



**The National Small Industries Corporation Limited**

(A Govt. of India Enterprise)

B.O.- Jamshedpur

A-2/1, Nirode Apartment, 2<sup>nd</sup> Floor, L- Road, Bistupur, Jamshedpur- 831 001, Jharkhand

Phone: 9031504051, 9031999000, e-mail: bojms@nsic.co.in, website: www.nsic.co.in

**Tender for Depot Operation of Bitumen Emulsion of HINCOL (Hindustan Colas Ltd.)-  
a Joint Venture of Hindustan Petroleum Corporation Ltd. and Colas SA, France**

Tender No. : NSIC/JSR/GODOWN/2018-19/02 dated: 12.09.2018

NSIC Ltd., a Premier Mini Ratna Government of India Enterprise, requires Service Provider with godown space of approx 3,000 sq. ft. in Jamshedpur for storage & handling of approx. 250 MT per month of Bitumen Emulsion & allied products of HINCOL. Tender Document may be downloaded from our website: www.nsic.co.in or collected from our above mentioned address till 24.09.2018 (12:00 hours). Sealed quotations are invited from interested Service Providers with the rates and location map & drawing of the proposed godown.

Tender Document Fee	:Rs. 590/- (non-refundable)
Earnest Money Deposit	:Rs. 10,000/- (refundable)
Pre Bid Meeting Date (For any clarification. Attendance optional)	: 19.09.2018 (12:00 hours)
Tender Submission End Date	: 24.09.2018 (14:00 hours)
Date of opening of Techno-Commercial Bid	: 24.09.2018 (14:30 hours)

Sr. Branch Manager

**NSIC**

Sr. Branch Manager

The National Small Industries Corporation Ltd.

(A Govt. of India Enterprises)

A-2/1, NIRODE APARTMENT, 2ND FLOOR

L-ROAD, BISTUPUR, JAMSHEDPUR - 831001 (Jharkhand)

**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.

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

Tender No. : NSIC/JSR/GODOWN/2018-19/02

Dated: 12.09.2018

Sub: Notice inviting Tender for Depot Operation of Bitumen Emulsion of HINCOL (Hindustan Colas Ltd.)- A Joint Venture of Hindustan Petroleum Corporation Ltd. and Colas SA, France for an initially estimated quantity of 250 MT per month for 12 months.

Dear Sir,

Sealed tenders are invited in 2 part tendering system i.e. Techno Commercial Bid (Part-I) and Price Bid (Part-II) on our website [www.nsic.co.in](http://www.nsic.co.in) for quoting the rates for Depot Operation (storage, handling and allied works) of Bitumen Emulsion and allied products of HINCOL at Jamshedpur.

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:**

**Techno Commercial Bid:**

- i. Acceptance of General terms & conditions and special terms & conditions by way of signing on each page of the Annexure I and II.
- ii. Address of proposed Godown at annexure III duly signed by the tenderer.
- iii. Complete information and documents indicated at Annexure IV to X duly signed by the tenderer.

**3. The "Techno Commercial Bid" shall be enclosed in a sealed envelope super scribed with the above tender reference number and words "Techno Commercial Bid" and should not contain the rates offered by the tenderer.**

**4. The "Price Bid" should contain the rates for the material handling and should be submitted strictly as per the format at Annexure-XI. 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 "Tender for Depot Operation (storage, handling and allied works) of Bitumen Emulsion and allied products of HINCOL at Jamshedpur" with the above tender reference number and thereafter addressed and submitted to the address given below so as to reach us by 14.00 hours on 24.09.2018.

The Sr. Branch Manager  
The National Small Industries Corporation Ltd.  
B.O.- Jamshedpur  
A-2/1, Nirode Apartment, 2<sup>nd</sup> Floor  
L- Road, Bistupur  
Jamshedpur- 831 001 (Jharkhand)

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

6. The Techno Commercial Bid will be opened at 14:30 hours on 24.09.2018 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 Godown sites proposed would be visited by NSIC 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 bidders after completion of site visits.

7. The offers received after due date and time, or any deviation to the prescribed submission norms will not be considered.

8. Tender Document Fee of Rs. 590/- (Rupees Five Hundred Only) (including GST) (non-refundable) and Earnest Money Deposit of Rs 10,000/- (Rupees Ten Thousand Only) (refundable) will have to be submitted by the participating bidder along with Techno-Commercial Bid in the form of DD in favour of "The National Small Industries Corporation Limited" payable at Jamshedpur.

Tender Document Fee and 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. MSE bidders seeking exemption from submission of Tender Document Fee and EMD are required to submit the valid certificates.

9. 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



Sr. Branch Manager

**NSIC**

Sr. Branch Manager  
The National Small Industries Corporation Ltd.  
(A Govt. of India Enterprises)  
A-2/1, NIRODE APARTMENT, 2ND FLOOR  
L-ROAD, BISTUPUR, JAMSHEDPUR - 831001 (Jharkhand)

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

**Tender for Depot Operation of Bitumen Emulsion & allied products of HINCOL  
(Hindustan Colas Ltd.)- A Joint Venture of Hindustan Petroleum Corporation  
Ltd. and Colas SA, France**

Tender No. : NSIC/JSR/GODOWN/2018-19/02

Date: 12.09.2018

**Important Dates**

Pre Bid Meeting Date	: 19.09.2018	12:00 hours
Tender Submission End Date	: 24.09.2018	14:00 hours
Date of opening of Techno-Commercial Bid	: 24.09.2018	14:30 hours

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

**General Conditions of Contract**

Tender for Depot Operation (storage, handling and allied works) of Bitumen Emulsion and allied products of HINCOL at Jamshedpur.

**Tender No. :** NSIC/JSR/GODOWN/2018-19/02

**Date:** 12.09.2018

**A. Scope of Work:**

NSIC is desirous of appointing a Sub-Contractor for storage and handling of Bitumen Emulsion and allied products of HINCOL at Jamshedpur (Jharkhand). The Sub-Contractor shall be responsible for unloading the products from trucks, storing, invoicing, loading into trucks, security and all related operations.

The terms & conditions of the contract will be as mentioned hereunder:-

1. The Sub-Contractor shall provide storage space measuring around 3000 sq.ft. with boundary wall and partial/full cover to store minimum 50 MT of product **in drums**. The land should either be owned by the Sub-Contractor or taken on lease ideally for 3 years with a renewal option for another term or should have letter of consent from owner agreeable to rent out for a preferable minimum period of 3 years.
2. The Sub-Contractor shall have to enter into an agreement with NSIC as per standard format of NSIC. The agreement shall initially be for a period of 1 year and may be renewed subject to the performance of the Sub-Contractor.
3. The Sub-Contractor is required to arrange for storage and handling facility of HINCOL products on the date of signing the agreement.
4. The Sub-Contractor shall be responsible for making watch & ward arrangement for the godown and shall take all steps for proper custody of the goods from the time of unloading till the disposal of goods at their cost.
5. The Sub-Contractor will also provide necessary facilities for unloading, ramping & disposal of HINCOL products requiring mechanical handling in the godown and/ or manual labour as may be required.
6. On arrival of the consignment at the godown, the Sub-Contractor shall undertake all the works connected with unloading of HINCOL products & loading the same (preferably with a ramp arrangement) at the time of delivery as may be assigned to them by NSIC/HINCOL.
7. HINCOL will dispatch material from their plants and/or from other Godowns to Sub-Contractor's godown at Jamshedpur. On arrival of materials, Sub-Contractor will receive the material from the authorized transporter of HINCOL.

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

On receiving the material, Sub-Contractor will ensure that the description and quantity is in conformity with the description given on the Challan. Any discrepancy needs to be informed to NSIC/HINCOL immediately and would be sorted out by joint inspection by NSIC/HINCOL and the Sub-Contractor. However, in the event of any shortage, Sub-Contractor will obtain shortage certificate/endorsement on challan from transporters and immediately inform NSIC, Jamshedpur/HINCOL for lodging claims with the Transporters/Insurance Co.

8. That Sub-Contractor will deliver the material only against delivery instructions issued by authorized signatory of NSIC/HINCOL and send the documents immediately/next working day. 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/Rs from concerned transporters on delivery of material, as per NSIC/HINCOL instructions & courier the same immediately/ next working day. Xerox copies of test certificates have to be provided by the Sub-Contractor along with invoices to customers.
9. That Sub-Contractor shall maintain proper record of accounts in respect of receipts of stocks and dispatches. Sub-Contractor will maintain required register and other records/receipts required by Tax authorities/any other statutory authority. Sub Contractor will give all documents to the NSIC/ HINCOL office by 2<sup>nd</sup> of the month pertaining to the previous month as the statutory returns are to be filed by NSIC/ HINCOL by the 5<sup>th</sup> of the month pertaining to the previous month. The above should be available for internal audit verification, physical examination or for any other purpose.
10. NSIC/HINCOL shall send dispatch intimation to Sub-Contractor by e-mail. The Sub-Contractor shall intimate to NSIC/HINCOL all consignment remaining in transit for more than a month from the date of dispatch to enable NSIC/HINCOL to lodge claims with transporters/Insurance Company for missing trucks/shortage.
11. The material stored in godown will be property of HINCOL. Sub-Contractor shall have no right, title or change of ownership over the property. Sub-Contractor will be trustee on behalf of NSIC/HINCOL and in the event of any breach occurs; Sub-Contractor will be liable for penal civil action for breach of trust.
12. In respect of the staff/officials appointed by the Sub-Contractor, the Sub-Contractor shall comply with all provisions of the Shops and Establishments Acts (if applicable) and all other Central and Local Acts which may be applicable in respect of the Sub-Contractor's staff/officials. All permits and other Licenses will continue to remain in the name of the Sub-Contractor and License fee in this regard will be paid by the Sub-Contractor.

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

13. Sub-Contractor 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 godown. Sub-Contractor's official should be present strictly on all working days of NSIC/HINCOL.
14. 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 Sub-Contractor. Any type of charges/Local charges(if any) applicable at the time of unloading, loading etc. will have to be borne by the Sub-Contractor & should be inclusive of rates quoted by the Sub-Contractor. No extra charges will be paid by the transporters belonging to either NSIC/ HINCOL or its customers. However, any tax or such other similar statutory/local charges as may be raised under any local laws; the same shall be borne by NSIC/ HINCOL against proper receipt.
15. That the Sub-Contractor shall not have any right to pledge or hypothecate the material and shall hold the material on behalf of NSIC/ HINCOL. Sub-Contractor will exhibit near entrance to the godown in a prominent place indicating the ownership of HINCOL in respect of the goods stored therein.
16. Sub-Contractor shall carry out work during Monday to Saturday and also on Sunday & public holidays, depending on exigency arising in the interest of the progress of the work, without any extra charges to NSIC/HINCOL. Notice in advance will be given by NSIC/HINCOL to open the godown on holidays. Sub-Contractor's official deputed at NSIC/HINCOL godown would strictly follow only public holidays being observed by NSIC/HINCOL in addition to Sundays. The designated godown-in-charge of the handling Sub-Contractor should be contactable to NSIC/HINCOL round-the-clock. Sub-Contractor should provide contact details (telephone numbers of godown as well as residence/mobile number) of its staff/official deputed at NSIC/HINCOL godown.
17. The Sub Contractor will keep the Depot and its surroundings in a clean and satisfactory condition. All maintenance and repairs of the depot premises, required by NSIC/HINCOL or the Sub Contractor, will be carried out by the Sub-Contractor at their own cost. The Sub-Contractor shall notify NSIC/HINCOL immediately of the necessity of any repair or adjustment.
18. That Sub-Contractor shall give all facilities to the representative of NSIC/HINCOL for checking of stock, stocking arrangements or to conduct surprise stock verification etc. at any time without prior intimation.
19. That Sub-Contractor shall provide additional labour for stock verification if necessary without any extra cost.

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

20. Sub-Contractor shall take adequate measures/pre-cautions to safeguard the materials at godown against theft, pilferage, damages of any kind. Any loss /shortages occurred during storage shall be recoverable from Sub-Contractor without prejudice to any other actions.
21. This agreement would be subject to "Force Majeure" circumstances including Act of God, any event of stoppage of work in any establishment of NSIC/HINCOL/Sub-Contractor due to riots, strike, fire, lightning, tempest, cyclone, typhoon, hurricane, flood, Lockout, trade disputes, breakdown accident, Government Action/Orders and shortage of material or causes beyond the control of NSIC/HINCOL/Sub-Contractor.
22. Stock insurance of the godown shall be arranged by HINCOL at their cost. Insurance cover will be in favour of HINCOL.
23. 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/HINCOL delivery instructions. The Sub-Contractor shall arrange material handling facilities for unloading and loading of materials on trucks under proper supervision. The Sub-Contractor shall ensure that all trucks reporting at the godown 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 manpower and supervision so that dispatches from Sub-Contractor's premises can be effected to maintain NSIC/HINCOL schedule/buyers requirements.
  - b. Sub-Contractor shall be fully responsible to ensure that stocks are delivered by them to the party authorized by NSIC/HINCOL and obtain their proper receipts. Sub-Contractor shall also hand over such documents that may be specified by NSIC/HINCOL.
  - c. Sub-Contractor 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 NSIC/HINCOL instructions.
  - d. All deliveries to be effected by the Sub-Contractor to HINCOL's customers shall be in the name of HINCOL and on behalf of HINCOL and while invoicing to the customers, the Sub-Contractors shall use the name and stationery of HINCOL.
24. NSIC/HINCOL reserves the 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/HINCOL to take recourse to the above parallel arrangement even if notice of termination is not served and contract terminated.

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

25. 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/HINCOL from any demands, claim or proceedings occasioned or instituted by such injured person or on his/her behalf.
26. NSIC or Sub-Contractor shall have right to terminate the contract by serving one month 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/Sub-Contractor will have the right to terminate the contract without notice.
27. If Sub-Contractor fails to execute the work and responsibilities and fulfill the terms and conditions of the NIT, NSIC/HINCOL 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/HINCOL. The alternative arrangement at the risk and cost of Sub-Contractor shall be made by NSIC/HINCOL without any notice. This will be without prejudice to the rights of NSIC/HINCOL for any action including termination of contract.
28. Volume of Work: The tentative program of NSIC/HINCOL is to handle material around 250 MT per month and 3000 MT for a period of one year under this contract. This quantity is tentative and it cannot be made an obligation to NSIC/HINCOL and subject matter of any claim or litigation by Sub-Contractor.
29. NSIC/HINCOL shall also have the right to terminate the Sub-Contractor in case of any of the following activities:
  - a. Fraud on NSIC/HINCOL/Customer
  - b. Failing to carry out any stipulation contain in the agreement for 7 days after being required in writing to do so by the company
  - c. Abandoning the works specified in the agreement
  - d. Without any lawful reasons suspend the work for 15 consecutive days
  - e. Neglect or failure in observing and performing all or any of the terms, acts, matters or things under the agreement
  - f. Act in any manner detrimental to the interest, reputation, dignity, name or prestige of NSIC/HINCOL
  - g. Detection of shortage in stocks
30. After expiry of term/ period of the contract or after termination of the contract, Sub-Contractor shall return all the materials stored or received in their godown. Sub-Contractor shall have no right to retain NSIC/HINCOL materials after termination of contract on any ground except to the extent of payment is due to the Sub-Contractor.
31. There should be no discrimination by the Sub-Contractor in the delivery of the products of the Company to the customers within the State of Jharkhand.

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

32. The deliveries will be governed by payment term policy of HINCOL.
33. The rights to be granted under the agreement are not transferable by the Sub-Contractor
34. 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 or State Govt. from time to time in so far as they are applicable to the sale and storage of the products covered thereby. The agreement shall be subject to exclusive jurisdiction of Courts in Jamshedpur. In case of High Court, it is the High Court of Jharkhand which shall have the jurisdiction.

**B. Rates and Quotations:**

1. The rates quoted in the price bid shall be inclusive of all charges excluding GST.
2. The Sub-Contractor should submit proof of valid registration under GST. The Sub-contractor shall be responsible for compliance of all local municipal/State/Central Govt. Laws governing the business herein mentioned in the NIT.

**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 VI duly filled and signed.
4. Annexure VII, VIII, IX and X duly signed
5. PAN & proof of registration under GST and other relevant Laws.
6. Experience certificate for similar work and quantity (optional).
7. Balance sheet for last three years.
8. Income Tax Returns for last two years.
9. Proof of premises owned/leased or letter of consent from owner agreeable to rent out for a preferable minimum period of 3 years.
10. Any other relevant proof required to substantiate the requirement indicated in general or special terms/conditions of contract.

**D. Contract Period:**

The duration of contract will be for a period of one year from the date of agreement/date of commencement of operation with a provision for renewal of contract on the same rates, terms and conditions as per the original contract.

**E. Validity of Offer:**

The rates quoted by tenderer shall be valid for a period of 120 days from due date of opening of Price Bid and the rates once submitted shall not be changed/ varied during this period. No claim shall lie on NSIC/HINCOL 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 Sub-Contractor, apart from fixed charges per month, charges for handling of the materials (per MT basis) (which covers unloading, storage, loading and all other connected jobs) would be considered based on actual quantities sold.

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

Payment shall be made to the Sub-Contractor on monthly basis by way of e-payment within two weeks from the date of receipt of payment from HINCOL against bills raised by the Sub-Contractor, if found in order and complete in all respect. The mandate format for this purpose is given in the Annexure-IX. The Sub-Contractor shall deposit the GST so charged with the appropriate authority well in time.

**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 Jamshedpur.

**H. Qualification of Sub-Contractors :**

- i. The Sub-Contractor should be a proprietary concern, firm or company in existence for a preferable period of three years and the applicant should have the valid authority to submit quotations and enter in to agreement with NSIC.
- ii. Sub-Contractor should have a valid GST registration and Permanent Account Number (PAN) from appropriate authorities.
- iii. The Sub-Contractor should preferably have past experience in similar field.
- iv. The Sub-Contractor should have the necessary permission/Authority/Licence from the concerned local or municipal authority to operate the handling of the nature of the product offered.
- v. The Sub-Contractor should own or possess the Godown premises under lease agreement to be valid ideally for a minimum period of 3 years or should have letter of consent from owner agreeable to rent out for a preferable minimum period of 3 years.
- vi. The Sub-Contractor should own or possess handling equipment under hiring arrangement in order to ensure continuous and permanent availability of same at Godown.
- vii. The Sub-Contractor should have the financial capability to handle the godown operations whose evaluation would be done on the basis of assets, financial statements & IT Returns.
- viii. The Sub-Contractor should attach the necessary proofs of above arrangements/qualifications along with the Techno-Commercial Bid.
- ix. The candidate shall be given a maximum period of one month from the date of Letter of Intent to start godown operations.

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

**I. Description of Premises**

- i. The Sub-Contractor shall provide storage space measuring around 3000 sq. ft. with boundary wall and partial/full cover to store minimum 50 MT of product in drums. The Godown should have ample space for the purpose of unloading/storage/loading.
- 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 equipment and all other provisions for safety of individuals operating inside the godown as well as of the material.

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

**Special Conditions of contract**

**Tender No. :** NSIC/JSR/GODOWN/2018-19/02

Date: 12.09.2018

**Facilities to be provided by Sub-Contractor at the godown:**

1. Sub-Contractor shall arrange for covered office room of around 150 sq. Ft. for documentation as per HINCOL's procedure within the Depot premises.
2. The Sub-Contractor shall arrange for Electricity connection and payment of charges thereof.
3. The Sub-Contractor shall arrange for one Computer of the latest configuration with laser printer.
4. Internet connectivity is to be provided for which Sub-Contractor will facilitate the installation and the cost will be borne by the Sub-Contractor.
5. At least one computer literate person should be posted at the Godown as he is to make stock receipt entries, generate computerized invoices & other computer related reports.
6. The Sub-Contractor shall install one Telephone and/or arrange Mobile facilities for its staff/officials.
7. A toilet is to be provided adjacent to godown for use by the officials.
8. Adequate security arrangements and cost thereof are to be provided round the clock at the godown.
9. All installations including systems related equipment are to be maintained by the Sub-Contractor.

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

**Annexure-III**

Tender for Depot Operation (storage & handling and allied works) of Bitumen emulsion and allied products of HINCOL **at Jamshedpur.**

Tender No. NSIC/JSR/GODOWN/2018-19/02

Date: 12.09.2018

1. Address of the Godown  
at Jamshedpur:

2. Area of the 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 Bidder	
Name, Designation of the Signatory	
Name of the Company & Seal:	
Date:	

**Annexure-IV**

**DETAILS OF SIMILAR WORKS EXECUTED IN THE PAST (PREFERABLE)**

**Tender No.** NSIC/JSR/GODOWN/2018-19/02

**Date:** 12.09.2018

Sl. No.	Full Postal Address of Client & Name of officer-in-charge with e-mail/ 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	Remarks
1	2	3	4	5	6	7	8	9

Documentary proof for above information enclosed

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



**PROPOSED SITE ORGANISATION**

Tender No. NSIC/JSR/GODOWN/2018-19/02

Date: 12.09.2018

**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 NSIC/HINCOL.

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

Name of officials	Designation	Contact details (email id and mobile number)

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

**LITIGATION HISTORY**

**Tender No.** NSIC/JSR/GODOWN/2018-19/02

Date: 12.09.2018

- a) Arbitration cases pending:
  
- b) Disputed work in-completed:
  
- 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 Bidder	
Name, Designation of the Signatory Name of the Company & Seal:	
Date:	

**Special Instructions to Bidder**

**Tender No.** NSIC/JSR/GODOWN/2018-19/02

**Date:** 12.09.2018

Bidder is requested to ensure that all supporting documents submitted along with their offer shall be duly attested by the 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 objective of 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. Read the bid document carefully.
  - 1.2. Seek clarification and get themselves satisfied prior to submission of bid documents.
2. Bidders are requested to submit bid without any deviation(s).
3. Bidders are advised to provide all information/documents/data etc. asked in tender document issued by NSIC.

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

**4.1. TENDER COVER & ADDRESS:**

- 4.1.1. Tender [Techno-Commercial Part (Part-I) & Priced Part (Part-II)] must be submitted in 2 (two) separate sealed covers.
- 4.1.2. Both the covers to be kept inside a single sealed cover.
- 4.1.3. That sealed cover to be sent to the address given in Notice Inviting Tender.
- 4.1.4 Name of work, Tender number, bid details (part-I & part-II), tender opening date etc. to be super-scribed on all the three covers.

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

- 4.2.1. Tender (Part-I and Part-II) shall be received at the office of tender issuing officer up to date / time mentioned in NIT.
- 4.2.2. Only Techno-Commercial Bid (Part-I) will be opened on the same date at 14.30 hours or thereafter at the earliest convenience.
- 4.2.3. Tender containing price in Techno-Commercial Bid (Part-I) is liable to be rejected.
- 4.2.4. All the pages of tender to be signed & returned back in original.
- 4.2.5. Intending tenderers or their representative (s) may witness the tender opening.

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

**4.3. OPENING OF PART-II (PRICE BID):**

4.3.1.Part-II of the tender /offers of only those bidders, who are techno-commercially accepted, shall be opened after detailed evaluation of Techno-Commercial Bid.

**4.4. OTHER CONDITIONS:**

4.4.1.NSIC accepts no responsibility for any loss/delay of non-receipt of offers sent By post. Offers received late/incomplete are liable for rejection.

4.4.2.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.

4.4.3.NSIC reserves the right to accept or reject any or all bids in part or full without assigning any reason whatsoever.

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

**Bank MANDATE FORM for E-Payment**

To,  
 The National Small Industries Corporation Ltd.  
 A-2/1, Nirode Apartment, 2nd Floor  
 L- Road, Bistupur  
 Jamshedpur- 831 001  
 Jharkhand

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 ode	
MICR NO			
Account Type	Saving	Current	Cash Credit
Account No.(as appearing in the cheque Book)			
(9 Digit code number appearing on the MICR Band of the cheque Supplied by the Bank. Please attach Xerox copy of a cheque of your Bank, Branch & code and Account Number)			
RTGS/IFSC Code			
NEFT/IFS 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 up-dation 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:

(Signature of the Authorized Official from the Banks)

**N.B. : RTGS/ NEFT charges if any, is to be borne by the party.**

**INDEMNITY AND CUSTODY BOND**

**Tender No. NSIC/JSR/GODOWN/2018-19/02 Date: 12.09.2018**

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 Bitumen Emulsion and allied products to be dispatched by Rail/Road to the Sub-Contractor's premises from HINCOL's plant or any other plant/Godowns. The material will be transported by rail/road for proper storage, handling, safe custody and delivery to various customers of HINCOL against valid delivery order issued by HINCOL's authorized representative at .....in pursuant to an 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 HINCOL products delivered to Sub-Contractor. It is hereby declared and stated as under:

1. Now by this Indemnity & Custody bond, Sub-Contractor hereby agrees and undertakes that the Bitumen Emulsion and allied products dispatched from time to time will be kept under safe custody at Sub-Contractor's yard at Jamshedpur on behalf of NSIC/HINCOL as property in trust.

2. Sub-Contractor shall be responsible for the safe custody and protection of the said HINCOL products at its risk till the same are duly delivered to the customers or as may be directed by NSIC/HINCOL from time to time and shall indemnify NSIC/HINCOL against any loss or shortage whatsoever in respect of the said Bitumen/Emulsion or any other HINCOL products received by Sub-Contractor and while the same remains in the custody of Sub-Contractor. It shall be opened for persons authorized by NSIC/HINCOL to inspect the material in the custody of Sub-Contractor during the working hours of their yard.

3. Should any loss or shortage occur during the storage of Bitumen Emulsion or any other HINCOL products at Sub-Contractor's storage area, the settlement of claim will be as per terms of the agreement / contract.

4. Sub-Contractor further agrees to undertake not to hypothecate and /or change and /or encumber in any manner whatsoever the materials received by Sub-Contractor 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.

3. Sub-Contractor further agrees and undertakes not to suffer any injunction and /or attachment and /or appointment of receiver in respect to materials belonging to HINCOL kept in custody of Sub-Contractor either in part or full, received by Sub-Contractor against any liability incurred by Sub-Contractor in its name.

4. 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 Sub-Contractor and NSIC/HINCOL and it is agreed mutually to discharge this bond in writing.

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

5. 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  
For and on behalf of **Bidder**

1.

Witnessed by

2

Signed, Sealed & Witnessed  
For and on behalf of **National Small Industries Corpn. Ltd.** 1

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

**PRICE BID**

**Tender No. : NSIC/JSR/GODOWN/2018-19/02 Date: 12.09.2018**

**PROFORMA FOR QUOTING RATES:**

**Bidders are requested to quote rate only against Sl. No. 2 below:**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Rate</b>
1.	Fixed charges to be provided by NSIC per month irrespective of quantity of material handled during the month (for 12 months from the date of commencement of operations)	<b>Rs. 15,000/-</b>
2.	Charges Per MT (exclusive of GST) for handling of the materials (which cover unloading, storage, loading and all other connected jobs as detailed in this tender and also mentioned at Annexure- I & II)	<b>Amount in Figure:</b> <b>Rs. : _____ /MT</b> <b>Amount in Word:</b> <b>Rupees: _____/MT</b>

**Terms & Conditions:**

1. It is acceptable that NSIC will provide fixed charges @ Rs. 15,000/- per month irrespective of quantity of material handled during the month
2. **The handling charges payable per month will be calculated based on actual quantities delivered during the month** (which is in addition to the fixed charges).
3. Tentative average quantity to be handled could be around 250 MT per month and 3000 MT per year with no assurance of minimum quantity.
4. All terms and conditions of the tender as stipulated by NSIC are acceptable.
5. Other terms will be decided mutually, if required.

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