

**Tender for Storage, Handling and Operation of Bhiwandi Stockyard
For Aluminium products of NALCO**

Tender No. : NSIC/M/ZGM-8(6)/13-14 / _____

Tender due on : 19.08.2013 3.00 p.m.

Tender opening on : 19.08.2013 3.30 p.m.

Table of Contents

S.No.	Description	Page Nos	Sheets
1.	Notice inviting tender	1-2	02
2.	General Terms & Conditions	1-6	06
3.	Special Terms & Conditions	7-8	02
4.	Proposed Site address	9	01
5	Price Bid	10	01

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

M/s. _____

Sub: Notice inviting Tender for Storage, Handling and Operation of stockyard at Bhiwandi of Nalco Aluminium Metal for an estimated quantity of 8400 MT per annum.

Dear Sir,

Sealed quotations are invited quoting the lowest rates for storage handling and operation of Bhiwandi stockyard for Aluminium Ingots / Sows Ingots / Wire rods coils / Cast Strips & Rolled Products.

1. The tender documents are as per the table of contents.
2. The bid shall be submitted in two separate sealed covers in two parts namely “**Techno Commercial Bid (Part-I)**” and “**Price Bid (part-II)**” strictly in the following manner
 - i. Complete information & documents indicated at Annexure I to V.
 - ii. Acceptance of General terms & conditions and special terms & conditions by way of signing on each page of the Annexure I and II.
 - iii. Address of proposed stockyard at annexure III.
 - iv. Details of similar work executed during the last one year at annexure iv.
3. The “**Techno Commercial Bid**” shall be enclosed in a sealed envelope super-scribed with the above tender reference number and words the “Techno Commercial Bid” and should not contain the rates offered by the tenderer.
4. The “Price Bid” should contain the rates for the various service charges and should be submitted strictly as per the format at Annexure-V. The “Price Bid” should be submitted in a sealed cover super-scribed with above reference number and words “Price Bid”.
5. Both the above sealed covers should be further put in one sealed envelope, super-scribed “Storage, Handling and Operation of stockyard at Bhiwandi for Nalco Products” with the above tender reference number and thereafter addressed and submitted to the address given below so as to reach us by 15.00 hrs. on 19.08.2013.

Chief General Manager ,
M/s. National Small Industries Corporation Limited,
3rd floor, R & C Ltd., Building, Sir J. J. Road, Byculla,
Mumbai-400 008

Signature of the Sub-contractor Name, Designation of the Signatory Name of the Company & Seal :	
Date :	

6. The techno Commercial Bid will be opened at 15.30 Hours of 18.08.2013 in the presence of the interested tenderers who may prefer to be present at the time of tender opening. 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 / NALCO Authorities / Committee Members after opening the Techno commercial bids. Price bids of commercially qualified parties only shall be considered for opening. Time and date of opening of price bids shall be intimated to the qualified parties in due time.

7. The offers received after due date and time or any deviation to the prescribed submission norms are liable to be rejected.

8. 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,

(Hemraj Singh)
Chief General Manager

Signature of the Sub-contractor Name, Designation of the Signatory Name of the Company & Seal :	
Date :	

General Conditions of Contract

For Storage, Handling & Operation of Nalco Stockyard at Bhiwandi.

NSIC/M/ZGM-8(6)/13-14 / _____

A. Scope of Work:

NSIC / NALCO is desirous of appointing a Sub-contractor for handling and storage of NSIC / NALCO products at Bhiwandi, Distt. Thane, Maharashtra. The terms & conditions of the contract will be as mentioned hereunder.

1. The Sub-contractor shall arrange for pucca and covered safe **godown space admeasuring approx. 5000 sq.ft.** at their cost and store the NSIC / NALCO' s material in such godowns. Sub-contractor 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. Sub-contractor 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 Sub-contractor.** They will also provide crane/forklift/chain pulley facilities for handling, loading, unloading of NSIC / NALCO products requiring mechanical handling in the warehousing and / or manual labor as may be required at its cost.

3. On arrival of the consignment at the warehouse, Sub-contractor shall undertake all the work connected with the unloading, weighing and stacking of all categories of NSIC / NALCO products & loading the same at the time of delivery as may be assigned to them by NSIC / NALCO.

4. That Sub-contractor will carry out the instructions issued by the NSIC / NALCO from time to time in respect of **sales of Aluminium Ingots, Sows, T-Ingots Billets, Wire rods ,Cast Strips & Rolled Products** and for that purpose NSIC / NALCO will have an overall supervision and access to Sub-contractor's godown.

5. That NSIC / NALCO will dispatch material from their plant at NSIC / NALCO nagar, Angul, Dist- Angul (Orissa) /Damanjodi, Distt- Koraput and / or from Vizag / other stockyards to Sub-contractor's godown at Bhiwandi. On arrival of materials, Sub-contractor will collect relevant dispatch details / documents from Transporters/ NSIC / NALCO's Bhiwandi / Mumbai Office. The said materials on receipt at godown will be unloaded by Sub-contractor and necessary receipt on unloading shall be duly issued and also sent immediately to NSIC / NALCO's Office in Bhiwandi / Mumbai.

On receiving the material Sub-contractor will ensure that the description and quantity is in conformity with the description given on the Challan & GP. However, in the event of any shortage, Sub-contractor will obtain shortage certificate from transporters and immediately inform NSIC / NALCO's office in Bhiwandi / Mumbai for loading claims with the Transporters / Insurance Co.

Signature of the Sub-contractor Name, Designation of the Signatory Name of the Company & Seal :	
Date :	

6. That Sub-contractor will deliver the material only against Delivery Instructions issued by authorized signatory of NSIC / NALCO's Regional Office at Bhiwandi / Mumbai. Sub-contractor will also obtain customer's signature thereon to the effect that they have received the material as per the Challan-cum-Invoice. Wherever required, Sub-contractor will also obtain L/R's from concerned Transporters on delivery of material, as per NSIC / NALCO's instructions & courier the same immediately / next working day.

7. NSIC / NALCO shall send dispatch intimation to Sub-contractor by fax / telegram. Sub-contractor shall intimate to NSIC / NALCO all consignments remaining in transit for more than a month from the date of dispatch to enable NSIC / NALCO to lodge claims with Transporters / Insurance Company for missing Trucks / shortage.

8. Sub-contractor will send a stock report daily along with copies of L/R, etc. in respect of sales up to that period along with a statement showing item wise break-up of stocks received, delivered and balance material in warehouse . Sub-contractor's officials should be present strictly on all working days of NSIC / NALCO.

9. That Sub-contractor 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 the Sub-contractor. Expenses, if any after receipt of material at the Godown shall also be borne by Sub-contractor. Local Varai charges (if any) applicable at the time of unloading and loading will have to be borne by the Sub-contractor & should be inclusive of rates quoted by Sub-contractor. No Varai charges will be paid extra by transporters belonging to either NSIC / NALCO 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 NSIC / NALCO against proper receipt. NSIC / NALCO would pay the re-strapping charges as per Agreement for Ingots stacks / Wire rod coils. However, for such re-strapping quantity, the basis would be the quantities specifically mentioned to be re-bundled on the Challan / LR at the time of receipt of metal at the stockyard by road.

10. That the Sub-contractor shall not have any right to pledge or hypothecate the material and shall hold the material on behalf of NSIC / NALCO. Sub-contractor will exhibit near the entrance to the godown in a prominent place indicating the ownership of NSIC / NALCO in respect of the goods stored therein.

11. That Sub-contractor shall maintain proper record of accounts in respect of receipts of stocks and dispatches and also of GPs in respect of stocks received by them at their Bhiwandi stockyard. Sub-contractor will maintain RG-23 Register and other records / receipts required by Excise / Sales Tax authorities. Sub-contractor will give all documents to the NSIC / NALCO's Mumbai office by 2nd of the month pertaining to the previous month as the statutory returns are to be filed by NSIC / NALCO by the 7th.

Signature of the Sub-contractor Name, Designation of the Signatory Name of the Company & Seal :	
Date :	

12. Sub-contractor 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 / NALCO. Loading, Unloading, stacking operation shall be carried out if necessary during the Sundays and Holidays without any additional charges to NSIC / NALCO. Notice in advance will be given by NSIC / NALCO to open the godown on holidays. Sub-contractor's official deputed of NSIC / NALCO's godown would strictly follow only public holidays being observed by NSIC / NALCO, Mumbai office in addition to Sundays.

13. That Sub-contractor shall give all facilities to the representatives of NSIC / NALCO for checking of stock, stocking arrangements or to conduct surprise stock verification etc. at any time without any prior intimation.

14. That all the records of receipts and deliveries and stock on behalf of NSIC / NALCO shall be properly maintained by Sub-contractor in proper form to be prescribed by NSIC / NALCO and will be made available to NSIC / NALCO for internal audit verification, physical examination or for any other purpose.

15. That any shortage except those shortages mentioned in para 5 of NIT found during physical verification shall be debited to the account of Sub-contractor and recovered / adjusted against service charges payable to the Sub-contractor on account of sales effected. Sub-contractor shall provide additional labor for stock verification if necessary and adequate weighing facilities also without any extra cost.

16. Sub-contractor shall take adequate measures/pre-cautions to safeguard the material at warehouse against theft, pilferage, damages of any kind and any loss/shortages occurred during storage shall be recoverable from Sub-contractor without prejudice to any other actions.

17. **Stock Delivery :**

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

- a. Sub-contractor shall arrange to deliver the stocks strictly as per NSIC / NALCO's delivery instructions. The Sub-contractor shall arrange material Handling Equipments for unloading and loading of material on Trucks under proper supervision. The Sub-contractor shall ensure that all trucks reporting at the warehouse during normal working hours are unloaded and released within reasonable time of its reporting. Sub-contractor shall be fully responsible for deployment of adequate numbers of forklifts, cranes, man power and supervision so that dispatches from Sub-contractor premises can be effected to maintain NSIC / NALCO's schedule / buyers requirements.
- b. Sub-contractor shall be fully responsible to ensure that stocks are delivered by them to the party authorized by NSIC / NALCO and obtain their proper receipts. Sub-contractor shall also hand over such documents that may be specified by NSIC / NALCO.
- c. Sub-contractor shall load and place the stocks on the Trucks in such manner as to fully utilize truck capacity volume wise / weight wise or as per NSIC / NALCO's instructions.

Signature of the Sub-contractor Name, Designation of the Signatory Name of the Company & Seal :	
Date :	

18. NSIC / NALCO reserves right to appoint any other Sub-contractor on the same or similar terms and conditions or otherwise to render the same or similar services during currency of the contract. The Sub-contractor shall not restrict the right of NSIC / NALCO to take recourse to the above parallel arrangement even if notice of termination is not served and contract terminated.

19. During the execution of the contract if any accident arises resulting in death or injury to any person including employees of Sub-contractor then Sub-contractor shall be liable to bear all expenses / compensation and indemnify NSIC / NALCO from any demands, claim or proceedings occasioned or instituted by such injured person or on his behalf.

20. The Agreement entered in to 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.

21. NSIC or Sub-contractor 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 / NALCO will have the right to terminate the contract without notice.

22. If Sub-contractor fails to execute the work and responsibilities and fulfill the terms and conditions of the NIT, NSIC / NALCO shall have the right to utilize the services of any other party for execution of the contract, and recover from Sub-contractor charges / expenses / losses / damages suffered by NSIC / NALCO. The alternative arrangement at the risk and cost of Sub-contractor shall be made by NSIC / NALCO without any notice. This will be without prejudice to the rights of NSIC / NALCO for any other action including termination of contract.

23. The tentative programmed of NSIC / NALCO is to handle around 700 MT per month initially under this contract. This quantity is purely tentative and it cannot be made an obligation to NSIC / NALCO and subject matter of any claim or litigation by Sub-contractor.

24. After expiry of term/period of the contract or after termination of the contract, Sub-contractor shall return all the material stored or received in their warehouse. Sub-contractor shall have no right to retain NSIC / NALCO's material after termination of contract on any ground except to the extent of payment is due to the Sub-contractor.

25. This agreement would be subject to "Force Majeure" circumstances including Act of God in the event of stoppage of work in any establishment of NSIC / NALCO/Sub-contractor due to Riots, Strike, Fire, Tempest, Lockout, Trade disputes, breakdown accident, Government Action/ Orders, shortage of material or causes beyond the control of NSIC / NALCO / Sub-contractor.

26. The agreement shall be governed by laws in India and subject to exclusive jurisdiction of Courts at Bhubaneswar / Mumbai. In case of High Court, the high court of Orissa / Mumbai shall have the jurisdiction.

Signature of the Sub-contractor Name, Designation of the Signatory Name of the Company & Seal :	
Date :	

27. Stock Insurance of the godown shall be arranged by NSIC / NALCO at their cost. Insurance covers will be in favor of NSIC / NALCO. However, for any loss or damage of stocks arising during handling / storage by Sub-contractor, Sub-contractor shall take all actions within prescribed time limit for protection of all interest of NSIC / NALCO. The amount recoverable from the Insurance Company will be received directly by NSIC / NALCO. NSIC / NALCO will have the right to recover the losses / damages if any, from Sub-contractor from its pending Bills / Security deposit. The amount so recovered from Sub-contractor shall be refunded to Sub-contractor after the claims is received by NSIC / NALCO from Insurance Company.

28. The material stored in godown will be property of NSIC / NALCO. Sub-contractor shall have no right, title or charge or ownership over that property. Sub-contractor will be trustee on behalf of NSIC / NALCO and in the event of any breach occurs, Sub-contractor 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 inclusive of all taxes and duties excluding Service Tax. The Sub-contractor should have a valid service tax registration if service tax is charged. Tax complied Invoice shall be raised by the Sub-contractor for availing CENVAT.
2. The Sub-Contractor should submit proof of valid registration under service tax.

C. List of Documents to be submitted :

1. General Terms and Conditions duly signed(Annex -I)
2. Special terms & conditions duly signed(Annex-II)
3. Annex III duly filled and signed.
4. Proof of registration under Service Tax Acts.
5. Experience proof of quantity and period.
6. Proof in respect of premises and equipments.
7. Copy of pan

D. Contract Period:

The duration of the contract will be for a period of two years from the date specified in the LOI.

E. Validity of Offer :

The rates quoted by tenderer shall be valid upto 140 days from the due date of opening of Techno Commercial Bid.

F. Payment Terms:

Payment for quantity sold / handled minimum assured lifting shall however, be made to Sub-contractor on monthly basis within a 2 weeks time from the date of receipt of bill. Sub-contractor shall deposit the service tax so charged with the appropriate authority well in time.

Signature of the Sub-contractor Name, Designation of the Signatory Name of the Company & Seal :	
Date :	

...6.

G. Arbitration :

In the event of any disputes or differences relating to the interpretation and application of the provisions of the contract, such disputes or differences shall be referred by either party to the Chairman-Cum-Managing Director of NSIC for appointment of a sole arbitrator to adjudicate upon the said dispute or difference and the decision of the arbitrator so appointed shall be final and binding on the parties. The Sub- Contractor will not have any objection if the arbitrator so appointed is an employee of NSIC or that such employee, during the course of his regular assignments, has dealt with the subject matter or has expressed his opinion on the subject matter. The provisions of Arbitration & Conciliation Act 1996 shall apply and the venue of the arbitration shall be Mumbai.

Signature of the Sub-contractor Name, Designation of the Signatory Name of the Company & Seal :	
Date :	

Special Conditions of Contract

H. Facilities to be provided by Sub-contractor at the godown :

- i. The covered godown shown by Sub-contractor & approved by NSIC / NALCO should have an area of at least 5000 sq.ft. (approx) & should be a single shed without any partition wall.
- ii. Two office rooms/cabins with A/C is to be provided in the godown for the officials of Sub-contractor to work and the same could be used by NSIC / NALCO officials.
- iii. PC with printer and UPS are to be installed by Sub-contractor in one of the above rooms/cabins. Provision should be made for an additional standby PC & printer in case of failure of existing ones.
- iv. A toilet is to be provided adjacent to godown for use by the officials.
- v. A generator of an appropriate capacity to be installed for a power back up for running of the PC, Printer, Fan & light whenever there is power failure.
- vi. Adequate security arrangements are to be provided round the clock at godown.
- vii. High speed internet connection is to be provided by the Sub-contractor. Provision for alternate internet connection is to be made in case of failure of existing one.
- viii. Telephone facilities (two telephones) are to be provided by Sub-contractor. At least one 3 MT weighing scale is to be installed in the godown and it should have adequate lighting & fan installations.
- ix. 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.
- x. All installations including systems related equipments are to be maintained by the Sub-contractor.
- xi. One forklift, hydra has to be kept available exclusively for NSIC / NALCO on all working days. Number of forklifts would be increased on days when there is increase in receipt/sales transactions.
- xii. Sufficient parking space should be available in front of godown for facilitating loading, unloading & parking for trucks waiting at the godown .

Signature of the Sub-contractor Name, Designation of the Signatory Name of the Company & Seal :	
Date :	

I. Qualification of Contractors :

- i. The Contractor should be a reputed person, firm or company in existence for minimum three years and should have the valid authority to submit quotations and enter in to handling agreement with NSIC.
- ii. Contractor should have a valid Service Tax registration and Permanent Account Number (PAN) from appropriate authorities.
- iii. The Contractor should have an experience in Consignment Agency / Handling business of metal products for minimum three years and should have handled a minimum quantity 12000 MT per annum in any of the last preceding three years.
- iv. The Contractor 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. The Contractor should own or possess the stockyard premises under lease agreement valid for a minimum period of two years.
- vi. The Contractor should own or possess handling equipments under hiring arrangement in order to ensure continuous and permanent availability of same at stockyard. Minimum one Hydra / Forklifts should be available.
- vii. The contractor should have necessary approvals, registration and licenses required for rendering the Services.
- viii. The Contractor should attach the necessary proofs of above arrangements / qualifications along with the technical bid.

J. Description of Premises

- i. The Stockyard / Godown offered for the purpose should have a covered area of 5,000 sq. ft. with even level and concrete flooring. The Godown should have ample space for movement of hydra / fork-lift inside for the purpose of unloading / loading and staking.
- ii. The godown should have multiple doors i.e. entry / exit points for simultaneous loading / unloading operations.
- iii. The godown should be well connected to main road and approach should be wide and clear without any obstacles. Godown should have ample parking space for the inbound and outbound trucks including space for movement and turn etc.
- iv. The godown should have fire fighting equipments in appropriate numbers, pest control and all other provisions for safety of individuals operating inside the godown as well as of the material

Signature of the Sub-contractor Name, Designation of the Signatory Name of the Company & Seal :	
Date :	

NSIC/M/ZGM-8(6)13-14 / _____

**Tender for Storage, Handling & Operation of Stockyard
For Aluminium Products at Bhiwandi**

1. Address of the Stockyard :

2. Area of the covered & pucca godown :

3. Plan / lay out of the godown :
(To enclose separately)

The above site will be inspected by Committee / Authorities after opening of Techno Commercial Bid.

Signature of the Contractor Name, Designation of the Signatory Name of the company & Seal Dated:	
---	--

Annexure – IV

NSIC/M/ZGM-8(6)/13-14/_____

**Tender for Storage, Handling & Operation of Stockyard
For Aluminium Products at Bhiwandi****PRICE BID****Proforma for Quoting Rates:**

For Unloading material from Trucks, Storage, Stacking, Local Varai Charges Deliveries including stock transfer, documentation and other connected jobs as mentioned in this tender including weighment at the time of receipt & delivery to the customer.

I		Charges for storage & Handling	Rs.	Per MT
II		Charges for re-strapping of bundles / coils	Rs.	Per MT
III		Minimum Monthly Service Charges	Rs.	Per Month

- 1) All terms and conditions of the tender as stipulated by NSIC / NALCO are acceptable.
- 2) For the purpose of evaluation of the quotations received the cost of re-strapping will not be considered.
- 3) The tentative quantity to be handled per month will be 700 MT. Evaluation of bids will be based on indicated tentative quantity.
- 4) Service charges payable per month will be calculated based on charges of actual quantity handled or minimum monthly service charges whichever is higher.

Signature of the Sub-contractor Name, Designation of the Signatory Name of the Company & Seal :	
Date :	

