same.
6. The floor of the RSC should be made of RCC concrete structure and floor has to be properly levelled.
7. The warehouse should not have any loose electrical connections, hanging electrical wires and loose electrical fittings inside the warehouse. All electrical lighting are to be covered and not exposed.
8. The warehouse should have proper ventilation and lighting arrangement.
9. The warehouse should not have any window which poses any security threat. If there is any window, it should be with proper iron grills.
10. The warehouse should have sufficient no. of fire extinguisher in accordance with the size of the storage area. Advisable that one Fire Extinguisher for every 200 sq. Mt of the Warehouse area. However minimum four no. properly maintained fire extinguishers of sufficient capacity are required to be placed inside the easily approachable warehouse area.
11. The warehouse should have weighing and stitching machines in working condition.
12. The warehouse should be easily accessible for big trucks.
13. No hazardous product should be stored in the warehouse or in the immediate vicinity of the Warehouse.
14. All material shall be stored by keeping polyethylene films (at bidder's cost) on the floor and then placing the bags on the film. The grade wise stacking of the bags shall be done.
15. Small office space size of at least 10feet x 8feet with facilities such as chairs/tables/shelves /PC/telephones/ Internet/ drinking water/Toilet/ first aid box/ security arrangement (24x7) etc shall be provided at warehouse at no extra cost to NSIC. This office area will be outside the space offered for storage of Polymer in the Warehouse and will not be counted for minimum storage space requirement mentioned in the tender.
16. Adequate covered space for loading/unloading and open space for movement and parking of Trucks should be available.
(Document: - Bidder to submit the undertaking in their letter head complying all above 16 points with signature and seal, along with full address of warehouse offered and carpet area of warehouse in sq ft).

3. **Work Experience:** Warehouse operations for handling, storage and dispatching of solid products for an amount as given below during any of the last five years ending on last day of the month immediately previous to the month in which last date of bid submission falls.

S.No	RSC city	Single WO value (Rs in Lakhs) for similar work	Two single WO value (Rs in Lakhs) each for similar work	Three single WO value (Rs in Lakhs) each for similar work
1	Kolkata	63.14	50.52	37.89

(Note: Similar work means warehousing & allied operations related to warehousing operations for any solid products)

(Note: All the prospective bidders have to submit their experience on the letter head of their client for which warehousing work for solid products has been executed.

4. **Annual Turnover:** Document proof for having minimum annual turnover RSC location wise as per below tabulated data in any one of the last three preceding financial years i.e. 2015-2016, 2016-2017 & 2017-2018 to be uploaded in the tender site.

S.No	RSC City	Minimum Annual Turnover (In Rs. Lakh)
1	Kolkata	89.41

(Documents: Bidder's copy of audited balance sheet/P&L accounts for any one of the last three FY which shall substantiate the turnover criteria need to be submitted).

5. Earnest Money Deposit (EMD):

The proposed EMD amount against each RSC as tabulated below shall be furnished by the bidder along with Credential Bid by way of Demand Draft/Banker's Cheque in favour of NSIC must be submitted on or before closing date of tender. Non submission of EMD before due date of opening by the concerned bidder (s) shall lead to rejection of that bid.

S.No	RSC City	EMD Amount Lakh)
1	Kolkata	4.47

NSIC shall reserve its right to inspect the facilities before accepting and suggest changes as per requirement and acceptance of the offered location shall be as decided by the nominated committee or by authorized official of NSIC after physical visit to the site.

6. **Integrity Pact:** All Bidders to sign and submit the integrity pact as per format attached in the tender documents. If any Bidder(s) fail to submit Integrity pact their bid shall be summarily rejected.
7. **MSEs Bidders:** EMD is exempted for Micro & Small Enterprises (MSEs) registered with agencies/bodies as per Public Procurement Policy for Micro & Small Enterprises (MSEs) order 2012, issued by Ministry of Micro, Small and Medium Enterprises, Govt. of India. The certificate issued by the said agencies/bodies shall be valid on the date of opening of tender. All MSMEs bidders are required to submit the valid certificates.

MSE In tender, participating Micro and Small Enterprises (MSMEs) quoting rate within price band of L-1 + 15% (rates after reverse auction shall be considered for this purpose) for any individual RSC location on total minimum financial outgo for the corporation will be allowed to 100% job if they match the L-1 rate subjected to tender condition.

Note:1).The Premises of the bidder will be inspected by the committee of NSIC and IOCL also if required
2).The Price Bids of only those Units who are qualified the above criteria will be considered for opening.

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Format for Experience Certificate to be submitted in client's letter head of Respective Bidder

All the prospective bidders are expected to submit their experience in the following format:

"This is to certify that M/s. _____ have worked as our warehouse handling contractor for the work of handling of solid packaged products.

The details of materials handled by them during the previous _____ years

S. No.	Year	Work Description	Value of the work in Rs.	Place of work	Ref of relevant document- Work order, execution/completion certificate (To be submitted)
1					
2					
3					

Date:

Name:
Designation of signing authority:
(Bidder's client with name and full address)

TERMS & CONDITIONS

- i. Bidders are advised to read the instructions for participating in the tender before submission of the same.
- ii. Bidder shall submit the Bidding Document in his own name and submit the bid directly. The Bidding Document is non-transferable.
- iii. Bidder should have a valid GST registration and Permanent Account Number (PAN) from appropriate authorities.
- iv. Bidder should have the necessary permission / Authority / Licence from the concerned local or municipal authority to operate the handling / consignment agency of the nature of the product offered.
- v. Bidder should have necessary approvals, registration and licenses required for rendering the Services and Other Manual Workers .Regulation of Employment and Welfare) Act, 1969.
- vi. Bidder should own or possess sufficient handling equipments under hiring arrangement in order to ensure continuous and permanent availability of same at stockyard for uninterrupted services.
- vii. The Sub-contractor should attach the necessary proofs of above arrangements / qualifications along with the technical bid. In case of premises, a firm letter of intent from the landlord to this effect must be submitted.
- viii. Bidder should ensure compliance with the provisions of the ESI, EPF, Workman's Compensation, Minimum Wages, and Contract Labour (Regulation and Abolition) Act, if applicable.
- ix. Bidders/Agencies shall ensure submission of complete information/documentations in the first instance itself. NSIC reserves the right to complete the evaluation based on the details furnished by the agencies without seeking any subsequent additional information. Bids not in compliance with Bidding Document or with incomplete information documents are liable for rejection.
- x. Bidders/Agencies shall ensure submission of complete information/ documentations in the first instance itself. NSIC reserves the right to complete the evaluation based on the details furnished by the agencies without seeking any subsequent additional information. Bids not in compliance with Bidding Document or with incomplete information documents are liable for rejection.

- xi. Bids with any deviation/ queries will not be considered or accepted later on and bidders to ensure compliance of all provisions of the bidding document.
- xii. NSIC reserves the right to accept or reject any tender in part or full, without assigning any reason whatsoever.
- xiii. NSIC will not be held responsible for any sort of delay or the difficulties faced during the submission of bids by the bidders due to local issues.
- xiv. Bids can only be submitted and re-submitted before the last date and time of submission as per tender.
- xv. **All terms and conditions as per the tender document issued by the principal supplier.**

Kindly Note: There will be reverse Auctioning by the IOCL, on the L1 rates, therefore you are advised to be present on the opening date of tender.



Senior Branch Manager,
NSIC Ltd.,
Branch: Kolkata

SHAILESH KUMAR
Sr. Branch Manager
NATIONAL SMALL INDUSTRIES CORPORATION LTD
20B, ABDUL HAMID STREET
KOLKATA - 700 069

TECHNICAL BID

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Please reply against columns & Use separate sheet if necessary)

<p>A. Sub-contractor Details :</p> <p>i. Constitution</p> <p>ii. Res. Address (Partner & Props.)</p> <p>iii. Business Address</p> <p>iv. Copy GST No.</p> <p>v. IT - PAN</p> <p>vi. Copy of IT Return / Balance - Sheet</p> <p>vii. Experience in C. Agency</p> <p>viii. Quantity handled p.a.</p>	
<p>B. Stockyard Premises :</p> <p>i. Address</p> <p>ii. Area in Sq. Feet</p> <p>iii. Site Plan Attached</p> <p>iv. Meets requirements of Safety, Height & Other conditions? Furnish details.</p> <p>v. Owned / Rented</p>	
<p>C. Handling Equipments :</p> <p>i. No. of Hydras</p> <p>ii. No. of Forklifts</p> <p>iii. Owned / Hired</p>	
<p>D. In case of Partnership / Co.</p> <p>i. Power of Attorney Attached ?</p> <p>ii. Board Resolution Attached ?</p> <p>iii. Copy of Partnership Deed ?</p> <p>iv. M&A of Association Attached ?</p>	

Name and Signature of Tenderer
with Address & Company Stamp