

Tender no: NSIC/KOL/GODOWN-IOCL/2019-20

Date: 16.04.2019

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

**Tender for 'Handling, Storage of Polymer Products of IOCL &  
Operation of Stockyard' at Howrah**

Tender No. NSIC / KOL/GODOWN-IOCL/2019-20

**IMPORTANT DATES**

- |                                     |                         |
|-------------------------------------|-------------------------|
| 1. DATE OF PUBLISHING TENDER:       | 16/04/2019.             |
| 2. TENDER SUBMISSION STARTING DATE: | 16/04/2019              |
| 3. LAST DATE FOR TENDER SUBMISSION: | 22/04/2019 at 12.30 PM  |
| 4. TENDER OPENING DATE AND TIME :   | 22/04/2019 at 02.30 PM  |
| 5. GODOWN SPACE REQUIRED :          | 16000 sq. ft. (approx.) |

**INDEX**

S.No.	Description	Page Nos.
1.	General terms and condition of the tender duly signed on each page by the tenderer	1 to 3
2	Technical bid & Price bid	4 to 5

Signature of tenderer  
Full Name & Address of the Signatory  
Including name of the Firm, if any with Stamp

Ref: NSIC/KOL/GODOWN-IOCL/2019-20

Dated: 16.04.2019

M/s. ....  
.....  
.....  
.....

**Sub: Tender for Storage, handling & operation of Stockyard at Howrah (WB) for Polymer Products of M/s. Indian Oil Corporation Limited**

**Tender No. NSIC /BO KOL/GODOWN-IOCL/2019-20**

Dear Sirs,

We invite your most competitive offer in **two bid system in sealed cover** for Storage, handling & operation of Stockyard at Howrah, Kolkata (W.B.) for Polymer Products of Indian Oil Corporation Limited for 06 Months. The scope of work, period of contract, terms of payment, pro-forma for quoting Technical Bid & Price Bid and other terms & conditions of the contract shall be as set out in enclosed tender documents.

The tender shall be duly filled in prescribed formats mentioned at "Proforma for Technical Bid and Proforma for Price Bid" and all the pages of the tender including the terms & conditions and supporting documents shall be signed by authorized signatory on your behalf & enclosed with your covering letter in two separate sealed covers superscribing on the top of envelope "Tender for Storage, handling & operation of stockyard at Howrah (W.B.) for Polymer Product of IOCL - Technical Bid / Price Bid separately.

The tenderers may note that the particulars called for in the Technical Bid have to be submitted by them in the form of answers supported by documentary proof for such information particularly in support of the qualification of sub contractors and other requirement as prescribed in the tender documents / terms and conditions.

The tenders shall be addressed to Sr. Branch Manager, National Small Industries Corporation Ltd., 20 B, Abdul Hamid Street (7<sup>th</sup> Floor), Kolkata-700069 and shall be submitted on or before 22.04.2019 by 12.30 P.M. The Technical Bid will be opened on the same day at 2.30 P.M. in front of the representatives of the tenderers present, if any, followed by inspection of the site. The Price Bid of only those sub contractors shall be opened who have qualified in Technical Bid and offered the stockyard premises in accordance with the requirements. The date of inspection and opening of price bid will be informed separately.

Yours faithfully,



(Shailesh Kumar)  
Sr. Branch Manager

Tender no: NSIC/KOL/GODOWN-IOCL/2019-20

Date: 16.04.2019

1. **Warehouse Premises:** The bidder(s) must have warehouse with sufficient space to facilitate unloading/loading and stacking inside the warehouse at destinations as below:

Sr. No.	State	Gcdown Location	Proposed Location	Monthly Quantity (MT)	Minimum Covered Area (Sq. Ft.)	Duration of the Contract
1	W.B.	Howrah	Sankarail, Dhulagarh	1500 to 2000 MT per month	16000	For 06 Months

Note: The warehouse must be located at in and around of Sankarail, Dhulagarh.

2. **Monthly quantity:** Estimated Annual Cargo Handling Quantity to be 1500-2000 MT Per Month.
3. **Earnest Money Deposit:** shall not be applicable.
4. **Validity :** Validity of rates shall be 30 days from the date of opening of the bids.

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

**Minimum Requirements of Allied facilities in Warehouse**

1. The approach road from main gate to warehouse should be suitable for movement of big truck & trailer.
2. The warehouse should have proper locking system. The minimum height of offered premises from floor to ceiling should be at least 20 feet.
3. In order to prevent drain water entering the warehouse, especially during rainy season, the floor level of the warehouse should be higher as compared to the level of the immediate surrounding area.
4. There has to be proper covered area for loading and unloading in front/rear of Warehouse. At no stage will trucks be taken inside Warehouse for doing the same.
5. The floor of the warehouse should be made of RCC concrete structure and floor has to be properly levelled.
6. The warehouse should not have any loose electrical connections, hanging electrical wires and loose electrical fittings inside the warehouse. All electrical lighting are to be covered and not exposed.
7. The warehouse should have proper ventilation and lighting arrangement.
8. The warehouse should not have any window which poses any security threat. If there is any window, it should be with proper iron grills.

Tender no: NSIC/KOL/GODOWN-IOCL/2019-20

Date: 16.04.2019


9. The warehouse should have sufficient no. of fire extinguisher in accordance with the size of the storage area. Advisable that one Fire Extinguisher for every 200 sq. Mt of the Warehouse area. However minimum four no. properly maintained fire extinguishers of sufficient capacity are required to be placed inside the easily approachable warehouse area.
10. The warehouse should have weighing and stitching machines in working condition.
11. The warehouse should be easily accessible for big trucks.
12. No hazardous product should be stored in the warehouse or in the immediate vicinity of the Warehouse.
13. All material shall be stored by keeping polyethylene films (at bidder's cost) on the floor and then placing the bags on the film. The grade wise stacking of the bags shall be done.
14. Small office space size of at least 10feet x 8feet with facilities such as chairs/tables/shelves /PC/telephones/ Internet/ drinking water/Toilet/ first aid box/ security arrangement (24x7) etc shall be provided at warehouse at no extra cost to NSIC. This office area will be outside the space offered for storage of Polymer in the Warehouse and will not be counted for minimum storage space requirement mentioned in the tender.
15. Adequate covered space for loading/unloading and open space for movement and parking of Trucks should be available.
16. **Work Experience:** The Bidder should have an experience in Consignment Agency / Handling of materials for minimum three years and should have handled a minimum quantity 12000 MT in any of the years.
17. No Turnover and prior experience criteria with respect to MSME/ Startup shall be considered.

#### **TERMS & CONDITIONS**

- i. Bidders are advised to read the instructions for participating in the tender before submission of the same.
- ii. Bidder shall submit the Bidding Document in his own name and submit the bid directly. The Bidding Document is non-transferable.
- iii. Bidder should have a valid GST registration and Permanent Account Number (PAN) from appropriate authorities.
- iv. The Contractor should own or possess the stockyard premises under agreement / letter of intent/ valid offer from the owner to lease for a minimum period of six months.
- v. The godown should have multiple doors i.e. entry / exit points for simultaneous loading / unloading operations.

- vi. Bidder should have the necessary permission / Authority / Licence from the concerned local or municipal authority to operate the handling / consignment agency.
- vii. Bidder should have necessary approvals, registration and licenses required for rendering the Services and Other Manual Workers Regulation of Employment and Welfare) Act, 1969.
- vi. Bidder should own or possess sufficient handling equipments under hiring arrangement in order to ensure continuous and permanent availability of same at stockyard for uninterrupted services.
- vii. The Sub-contractor should attach the necessary proofs of above arrangements / qualifications along with the technical bid. In case of premises, a firm letter of intent from the landlord to this effect must be submitted.
- viii. Bidder should ensure compliance with the provisions of the ESI, EPF, Workman's Compensation, Minimum Wages, and Contract Labour (Regulation and Abolition) Act, if applicable.
- ix. Bidder should ensure to submit Copy of audited balance sheet with P& L accounts & ITR for last two FY.
- x. Bidders/Agencies shall ensure submission of complete information / documentations in the first instance itself. NSIC reserves the right to complete the evaluation based on the details furnished by the agencies without seeking any subsequent additional information. Bids not in compliance with Bidding Document or with incomplete information documents are liable for rejection.
- xi. Bids with any deviation/ queries will not be considered or accepted later on and bidders to ensure compliance of all provisions of the bidding document.
- xii. NSIC reserves the right to accept or reject any tender in part or full, without assigning any reason whatsoever.
- xiii. NSIC will not be held responsible for any sort of delay or the difficulties faced during the submission of bids by the bidders due to local issues.
- xiv. Bids can only be submitted and re-submitted before the last date and time of submission as per tender.

The Corporation shall have right to reject all or any of the tenders without assigning any reason. There may be additional terms & conditions apart from the recorded ones in the tender documents depending upon the terms imposed by Indian Oil Corporation. It is again repeated that the reference to IOCL in the tender documents shall be treated to NSIC and the Bidder shall be bound to NSIC on back to back basis as per the terms & conditions in the tender documents



Senior Branch Manager,  
NSIC Ltd.,  
Branch: Kolkata

**TECHNICAL BID**

Please reply against columns &amp; Use separate sheet if necessary)

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

Name and Signature of Tenderer  
with Address & Company Stamp

Tender No. NSIC / KOL/GODOWN-IOCL/2019-20

Date: 16.04.2019

**Price Bid**

SCHEDULE OF WORK/ ITEM(S)				
Sl. No.	Description of Work/ items	No. of Qty.	units	NSIC Ltd. B.O. Kolkata Rate (Rs.)
1.1	Rent for Warehouse space	16000	Sq feet	
1.2	Warehouse service charges including data entry, housekeeping and documentation	1.00	month	
1.3	Cargo Handling Charges: (unloading at RSC, stacking, destacking, quality control, safety, provision of ancillary facilities/services and documentation as per IJC norms, invoicing etc all complete) including vari charges.		MT	

Name and Signature of Tenderer  
with Address & Company Stamp