



NATIONAL SMALL INDUSTRIES CORPORATION LTD.

(A Government of India Enterprise)

25, KSSIDC INDUSTRIAL ESTATE, RAJAJI NAGAR
6Th BLOCK, BENGALURU 560 010.

Phone: 080-23109059,080-23307791,080-23386578 Fax: 080-23300070

Website: www.nsic.co.in, www.mseshopping.com, www.msmemart.com

Tender For

Empanelment of Service Providers for Storage, Handling and Operation of Stockyard (Space of approx 18000 sq. ft.) at Bengaluru for an estimated quantity of approx 2000 MTs Per Month of Aluminum Wire Rods, Aluminium Billets and Aluminium Ingots, Zinc, Lead, Copper Wire Rods, Copper Cathode Bundles and/or any other products of M/s.BALCO, Vedanta Aluminium, HZL, HCL, Vedanta Copper and other suppliers)

Ref. No.: NSIC/BO/BNG/AGENCY SALE/2018

Dtd: 20.06.2018

(Techno Commercial Bid)

Last date of receipt of tender : **06.07.2018 (15:00 hrs)**

Date of opening of Technical Bid : **06.07.2018 (16:00 hrs)**

(M Sreevatsan)
Senior Branch Manager

Signature of the Contractor Name, Designation of the Signatory Name of the Company & Seal: Date:	
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DISCLAIMER

- The tender published on this site are for public dissemination for the tendering activities of NSIC as per CVC guidelines.
- The bidders who download the tender documents should not edit or modify, the documents in any manner. If any discrepancy is observed between the submitted bids and master documents of NSIC, the same will amount to tampering of the documents and a breach. Such bids will be rejected.

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Sub: Notice Inviting Tender for Empanelment of Service Providers for storage, handling and operation of Stockyard at Bengaluru for an estimated quantity of approx 2000 MTs per month of Aluminum Wire Rods, Aluminium Billets and Alumimium Ingots, Zinc, Lead, Copper Wire Rods, Copper Cathode Bundles and/or any other products of M/s.BALCO, Vedanta Aluminium, HZL, HCL, Vedanta Copper and other suppliers)

Dear Sir (s),

Tenders in 2 part tendering system i.e. Techno Commercial Bid (par-I) and Price Bid/BOQ (part-II) are invited on our website www.nsic.co.in for quoting the rates for storage, handling and operation of stockyard at Bengaluru for Aluminum Wire Rods, Aluminium Billets and Alumimium Ingots, Zinc, Lead, Copper Wire Rods, Copper Cathode Bundles and/or any other products of M/s.BALCO, Vedanta Aluminium, HZL, HCL, Vedanta Copper and other suppliers)

1. The bid shall be submitted in two parts namely “Techno Commercial Bid (Part-I)” which is as per table of contents and “Price Bid/BOQ (Part-II)” strictly in the following manner:

a. Techno Commercial Bid:

- i. Acceptance of General conditions of contract and special conditions of contract by way of signing on each page of Annexure-I & II.
- ii. Address of Proposed stockyard at Annexure-III.
- iii. Complete information and documents indicated at Annexure IV to X.
- iv. Special instructions to bidders check list for submission of offer by signed on each page.
- v. Submission of copy of the un-priced bid. Any condition attached in the price format not indicated in the un-priced bid shall be ignored during evaluation.

The “Techno Commercial Bid” shall be filed, signed, stamped and submitted to this office at below address.

The National Small Industries Corporation Limited,
(A Govt. Of India Enterprise)
No. 25, 1st Main Road, KSSIDC Industrial Estate,
6th Block Rajajinagar, Bengaluru - 560010.

Note: The **Techno commercial Bid** should not contain the rates offered by the tenderer.

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b. Price Bid:

The “Price Bid (Part-II)” should contain the rates for the various service charges and should be submitted strictly as per the format at Annexure-XI. The “Price Bid” should be submitted in the format given only.

2. Please go through the ‘instruction to the Bidders for the submission of bids carefully before submission of bids online.

3. The tender for “**Storage, handling and operation of Stockyard at Bengaluru** with the above tender reference number, and should be submitted on or before **06.07.2018** latest by 15:00hrs.

The Techno Commercial Bids will be opened at **15:00hrs IST of 06.07.2018**. In case any holiday is declared on the scheduled date of tender receiving/opening, the date will be the next working day or thereafter at the earliest convenience. The stockyard sites proposed would be visited by NSIC Authorities/Committee Members after opening of Techno Commercial Bids. Price bids of techno-commercially qualified parties only shall be considered for opening.

Earnest Money Deposit (Including GST): Earnest Money Deposit of Rs 25,000/- (Rupees Twenty Five Thousand Only) and **Tender Fees of Rs. 2,360/-** (Rs. Two Thousand Three Hundred and Sixty Only) will have to be submitted by the participating bidder in the form of DD in favour of “National Small Industries Corporation Limited (Payable at Bengaluru)” and will only be returned after selection of final bidder. Agencies registered with NSIC are exempted from the payment of Tender Fees and EMD.

4. NSIC reserves the right to accept or reject, partly or fully, any or all the bids without assigning any reason whatsoever.

Thanking you.

**Yours faithfully,
For National Small Industries Corporation Limited**

**(M Sreevatsan)
Sr. Branch Manager**

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General Conditions of Contract

For storage, Handling & Operation of Stockyard at Bengaluru.

A. Scope of Work:

NSIC is desirous of appointing Service Providers with warehouse space of approx 18000 sq. ft. in and around Bengaluru area either owned/rental/lease basis with adequate open space for loading/ unloading/ movement/ stacking and parking of trucks etc, and Mobile hydra Crane 8MT-12MT Cap. and Forklift 5 MT Cap with adequate labourers for loading & unloading, standby UPS for uninterrupted power supply and round the clock security personnel. The minimum height of warehouse preferably from floor to ceiling should be at least 20 feet with 2 to 3 Loading/Unloading points for handling an estimated quantity of 2000 MT per month of Aluminum Wire Rods, Aluminium Billets and Alumimium Ingots, Zinc, Lead, Copper Wire Rods, Copper Cathode Bundles and/or any other products of M/s.BALCO, Vedanta Aluminium, HZL, HCL, Vedanta Copper and other suppliers)

The terms & conditions on the contract will be as mentioned hereunder.

1. The Service Providers shall arrange for pucca and covered safe godown space measuring approx. approx 18000 sq.ft. at their cost and store the material in such godowns. Service Providers shall be responsible for making watch & ward arrangement for the godowns and shall take all steps for proper custody of the goods from the time of unloading till the disposal of goods.
2. Service Providers shall facilitate weighing of materials with the help of adequate number of weighing scales. All Charges for weighment of material during receipt as well as dispatches to be borne by agency. They will also provide crane, forklift, chain pulley, belt sling facilities for unloading, stacking & delivery of products requiring mechanical handling in the warehousing and / or manual labour as may be required.
3. On arrival of the consignment at the warehouse, Service Providers shall undertake all the work connected with the unloading, weighing and stacking of all categories of products & loading the same at the time of delivery as may be assigned to them by NSIC.

That Service Providers will carry out the instructions issued by the NSIC from time to time in respect of sales of Aluminum Wire Rods, Aluminium Billets and Alumimium Ingots, Zinc, Lead, Copper Wire Rods, Copper Cathode Bundles and/or any other products of Bulk Manufacturers' i.e., M/s.BALCO, Vedanta Aluminium, HZL, HCL, Vedanta Copper and other suppliers and for that purpose NSIC and respective bulk manufactures will have an overall supervision and access to Service Providers godown.

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4. That Service Providers will dispatch material from their /or from other stockyards to agency's godown at Bengaluru. On arrival of materials, Service Provider will collect relevant dispatch details/documents from transporters / respective Agencies Office. The said materials on receipt at godown will be unloaded by agency and necessary receipt on unloading shall be duly issued and also sent immediately to respective Agencies. On receiving the material, agency will ensure that the description and quantity is in conformity with the description given on the Challan. Any discrepancy greater than +/- 0.5% need to be informed to respective Agencies immediately and would be sorted out by joint inspection by respective Agencies and the agency.

However, in the event of any shortage, agency will obtain shortage certificate from transporters and immediately inform respective Agencies office for lodging claims with the Transporters/Insurance Co.

5. That the Service Provider will deliver the material only against delivery instructions issued by authorized signatory of respective Agencies office and send the documents immediately/next working day. Service Providers will also obtain customer's signature thereon, to the effect that they have received the material as per the challan-cum-invoice. Wherever required, agency will also obtain L/Rs from concerned transporters on delivery of material, as per respective Agencies instructions & courier the same immediately/next working day. Xerox copies of test certificates have to be provided by the Service Provider along with invoices to customers.

6. Respective Agencies shall send dispatch intimation to agency by fax/e-mail. Service Providers shall intimate to respective Agencies all consignment remaining in transit for more than a month from the date of dispatch to enable respective Agencies to lodge claims with transporters/ Insurance Company for missing trucks/shortage

7. Service Provider will send a stock report daily along with the copies of L/R, etc. in respect of sales upto that period along with a statement showing item-wise breakup of stocks received, delivered and balance material in warehouse. Service Provider official should be present strictly on all working days of respective Agencies.

8. That the Service Provider shall take all steps for proper custody of the goods from the time of unloading in premises till its disposal and any loss or shortage during such custody shall be borne by agency. Any type of charges applicable at the time of unloading, loading etc will have to be borne by the Service Provider & should be inclusive of rates quoted by the Service Provider. No extra charges will be paid by the transporters belonging to either respective Agencies or its customers. However, any Octroi or such other similar statutory/local charges as may be raised under any local laws; the same shall be borne by respective Agencies against, proper receipt. respective Agencies would pay the restrapping charges upon receipt from respective

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Agencies as per agreement for Aluminum Wire Rods, Aluminium Billets and Alumimium Ingots, Zinc, Lead, Copper Wire Rods, Copper Cathode Bundles and/or any other products of Bilk Manufacturers' i.e., M/s.BALCO, Vedanta Aluminium, HZL, HCL, Vedanta Copper and other suppliers. However, for such re-strapping quantity, the basis would be quantities specifically mentioned to be re-bundled on the Challan/LR at the time of receipt of metal at the stockyard by road.

9. That the Service Provider shall not have any right to pledge or hypothecate the material and shall hold the material on behalf of respective Agencies. Service Provider will exhibit near entrance to the godown in a permanent place indicating the ownership of respective Agencies in respect of the goods stored therein.
10. That Service Provider shall maintain proper record of accounts in respect of receipts of stocks and dispatches in respect of stocks received by them at their stockyard at Bengaluru. Service Provider will maintain register and other records/receipts required by GST authorities/any other statutory authority. Service Provider will give all documents to the respective Agencies office by 2nd of the month pertaining to the previous month as the statutory returns are to be filed by respective Agencies by the 5th.
11. Service Provider shall carry out work on Sundays and Holidays also if exigency arises in the interest of the progress of the work without any extra charges to NSIC. Loading, unloading, stacking operation shall be carried out on a daily basis as advised by respective Agencies & if necessary during the Sundays and Holidays without any additional charges to NSIC. Notice in advance will be given by respective Agencies to open the godown on holidays Service Provider official deputed at respective Agencies godown would strictly follow only public holidays being observed by respective Agencies office in addition to Sundays. The designated stockyard in charge of the handling agency should be accessible to respective Agencies and NSIC round-the-clock. Service Provider should provide contact details (telephone numbers of godown as well as residence/ mobile number) of its official deputed at respective Agencies godown.
12. That the Service Provider shall give all facilities to the representative of respective Agencies and NSIC for checking of stock, stocking arrangements or to conduct surprise stock verification etc at any time without prior intimation.
13. That all the records of receipts and deliveries and stock on behalf of NSIC shall be properly maintained by the Service Provider in proper form to be prescribed by respective Agencies and will be made available to respective Agencies and NSIC for internal audit verification, physical examination or for any other purpose.

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14. That any shortage except those shortages mentioned in para 5 of NIT found during physical verification, cost equivalent to 110% of the value of such losses/damages etc shall be debited to the A/C of agency and recovered/adjusted against service charges payable to the agency on account of sales effected. Service Provider shall provide additional labour for stock verification if necessary and adequate weighing facilities also without any extra cost.

15. Service Provider shall take adequate measures/pre-cautions to safeguard the material at warehouse against theft, pilferage, damages of any kind. Any loss/ shortages occurred during storage shall be recoverable from agency without prejudice to any other actions.

16. Stock Delivery

Stock delivery services to be provided under this agreement shall be as follows:

- a. Service Provider shall arrange to deliver the stocks strictly as per respective Agencies delivery instructions. The Service Provider shall arrange material handling equipment's for unloading and loading of material on trucks under proper supervision. The Service Provider shall ensure that all trucks reporting at the warehouse during normal working hours are unloaded and released within reasonable time of its reporting. Service Provider shall be fully responsible for deployment of adequate numbers of forklifts, cranes, manpower and supervision, so that dispatches from agency premises can be effected to maintain respective Agencies schedule/buyers requirements.
- b. Service Provider shall be fully responsible to ensure that stocks are delivered by them to the party authorized by respective Agencies and obtain their proper receipts. Service Provider shall also hand over such documents that may be specified by respective Agencies.
- c. Service Provider shall load and place the stocks on the trucks in such a manner as to fully utilize truck capacity volume wise/weight wise or as per respective Agencies instructions.
- d. Service Provider shall generate required E-way bills under GST registration of respective Agencies for each loaded truck and the Serial number of E-way bill should be mentioned on the top of the respective invoice, which is required for smooth transportation of goods to the customers' godown/factory, as per Sales Tax rules.

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17. Respective Agencies reserves the right to appoint any other agency on the same or similar terms and conditions or otherwise to render the same or similar services during currency of the contract. The Service Provider shall not restrict the right of respective Agencies to take recourse to the above parallel arrangement even if notice of termination is not served and contract terminated.
18. During the execution of the contract if any accident arises resulting in death or injury to any person including employees of agency, then Service Provider shall be liable to bear all expenses/ compensation and indemnify respective Agencies and NSIC from any demands, claim or proceedings occasioned or instituted by such injured person or on his/her behalf.
19. That the agreement entered into with the successful bidder will be governed by the rules and regulations as may be specified by the Govt of India from time to time in so far as they are applicable to the sale and storage of the products covered thereby.
20. NSIC or Service Provider shall have right to terminate the contract by serving three months' notice in writing without assigning any reason whatsoever. The notice period shall be effective from the date of receipt of the notice by either party. However, in the event of any breach of the terms of contract, NSIC will have the right to terminate the contract without notice.
21. If Service Provider fails to execute the work and responsibilities and fulfill the terms and conditions of the NIT, NSIC shall have the right to utilize the services of any other party for execution of the contract, and recover from agency charges/expenses/losses/damages suffered by NSIC/ respective Agencies. The alternative arrangement at the risk and cost of agency shall be made by NSIC/ respective Agencies without any notice. This will be without prejudice to the rights of NSIC/ respective Agencies for any action including termination of contract.
22. **Volume of Work:** The tentative program of respective Agencies is to handle around approx 2000 MT per month for a period of one year under this contract with a provision for extension of the contract for further period of 1 year (one year) with the same rate, terms & conditions This quantity is purely tentative and it cannot be made an obligation to NSIC and subject matter of any claim or litigation, by agency.
23. After expiry of term/ period of the contract or after termination of the contract, Service Provider shall return all the material stored or received in their warehouse. Service Provider shall have no right to retain respective Agencies material after termination of contract on any ground except to the extent of payment is due to the agency.

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24. This agreement would be subject to "Force Majeure" circumstances including Act of God, in the event of stoppage of work in any establishment of respective Agencies due to Riots, Strike, Fire, Tempest, Lockout, Trade disputes, breakdown accident, Government Action/Orders and shortage of material or causes beyond the control of respective Agencies.
25. The agreement shall be governed by laws in India and subject to exclusive jurisdiction of courts in Bengaluru. In case of High Court, it is the High Court of Karnataka which shall have the jurisdiction.
26. Stock insurance of the godown shall be arranged by respective Agencies at their cost. Insurance covers will be in favour of respective Agencies. However, for any loss or, damage of stocks arising during handling / storage by agency, Service Provider shall take all actions within prescribed time limit for protection of all interest of NSIC and respective Agencies. In case of any loss or damage of stocks arising during handling / storage agency, NSIC will have the right to recover 110% of the losses/ damages if any, from Service Provider from its pending bills. After, the claim amount is received by respective Agencies from the Insurance Company the same amount shall be refunded to agency.
27. The material stored in godown will be the property of respective Agencies. Service Provider shall have no right, title or change of ownership over the property. Service Provider will be trustee on behalf of respective Agencies and in the event of any breach occurs; agency will be liable for penal civil action for breach of trust.

B. Rates and Quotations:

1. The rates quoted in the price bid shall be excluding GST. The Service Provider should have valid GST registration.
2. The Service Provider should submit proof of valid registration under PF, ESI and GST.

C. List of Documents to be submitted

1. General conditions of contract duly signed (Annex-I).
2. Special conditions of contract duly signed (Annex-II).
3. Annex III to X duly filed and signed
4. Copy of **un-price bid** duly signed
5. Proof of registration under PF/ESI/GST Acts

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D. Contract Period

The duration of contract will be for a period of one year from the date specified in the Letter of Intent (LOI) with a provision for extension of the contract for a further period of 1 year (1 year) with the same rate, terms & conditions.

E. Validity of Offer

The rates quoted by tenderer shall be valid for a period of 180 days from due date of opening of Techno Commercial Bid and the rates once submitted shall not be changed / varied during this period. No claim shall lie on respective Agencies for the validity of the offer or for any costs that may arise to the tenderer on account of his participation in the tender.

F. Payment Terms

For the purpose of monthly payment to the agency for actual quantity sold/handled in a month, higher value between the following would be considered:

- i. Actual quantity sold/delivered X charges for handling per MT.
- ii. Minimum monthly charges

Payment shall be made to the agency on monthly basis by way of e-payment within two weeks from the date of receipt of the bills if found in order and are complete in all respect subject to receipt of payment from primary suppliers. The mandate format for this purpose is given in the Annexure-XII. The agency shall deposit the GST so charged with the appropriate authority well in time.

G. Earnest Money Deposit (EMD)

Public Sectors, Government Agencies and NSIC registered Agencies are exempted from payment of EMD.

H. Arbitration:

If any dispute or difference arises between NSIC and the Service Provider with regard to the construction meaning, interpretation or termination of this , recovery of dues and effect of these presents or any part thereof the same shall be referred by either party to the Chairman Cum Managing Director or Director (Finance) or Director (P&M) of the Corporation who shall refer the matter for adjudication to the sole arbitrator, who can be an employee serving or retired of the Corporation or of the other Public Sector undertaking or law faculty member of Government universities or an advocate or a retired

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judge or any other person considered to be an expert on the subject. There shall be no objection to the said appointment of the arbitrator. The award of the sole arbitrator so appointed shall be final and binding on the parties to the agreement. The cost and expenses of arbitration shall be borne by the unit.

In case, the arbitrator so appointed is transferred, dies, neglects, or refuses to act as an arbitrator or resigns or is otherwise unable to act for any reason whatsoever; it shall be lawful for the Chairman-cum-Managing Director or Director (Finance) or Director (P&M) to appoint another arbitrator in place of such arbitrator in the manner as aforesaid. Such other person shall be entitled to proceed with the reference from the stage where the earlier arbitrator left the proceeding. The venue of the Arbitration shall be at Delhi or at any other place where the Zonal/Branch Office/Technical Centre of the Corporation is situated, at the discretion of the Chairman-cum-Managing Director or Director (Finance) or Director (P&M) and the Court at the respective places shall have exclusive jurisdiction to decide the matter relating the Arbitration referred to the above'.

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Special Conditions of contract

Facilities to be provided by agency at the godown:

1. The covered godown shown by Service Provider & approved by NSIC should have an area of approx 18000 sq.ft & should be a single shed without any partition wall preferably with 2 to 3 loading/unloading points. (Additional open space for parking of vehicles and for loading and unloading materials.)
2. Two office rooms/cabins with AC is to be provided in the godown for the officials of Service Provider to work and the same could be used by visiting NSIC and respective Agencies officials.
3. PC with printer and UPS are to be installed by Service Provider in one of the above rooms/cabins. Provision should be made for an additional standby PC & printer in case of failure of existing ones.
4. Stationery required for effecting day-today transactions shall be provided by the Service Provider.
5. A toilet is to provide adjacent to godown for use by the officials.
6. A generator/inverter/UPS of an appropriate capacity to be installed for a power back up for running of the PC, printer, scanner and fan whenever there is power failure.
7. Adequate security arrangements are to be provided round the clock at the godown.
8. Broadband or similar internet connectivity is to be provided for which Service Provider will facilitate the installation and the cost will be borne by the Service Provider. Provision for standby internet connection is to be made in case of failure of existing one.
9. Telephone facilities (two telephones, fax & a scanner) are to be provided by the Service Provider. At least one 5 MT platform weighing scale to be installed in the godown.
10. Godown should have adequate lighting & fan installations.
11. At least one computer literate person should be posted at the stockyard as he is to make stock receipt entries, generate computerized invoices & other computer related reports.

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12. All installations including systems related equipment's are to be maintained by the agency.
13. One fork lift, hydra has to be kept available exclusively for respective Agencies on all working days. No. of forklifts, hydras would be increased on days when there is increase in receipt/ sales transactions.
14. Sufficient parking space should be available in front of the godown for facilitating loading, unloading & parking for smooth working at the godown.

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Proposed Site Address

Address of Stockyard:

Tel. No. of godown.....

Fax No of godown.....

Area of Pucca and covered Godown:

(Plan/Lay-out of godown to be enclosed)

The above site will be inspected by NSIC committee/Authorities after opening of Techno commercial bids. The committee report will form a part of techno commercial evaluation.

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Special Instructions to Bidder

Bidder is requested to ensure that all supporting documents submitted along with their offer shall be duly attested by the authorized person of the agency who is a bidder.

The non-attested copies of supporting documents shall not be considered for evaluation and the offer will be liable for rejection.

In order to achieve owner's objective to award this tender in minimum possible time, bidders are requested to follow instructions as mentioned below in addition to any other Instructions/ guidelines mentioned anywhere else in tender documents:

1. Bidders are instructed to:
 - 1.1. Visit Site
 - 1.2. Get themselves familiarized with the site conditions
 - 1.3. Read the bid document carefully.
 - 1.4. Seek clarification and get themselves satisfied prior to submission of bid documents.
2. Bidders are requested to submit bid without any deviation (s), in case deviation(s) is unavoidable, bidders are instructed to give all deviation(s) at one place in Annexure—VI of tender.
3. **Please be informed that only deviation statement will be evaluated and considered.**
4. Deviation (s) listed at any other place shall not be considered at all & the tender shall be evaluated based on the deviation statement and no claim whatsoever shall be entertained, irrespective of bidder has accepted this particular clause or not.
5. **It is once again emphasized that only deviation statement shall be considered, evaluated and binding and deviation taken elsewhere shall not be binding on NSIC.**
6. Bidders are advised to provide all information/documents/data etc asked either as a part of checklist or elsewhere in tender document issued by NSIC.

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7. No further correspondence shall be entertained for non-submission of any Information/ documents/data and the tender shall be evaluated based on the Information/ document/data available with the tender.

8. **It is repeated once again that no further correspondence shall be entered for non-submission of any information/documents/data and the tender shall be evaluated based on the information/documents/data available with the tender.**

9. **TENDERERS MAY PLEASE NOTE THE FOLLOWINGS:-**

9.1. TENDER COVER & ADDRESS:

9.1.1. Tender [Techno-Commercial part (part-1) & Priced part/BOQ (part-II)] must be submitted to NSIC at below address against the requisite tender.

The National Small Industries Corporation Limited,
(A Govt. Of India Enterprise)
No. 25, 1st Main Road, KSSIDC Industrial Estate,
6th Block Rajajinagar, Bengaluru - 560010.

9.1.2. All the requisite documents to be submitted in proper format well before Bid closing time.

9.2. TENDER PAPER COST & EARNEST MONEY DEPOSIT.

9.2.1. **Details of Tender fees & Earnest Money Deposit (EMD).** If any, should be submitted along with Part-I, Techno Commercial Bid, Scanned copies of tender fees and EMD are to be uploaded and originals are to be sent/couriered/submit in person to the Tender Inviting Authority so as to reach before the bid closing date. NSIC shall not be held responsible for any delay in receipt of the same.

9.2.2. Tender paper cost is to be paid either by **Demand draft/Pay order in favour of “The National Small Industries Corporation Ltd” payable at Bengaluru.**

9.2.3. Tenders without EMD, paper cost, and/or not in the prescribed form will be liable for rejection.

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9.3. TENDER RECEIVING DATE & OPENING OF PART-I (TECHNO COMMERCIAL BID):

- 9.3.1. Tender (part-I and part-II) is to be submitted at the above address up to date/ time mentioned in Notice Inviting Tender (NIT).
- 9.3.2. Only Techno-Commercial Bid part-I will be opened on the same date mentioned in NIT or thereafter at the earliest convenience which shall be intimated.
- 9.3.3. Tender containing price in Tech. Bid (part-I) is liable to be rejected.
- 9.3.4. All the pages of tender to be signed before submission. If the premises is a rented one, the Service Provider shall have a proper and valid Rental Agreement with the Landlord. A copy of the Notary Attested Rental Agreement must be submitted to NSIC by the Service Provider. If the premises is owned by the Service Provider, then Notary Attested copy of the ownership document must be provided to NSIC.
- 9.3.5. Price/Rate are to be quoted in the BOQ format enclosed. Please be noted that no modification is allowed in the format. Price quoted in any other format shall not be accepted.

9.4. OPENING OF PART-II (PRICE BID):

- 9.4.1. Price Bid/BOQ Part-II of the tender/ offers of only those bidders, who are techno commercially accepted, after detailed evaluation of Techno-Commercial Bid, shall, be opened on later date.
- 9.4.2. The price bid/BOQ (part-II) opening date will be known to techno-commercially accepted parties through the intimation from NSIC.

9.5. OTHER CONDITIONS:

- 9.5.1. NSIC accepts no responsibility for any loss/ delay of non-receipt of offers sent. Offers received incomplete are liable for rejection.
- 9.5.2. If last date of receiving/ opening tenders coincides with holiday, the date will be shifted to the next working day or thereafter at the earliest convenience.
- 9.5.3. NSIC reserves the right to accept or reject any or all bids in part or full without assigning any reason whatsoever.
- 9.5.4. In the case of Service provider, they have to ensure with the owner of the premises by giving an **undertaking that Godown operation will not be hampered during the tenure of the agreement period** in case, if any ambiguity/dispute arises between the owner of the premises and service provider in respect to payment of monthly rent or any other related issues.

Signature of the Contractor Name, Designation of the Signatory Name of the Company & Seal: Date:	
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CHECK LIST FOR SUBMISSION OF OFFER

Tenderer/ bidder is requested to fill this check list and also ensure that all details Documents have been furnished as called for in this tender bidding document along with this duly filled in signed & stamped checklist with each of the "Techno Commercial" part of the offer.

Please fill up the information and ensure compliance

1. **Covering letter with Tender:** **Enclosed**
2. **Tender Document Cost:** Submitted Not applicable
3. **EMD:** Submitted Not applicable
4. **Validity of offer** is up to 180 days from the due date of opening of Techno commercial part, as mentioned in NIT/Letter Inviting Tender.
5. **Annual turnover details:** Audited Balance Sheet / Profit & Loss Account statement for the highest turnover during the last 5(five) years.
Submitted **Rs.....** **Year**
Not applicable
6. **Assessment orders** for the last three years or in case assessment order for any particular years has not been completed, copy of the income tax return.
Submitted Dated
7. **PAN/GST** registration certificate etc, if applicable
Submitted - PAN/GST Dated.....
8. **Details of similar works executed:** in the Performa enclosed in the tender/bidding document.
Submitted Ref.....
9. **Details of present commitment** in the Performa enclosed in the tender/bidding Document.

Signature of the Contractor Name, Designation of the Signatory Name of the Company & Seal: Date:	
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Submitted

Ref.....

10. An overall schedule in the form of bar chart, clearly indicating all important milestone of the construction activities.

Submitted

Ref.....

11. List of minimum equipment's proposed to be deployed for the work in the Performa enclosed in the tender/bidding document.

Submitted

Ref.....

12.

i. **Proposed site organization** as per Performa enclosed in the tender/bidding document.

Submitted

Ref.....

ii. Qualification and experience of Resident engineer/Site-in-Charge and other key personnel have been mentioned in the site organization chart

Yes

Ref

iii. Number of key personnel under different heads have been mentioned in the Site organization chart

Yes

Ref.....

13. Power of attorney in favour of persons who has signed the offer in stamp paper of appropriate value.

Submitted

Not applicable

14. Information about tenderer in the Performa given in the general conditions of Contract

Submitted

Not applicable

15. Partnership Deed in case of partnership firm and articles of association in case of Limited company.

Submitted

Not Applicable

Signature of the Contractor Name, Designation of the Signatory Name of the Company & Seal: Date:	
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16. Declaration regarding relationship with client's Director.

Submitted

Not Applicable

17. Copy of PF code No

Submitted

PF Code No

18. Tendering drawing

Submitted

Not Applicable

19. Techno-commercial deviation/exceptions (if unavoidable) in the Performa enclosed in the tender/bidding document

Submitted

Not Applicable
(For "No" Deviation)

20. Price bid contains no conditions in any form Copy of un-priced bid enclosed in the techno commercial bid Any condition attached in the price format not indicated in the un-priced bid shall be ignored during evaluation

Confirmed

Not Confirmed

21. All the documents furnished are readable / Legible

Yes

22. All pages/documents are stamped and signed by the authorized signatory of the Tender/ bidder.

Yes

Signature of the Contractor Name, Designation of the Signatory Name of the Company & Seal: Date:	
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Annexure-IV

DETAILS OF SIMILAR WORKS EXECUTED DURING THE LAST 5 (FIVE) YEARS

Sl. No.	Full Postal Address of Client & Name of Officer-in charge with telex/ telephone No.	Description of work	Value of Contract	Date of Commencement of work	Completion time as stated in tender (month)	Actual completion on time (month)	Year of completion On	Remarks
1	2	3	4	5	6	7	8	9

(Documentary proof for above information enclosed)

Signature of the Contractor Name, Designation of the Signatory Name of the Company & Seal: Date:	
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Annexure-V

DETAILS OF PRESENT COMMITMENTS OF THE TENDERER

Sl. No.	Full Address of Client & Name of Officer-in charge with telex/ telephone No.	Postal	Description of work	Value of Contract	Date of Commencement of work	Scheduled completion period	State of Completion in % as on date	Expected date of completion.	Remarks
1	2	3	4	5	6	7	8	9	

(Documentary proof for above information enclosed)

Signature of the Contractor Name, Designation of the Signatory Name of the Company & Seal: Date:	
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STATEMENT OF DEVIATIONS / EXCEPTIONS TO TENDER TERMS & CONDITIONS

NAME OF TENDERER:

SI. No.	Ref. of Tender Document			Subject	Deviation / Exception
	Page No.	Clause No.	Para No.		
1	2	3	4	5	6

Signature of the Contractor Name, Designation of the Signatory Name of the Company & Seal: Date:	
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Annexure-VII

DETAILS OF EQUIPMENTS PROPOSED TO BE COMMITTED FOR THE WORK.

NAME OF TENDERER:

Tenderer shall submit herein details of equipment's, tools & tackles etc. proposed to be deployed at site to perform this work.

(Tenderer to furnish information strictly, as per this Performa)

Sl. No.	Type	Nos proposed to be deployed	Make	Capacity	Location	Owner	Remark
1	2	3	4	5	6	7	8

Signature of the Contractor Name, Designation of the Signatory Name of the Company & Seal: Date:	
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PROPOSED SITE ORGANISATION

NAME OF TENDERER:

The Tenderer is to indicate here the site organization, he proposes to set up for execution of the work.

It is understood that this will be augmented from time to time depending on the requirements for timely completion of the work as directed by the Engineer- in-Charge.

The tenderer is also to furnish the bio-data of the Resident Engineer & key personnel to be deployed at site.

Name of Officials	Designation	Contact Details (email-id and mobile number)

Signature of the Contractor Name, Designation of the Signatory Name of the Company & Seal: Date:	
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DOCUMENT TO BE SUBMITTED FOR CALCULATION OF ANNUAL TURNOVER

It shall be responsibility of the tenderer to submit required documents mentioned along with tender document.

- i. Assessment orders for the last three years or in case assessment order for any particular years has not been completed, copy of the Income tax return duly acknowledged by Income tax department.
- ii. The gross receipts as shown in Profit & Loss Account of duly Audited Balance Sheet for the relevant year(s).

Tenderer is required to submit the documents for the year in which highest Annual turnover (ATO) has been achieved during the past five years. Hence, the documents submitted shall be considered as corresponding to the highest ATO. NSIC shall not be entering into any further correspondence in this issue.

The tenderer with ATO less than Rs. 40.00 Lakhs shall submit the documents at Sl.No.(i) or (ii) and all the documents when ATO is more than Rs. 40.00 Lakhs. In case of failure to submit any of the documents as per requirements, their offer shall not be considered in event of tie.

Signature of the Contractor Name, Designation of the Signatory Name of the Company & Seal: Date:	
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LITIGATION HISTORY

- a) Arbitration cases pending:

- b) Disputed work incompleting:

- c) Pending civil cases against the firm or the proprietor of the firm etc.:

- d) Pending criminal cases against the firm:

- e) Punishment awarded under civil or criminal cases:

Signature of the Contractor Name, Designation of the Signatory Name of the Company & Seal: Date:	
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UN PRICE BID

PROFORMA FOR QUOTING RATES:

I	Service charges for Handling: (to cover: unloading material from trucks, storage, stacking, any other type of charges (if any), deliveries including stock transfer documentation and other connected jobs as mentioned in this tender including weighment, if any, at the time of receipt & delivery to the customer etc. as detailed at Annexure 1 & 2.)	Rs. Per MT
II	Charges for re-strapping of bundles/coils	Rs. Per MT
III	Minimum monthly charges per month	Rs. Per Month

1. All terms and conditions of the tender as stipulated by NSIC are acceptable subject to deviations/ exceptions as indicated in the statement of deviations (Annexure VI).
2. The tentative quantity to be handled per month will be 2000 MT (Two thousand Metric Tonnes).
3. The rates quoted shall be exclusive of GST component separately which will be paid extra.
4. Service Charges payable per month will be calculated based on charges of actual quantity delivered or minimum monthly charges whichever is higher.
5. For the purpose of evaluation of the quotations received, the cost of re-strapping will not be considered.
6. For the purpose of evaluation of bids, the higher value between the following for the total contract period will be considered
 - (i) Tentative monthly quantity to be handled **X** charges for handling per, MT **X** 12 months
 - (ii) Minimum monthly charges **X** 12 months.

Signature of the Contractor Name, Designation of the Signatory Name of the Company & Seal: Date:	
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**Bank MANDATE FORM for E-Payment
(To be submitted in Duplicate)**

To
National Small Industries Corporation Limited,
.....
.....

Dear Sir,
Sub: Authorization for release of payment due from NSIC through e-mode facilities of RBI (EFT / RTGS / NEFT) / Internet Banking.

Refer Order No dt. and/or Tender/Enquiry/Letter No.....dt.....

(Please fill in the information in CAPITAL LETTERS. Please tick wherever it is applicable)

1. Name of the Party :

2. Address of the party :

City:Pin Code:

E-mail ID:

Permanent Account Number:

3.Particulars of Bank:

Bank Name											Branch Name											
Branch Place											Branch City											
Pin Code											Branch Code											
MICR No.																						
Account Type	Savings <input type="checkbox"/>			Cur <input type="checkbox"/>			Cast <input type="checkbox"/>			edit												
Account No. (as appearing in the Cheque Book)																						
(9 Digits code number appearing on the MICR Band of the cheque supplied by the Bank. Please attach Xerox copy of a cheque of your bank for ensuring accuracy of the Bank Name, Branch Name & Code and Account Number)																						
RTGS/ IFSC Code																						
NEFT / IFSC Code																						

4. Date from which the mandate should be effective

I hereby declare that the particulars given above are correct and complete. If any transaction is delayed or not effected for reasons of incomplete or incorrect information I shall not hold National Small Industries Corporation Limited responsible. I also undertake to advise any change in the particulars of my account to facilitate updation of records for purpose of credit of amount through RBI EFT / Internet / RTGS/ NEFT.

Place:

Date:

Signature of the party/Authorized Signatory

.....
Certified that particulars furnished above are correct as per our records.

Bank's Stamp:

Date:

the Banks)

(Signature of the Authorized Official from

Signature of the Contractor Name, Designation of the Signatory Name of the Company & Seal: Date:	
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INDEMNITY AND CUSTODY BOND

Where M/s herein, after referred to as SERVICE PROVIDER, agree to act as Warehousing and handling agents for National Small Industries Corporation Ltd., herein after referred to as NSIC for storage and delivery of respective Agencies products to be dispatched by Rail/Road to the service provider's premises from respective Agencies/any other stockyards. The material will be transported by rail/road for proper storage, handling, safe custody and delivery to various customers of respective Agencies against valid delivery orders issued by respective Agencies authorized representative at their Local/Regional Office pursuant to this agreement dated (herein after referred to as the "Said Agreement')

And whereas service provider's has agreed to execute as Indemnity and Custody Bond in terms of the said agreement for in respect of respective Agencies products delivered to service provider. It is hereby declared and stated as under:

1. Now by this Indemnity and Custody bond SERVICE PROVIDER hereby agrees and undertakes that the respective Agencies products dispatched from time to time will be kept under safe custody at service provider's yard at Bengaluru on behalf of NSIC and respective Agencies as property in trust
2. Service provider shall be responsible for the safe custody and protection of the said respective Agencies products at Service providers risk till the same are duly delivered to the customers or as may be directed by respective Agencies and NSIC from time to time and shall indemnify NSIC against any loss or respective Agencies products received by service provider and while the same remains in the custody of service provider. It shall be opened for persons authorized by NSIC and respective Agencies to inspect the material in the custody of service provider during the working hours of their yard.
3. Should any loss or shortage occur during the storage of respective Agencies products at Service Provider's storage area, the settlement of claim will be as per clause 16 of the agreement
4. Service provider further agrees to undertake not to hypothecate and for change and for encumber in any manner whatsoever the materials received by service provider in its custody, either in full or part to any bank or, financial institution or any association or any company or firm as security or otherwise.

Signature of the Contractor Name, Designation of the Signatory Name of the Company & Seal: Date:	
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5. Service provider further agrees and undertakes not to suffer any injunction and /or attachment and /or appointment of receiver in respect to materials belonging to respective Agencies kept in custody of service provider either in part or full, received by service provider against any liability incurred by service provider in its name.
6. It is further agreed that this bond shall remain valid and in force till all the obligations under the said agreement are fulfilled and the accounts relating to this agreement are finally settled by between service provider and NSIC and it is agreed mutually to discharge this bond in writing.
7. The bond shall not be affected by any change in the constitution of NSIC and service provider nor shall it be affected by any amalgamation or absorption thereof or therewith but will ensure for and be available to and enforceable by the absorbing or amalgamated company or concern

In witness thereof we put our seal and signature on this day.

Signed, Sealed & Witnessed

Witnessed By

For and on behalf of Service Provider

1
2
3
4

Signed, Sealed & Witnessed

For and on behalf of National Small Industries Corporation Ltd.

Signature of the Contractor Name, Designation of the Signatory Name of the Company & Seal: Date:	
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Instructions to the Bidders for the submission of the bids

1. After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as asked, otherwise, the bid will be rejected.
2. If there are any clarifications, this may be obtained from this office through the tender site, or through the contact details Bidder should take into account of the corrigendum/addendum published before submitting the bids to this office.
3. Bidder should get ready with the EMD as specified in the tender. The original EMD instrument along with all other specified hard copy documents should be posted/couriered/given in person so as to reach the Tender Inviting Authority, before the last date of the bid submission date of the tender.
4. The bidder reads the terms & conditions and accepts the same to proceed further to submit the bids.
5. The bidder has to submit the tender document to this office well in advance before the prescribed time to avoid any delay or problem during the submission process.
6. The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids by the bidders.
7. The confidentiality of the bids is maintained.
8. The bidders are requested to submit the bids to this office to the TIA well before the bid submission end date & time.
9. Please ensure that all blanks are filled.

Signature of the Contractor Name, Designation of the Signatory Name of the Company & Seal: Date:	
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