



NATIONAL SMALL INDUSTRIES CORPORATION LTD.
422,ANNA SALAI
CHENNAI- 600006.

Tender Document

For

ONE 8 MTs capacity CRANE and ONE Forklift on monthly hire basis for unloading,
stacking and loading of Aluminum/Zinc materials at our godown at CMDA Truck
Terminal, Ponnammanmedu PO, Madhavaram, Chennai-600110

AT

CMDA Truck Terminal, Ponnammanmedu PO, Madhavaram, Chennai-

Last date of receipt of tender : 12.09.2019 (Latest by 3.00 P.M.)
Date of opening of Price Bid : 12.09.2019 At 4.00 P.M.

Senior Branch Manager



The National Small Industries Corporation Ltd.
422, Anna Salai, CHENNAI-600006.

No: NSIC/BO-Chennai/Crane /2019.
M/s.

Dated:

Sub:- Notice inviting ONE 8 MTs capacity CRANE and ONE Forklift on monthly hire basis for unloading, stacking and loading of Aluminum/Zinc materials at our godown at CMDA Truck Terminal, Ponniammanmedu PO, Madhavaram, Chennai-600110. .

On behalf of "Chairman cum Managing Director", NSIC, Limited Sealed tenders are invited for the above mentioned work proposed to be awarded to the most suitable bidder qualifying the pre-qualifying criteria. The terms and conditions of the tender are enclosed herewith for your kind perusal and information

It is required by terms of the tender that strict compliance of statutory obligations i.e. Registration of ownership, EPF, ESI, GST, Income Tax. and adherence to the provisions of various Laws / Acts as applicable from time to time.

The tender should be in sealed envelopes containing Technical and financial Bids in the Performa as per **ANNEXURES** and self-attested copies of the documents of the tender document The envelopes should be clearly super scribed with the type of Bid" For providing Security Services at NSIC-422 ANNA SALAI, Chennai-600006 AND Madhavaram, Chennai-600110.

The envelopes must be addressed to:

The Senior Branch Manger, NSIC, 422 ANNA SALAI, Chennai-600006.

The tender must reach us at the above address on or before 12.09.2019 up to 3.00 PM in sealed envelope as above.

NSIC reserves the right to accept or reject any offer, without assigning any reasons thereof, and to amend the terms and conditions before award of the contract.

Thanking you,

Yours faithfully,

Senior Branch Manager

NSIC Ltd., 422, Anna Salai, Chennai-6.



ISO 9001 : 2015

NATIONAL SMALL INDUSTRIES CORPORATION LTD.

(A Government of India Enterprise)

422, ANNA SALAI, CHENNAI – 600 006

Ph: 044 – 28293347 / 28294541/28294543

E mail: bochen@nsic.co.in

Website: www.nsic.co.in

TENDER DOCUMENTS

Definitions:-

1.1"Corporation" shall mean the National Small Industries Corporation Ltd. (A Govt. of India Enterprise) Okhla industrial Estate, New Delhi . 110020, and shall include their legal representatives, Successors and permitted assignees.

1.2"Contract" means and includes the documents forming the tender and acceptance _ thereof together with the documents referred to therein including the terms and conditions & agreement.

1.3"Contractor" shall mean the individual or firm or company and shall include the legal representative of such individual or the persons comprising such firm or company or the permitted assignee of such individual or firm or the Company.

1.4"Competent Authority" means Chairman cum Managing Director of Corporation and his successors. "

1.5Officer In Charge " shall mean the officer of the Corporation, not below the level of Deputy Manager, designated by "Competent Authority." as the case may be, who shall supervise and be in-charge of such works.

DETAILS OF WORK TO BE CARRIED OUT

We are planning to engage ONE 8 MTs capacity CRANE and ONE Forklift on monthly hire basis for unloading, stacking and loading of Aluminum/Zinc materials at our godown at CMDA Truck Terminal, Ponniammanmedu PO, Madhavaram, Chennai-600110 for a period of one year along with the contract should also provide 4 Nos of labours which is exclusive of crane /forklift driver and cleaner, One executive to allot the material as per the instruction of the NSIC official, One executive to assist in office with the computer proficiency. The average quantity of material to be handled is 4000 MT approx per month (Loading & unloading). You are requested to submit your competitive quotations including the following terms on or before 12/09/2018 at 3:00 pm for loading, unloading and stacking for each operation.

1. Placement cranes of 8 MTs capacity/fork lift for 12 hours operation from 9 AM to 9 PM including Saturdays and other holidays for unloading, loading and stacking.
2. Monthly charges include the driver, helper and other laborer salary and allowance including ESI, PF, OT etc.
3. The expenditure for operation of crane/forklift like fuel charges, oil, grease and all maintenance charges should be include.
4. All maintenance charges at your own.
5. Alternative arrangements for crane to be arranged in case of break down, absence of crane driver etc.,
6. Crane/forklift should be placed at our place to attend the handling operation at call at any time.
7. Quotation should be valid for one year.
8. GST if any on hire charges for crane will be borne by contractor.
9. EMD in the form of DD/Bankers cheque favoring The National Small Industries Corporation Limited, Chennai for sum of Rs. 50,000/- shall be enclosed with your quotation failing which, the tender shall be rejected.
10. Quotations received after the date and time mentioned will not be accepted.

PAYMENT TERMS:-

- 1..The Contractor shall prefer his monthly bill
- 2..In case there has to be made any payment to the workmen of the Contractor by the Corporation which otherwise is the responsibility of the Contractor, the same shall be adjusted against the security amount deposited with the Corporation or either deducted from the payment due to the Contractor.
- 3..In case contractor is not able to provide undisputed documentary proof in respect of GST as applicable as per Statutory Act within stipulated time, the amount in such cases will not be released & the decision of Competent Authority will be final in this case. In case, it is found that no amount of EPF & ESI has been deducted in respect of persons engaged by them by the Contractor, in-spite of having EPF A/C No. & ESI A/C No., in such cases amount of EPF & ESI as per EPF Act & ESI Act (along with penalty raised by concerned authorities) will be deducted by NSIC Ltd. in respect of such persons engaged by them and will be deposited to statutory authorities on behalf of such contractor.



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NATIONAL SMALL INDUSTRIES CORPORATION LTD.

(A Government of India Enterprise)

422, ANNA SALAI, CHENNAI – 600 006

Ph: 044 – 28293347 / 28294541/28294543

E mail: bochen@nsic.co.in

Website: www.nsic.co.in

CRANE OPERATION FOR HANDLING OF ALUMINIUM/ZINC/COPPER MATERIALS

Terms and conditions:

1. The contractor should provide ONE cranes and ONE forklift at the godown. The contract should also provide 4 Nos of labours which is exclusive of crane /forklift driver and cleaner,
2. The contractor should make arrangement for unloading / unloading / handling of the Aluminium, zinc, copper material with the help of cranes with 8 MT capacity with operator and helper, forklift with operator, chain pulley. The rate should include labour charges, Executives, cost of diesel, oil maintenance with supply of ropes and strings etc.
3. The contractor shall, on the receipt of the materials at the godown, unload the materials and thereafter weigh and stock inside the godown with the help of cranes/fork lift/chain pulley/ labourers etc., as per the requirement of the situations.
4. Te contractor shall, while delivering the material to buyer, de-stock, weight and then load the materials in the vehicles with the help of cranes/fork lift/ chain pully / labourers etc., as per the requirement of the situations.
5. NSIC shall have the right to appoint any other agency on similar terms and condition or otherwise to render / complete the same service during the pendency of this contract in times of urgency. The contractor shall not restrict the right of NSIC to take recourse to the above parallel arrangement even if notice of termination is not served and the contractor is terminated. Further this shall not however in any way relieve the contractor of their obligations in the performance of the contract.
6. If the contractor fails to execute the work and responsibilities to the satisfaction of NSIC, NSIC shall have the right to utilize the service of any other party for execution of the work and recover from the contractor any expenses, losses, damages etc. suffered by NSIC. This alternative arrangement shall be made at the risk and cost of the contractor without any notice.
7. The labourers, operators, staff etc deputed for the work by the contractor shall strictly follow only the public holidays being observed by NSIC.

8. In case of exigency, work shall be carried out by the contractor on Sunday and holidays without any additional charges.
9. If during the contract period, any accident or death shall occur during the operation at the stockyard to any labourer, operator etc., of the contractor NSIC shall not be liable to pay any workman compensation, damages, expenses etc., and the contractor has to bear such expenses on his own and no demand shall be made from NSIC.
10. NSIC is not liable to pay towards EPF, ESI of any statutory dues for the labourers, Operators engaged by the contractor and the contractor shall pay the wages to the Labourers as per the statutory enactments governing the labourers. The contractor should make the payments of statutory dues and submit the challan every month.
11. The contractor agrees not to demand any expenses, charges etc., for displacing/arranging the materials inside the godown during inspection, stock verification etc.,
12. NSIC shall be entitled to terminate the contract, if entered by giving 30 days notice to the Contractor in writing by registered post with A.D. without assigning any reason and without any liability to pay and compensation to the contractor. The contractor also has the right to withdraw from the contract after giving 30 days notice in writing by registered post with A.D to NSIC, Chennai.
13. Any notice left in writing at the usual or last known place of business shall be deemed to have been successfully served if NSIC is not able to serve the notice successfully by RPAD.
14. The contractor is operate the handling contract as per the direction of Senior Branch Manager, NSIC of his authorized representative.
15. Any disputes arising during the contract period the jurisdiction shall be Chennai court only.
16. The tender notice, tender documents and all the related correspondence from and with the contractor shall also form part and parcel of the agreement.
17. The contractor should provide Xerox copies of RC book for Crane and Experience Certificate.

Jurisdiction of Court: The courts at Chennai shall have the exclusive jurisdiction to try matters, if any, arising out of the contract between the parties.

Senior Branch Manager
For NSIC Ltd., Chennai

Signatures of the authorized signatory of the Tenderer with seal



SUBMISSION OF TENDER:

The expression "Tender Notice" referred to in the Tender Documents shall be deemed to include any Notice / Letter Inviting Tender with respect to the work forming the subject matter of the documents and vice-versa.

Tenders shall be submitted in two separate sealed envelopes Superscribed as following:

ENVELOPE – I (TECHNICAL BID)

Name of work :

Tender Ref no. :

Addressed to :

From : Name & Address of the Tenderer :

The Envelope-I (Technical Bid) shall contain the following documents in proof that the tenderer has adhered to the minimum eligibility criteria

- a) Copy of PAN card.
- b) Copy of valid GST registration Number.
- c) Copy of valid EPFO registration.
- d) Copy of valid ESIC registration.
- e) Copy of Latest Income Tax Return (FY 2018-19)
- f) Copy of Work Orders/Experience Certificates from the clients regarding the similar services rendered as described in the qualifying criteria.
- j) Partnership Deed in case of partnership firm.
- k) Memorandum & Articles of Association in case of limited Company.
- l) Power of Attorney in favour of person who has signed the tender document. In case of limited company, the authority to sign the tender is to be given under Board resolution.
- m) Details as required in Annexure – A
- n) Details as required in Annexure – B
- o) Undertaking as required in Annexure – C
- p) The entire tender document except the Financial Bid part with each page duly signed by the tenderer.

NOTE: 1. All the photocopies of the documents enclosed with the Technical Bid in support of qualifying criteria should be signed by the tenderer.

2. The Technical Bid (Envelope-I) should not contain any financial information related to rates of items etc. The Financial Bid must be submitted in a separate sealed envelope (i.e. Envelope-II).

ENVELOPE – I (FINANCIAL BID)

Name of work :

Tender Ref no. :

Due date :

Addressed to :

From : Name & Address of the Tenderer

The Envelop-II shall contain the Financial Bid portion of the tender in prescribed format. It is to be noted that Envelope-II shall contain only PRICES and no conditions i.e. deviations / assumptions / stipulations / clarifications / comments / any other request whatsoever. Any conditional offer will be rejected.

Both the sealed envelope i.e. Envelope-I and Envelope-II shall be put in another third envelope and sealed properly superscribed with "ONE 8 MTs capacity CRANE and ONE Forklift on monthly hire basis for unloading, stacking and loading of Aluminum/Zinc materials at our godown at CMDA Truck Terminal, Ponniammanmedu PO, Madhavaram, Chennai-600110 for a period of one year along with the contract should also provide 4 Nos of labours which is exclusive of crane /forklift driver and cleaner, One executive to allot the material as per the instruction of the NSIC official, One executive to assist in office with the computer proficiency.

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ANNEXURE 'A'
BIDDER'S INFORMATION

1) Name of the Tendering Company/Firm :

2) Name Of Owner/ Partners/ Directors :

3) Address Of Office/Offices Full Particulars :
Of Office Including Telephone No.,
Fax No. & Email

4) Registration Details

a. EPFO Registration Number :

b. ESIC Registration Number :

c. PAN Number :

d. GST Registration Number :

5) Whether Latest Tax Return
for the last Financial year (2017-2018)
has been enclosed:

Yes/No

6) Whether the copies of EPF, ESIC,
PAN and GST Registration
has been enclosed

Yes/No

7) Whether the Statement of
Experience in the similar field as
per Annexure B has been enclosed

Yes/No

8) Whether the Undertaking has been enclosed
as per Annexure – C :

Yes/No



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ANNEXURE 'B'

FORMAT FOR SUBMITTING DETAILS OF SIMILAR WORKS COMPLETED
(This should be mentioned on the letter head of the Bidder/Agency)

s.no	Description of work	Postal address of client with contact	Contract value (In Rs.)	Completed value (In Rs.)	Starting date	Completion date
1						
2						
3						
4						

Note: Please enclose the copies of the relevant Work Orders/Experience Certificate for the details furnished above .



ANNEXURE 'C'
UNDERTAKING

(This should be mentioned on the letter head of the Bidder/Agency)

1. I/We declare that I/we, am/are not a defaulter to any Govt. organization/PSU since last 2 years from the date of issue of this tender on NSIC/Crane/2019 due to non-compliance of order.
2. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
3. I/We have apprised myself/ourselves fully about the job to be done during the tenure of period of agreement and also acknowledge bearing the consequences of non-performance or deficiencies in services on my/our part.



FINANCIAL BID

S.No	Description	Price	Remarks