**THE COTTON CORPORATION OF INDIA LIMITED**
**(A GOVT. OF INDIA UNDERTAKING)**
**"CONSTANTIA BUILDING", 3RD FLOOR,**
**11, DR.U.N.BRAHMACHARI STREET,**
**KOLKATA - 700017**

Dated : 19.09.2020

# T E N D E R  N O T I C E

THE COTTON CORPORATION OF INDIA LTD., DESIRES TO APPOINT C&F AGENTS / AGENCY WHO ARE INTERESTED TO CARRY-OUT THE JOB INCLUDING (I)TRANSIT WAREHOUSING (II) PHYTOSANITARY & FUMIGATION AND (III) WEIGHTMENT & INSPECTION OF COUNTRY DAMAGE OF COTTON BALES MEANT FOR EXPORT BY ROAD (VIA PETRAPOLE TO BENAPOLE). INTERESTED PARTIES MAY COLLECT TENDER DOCUMENT FROM THE OFFICE ADDRESSED AS ABOVE ON ANY WORKING DAY ON OR BEFORE 25.09.2020 ON PAYMENT OF RS.112/- (including GST) BY DD-PAY ORDER IN FAVOR OF " THE COTTON CORPORATION OF INDIA LTD." PAYABLE AT **KOLKATA** OR MAY DOWNLOAD THE SAME FROM OUR WEBSITE www.cotcorp.org.in OR FROM GOVT. TENDER PORTAL **www.eprocure.gov.in** . **LAST DATE OF SUBMISSION OF QUOTATION IS UPTO 01.00 P.M ON 25.09.2020.**

GENERAL MANAGER

**Cost of Form Rs.112/-**

**Issued to** _____

**THE COTTON CORPORATION OF INDIA LIMITED**
**(A GOVT. OF INDIA UNDERTAKING)**
**"CONSTANTIA BUILDING", 3RD FLOOR,**
**11, DR.U.N.BRAHMACHARI STREET,**
**KOLKATA - 700017**

DETAILED TERMS & CONDITIONS FOR APPOINTMENT OF CLEARING & FORWARDING AGENT / AGENCY INCLUDING (I) TRANSIT WAREHOUSING (II) PHYTOSANITARY & FUMIGATION AND (III) WEIGHTMENT & INSPECTION OF COUNTRY DAMAGE OF COTTON BALES MEANT FOR EXPORT TO BANGLADESH BY ROAD (VIA PETRAPOLE).

The interested Clearing & Forwarding Agent must fulfill the following basic requirements:-

1. The interested parties should have authorized license from custom authority to act as a C&F agent or their sister concern or associates must have such custom license and in that case they should be authorized by their such sister concern/associates to utilize their services for processing export documents in respect of cotton bales. They should also have at least five years working experience as a C&F agent for export of F.P. cotton bales, either by sea or by road. In case, the parties are not having custom license of their own an authorzation letter from their sister concern/associates confirming association with the party and undertaking the responsibility for processing document on behalf of the party making the quotations should be submitted alongwith the tender.

2. A certificate from the Banker of the interested parties with mention of regular and satisfactory financial transaction and a certificate from the principal authority with whom they have worked should be enclosed with quotation.

3. The interested parties must have Trade License, GST No. and Income Tax Returns Certificate of last three years. A photo copy of all the above latest Certificates must be enclosed with the quotation.

4. The interested parties must have their own telephones at Office and Residence.

5. The interested parties must submit IBA approved Transporter's Name & address whose Truck Receipt(Consignment Note) shall be given by the C&F Agent. A copy of the latest approval Certificate of IBA issued in favour of such transporters is required to be submitted alongwith the Quotation

6. EMD of Rs.50,000/- must be attached with Technical Bid. It must be by way of Demand Draft/ Bankers' Cheque in favour of The Cotton Corporation of India Limited, payable at Kolkata.

**The various jobs involved under this Clearing & Forwarding work will be as follows:-**

1. Processing of Shipping documents with the Customs Authority including arranging for payment of Customs duty, Octroi, Cess, if any.

2. To place required number of trucks as per the shipping document at our Godown and unloading of bales at Benapole.

3. To carry out weighment of each truck just after loading outside our godown and then just before physical shipment at port of Export.

4. Obtaining bill of lading/consignment note from the shipping company or transport contractor and submit to CCI Office as per requirement.

5. Supervision of loading of bales from the godowns and transportation upto Benapole for shipment.

6. To arrange appraisal and passing of documents with physical crossing of the consignment after proper endorsements in Shipping Bills.

7. To co-ordinate with the Corporation in timely shipment of bales and act according to the instruction of the Corporation.

8. To assist and provide necessary information in lodgement of claim with the concerned authorities for loss or damage of cotton bales during shipment process if any.

9. To obtain Certificate of Origin from Chamber of Commerce.

10. To submit exported document with relevant copies of Shipping Bills , original Truck receipt alongwith non-negotiable copies and all other relevant documents in original as well as additional copies in the next day of physical export of consignment.

11. To return export authorization certificate after physical export duly endorsed by Customs authority showing Shipping Bill No.,Quantity Shipped and balance quantity thereof.

12. **The rates to be quoted should be per bale basis(weighing 170.00 Kgs. approx at avg.) excluding GST but including unloading charges at Benapole for the shipment from the following places to Benapole :**

    a. C&F Agent's Warehouse at Madhyamgram and Barasat.

13. All the lorries loaded with cotton bales, as soon as move out from our godown, will be weighed over in the weigh bridge available just outside our godown and also on the date of crossing border at Petrapole CWC Parking and the Truck Driver shall carry both the weight Certificates of the loaded truck to Benapole. Buyer's C&F Agent may take re-weighment of such loaded truck at the weigh bridge available at port of discharge. Any loss, damage or shortage in transit, C&F Agent will be responsible and shall make good of the same. Under no circumstances bales with abnormal shortage noticed on two weighment than invoiced weight shall be exported and the same should be reported to office immediately. Copies of all such weighment slips shall also be submitted to this office

14. If necessary, Clearing Agent will have to ensure lifting upto 1000 bales everyday

15. Clearing Agent will have to give prior intimation regarding lifting of the bales from our godown enabling the Corporation to arrange for keeping the godown open and deputing our representative to deliver the bales.

16. On no account the Corporation will pay any detention charges of trucks for any reason in case there is delay in unloading the consignment

17. The Clearing Agent will arrange for submission of necessary Bond in case of any documents needed by Custom Authority for passing of shipping Bill. The Corporation will however arrange for the documents in the meantime.

18. All the lorries carrying cotton bales from our godown(s) should be covered by sufficient tarpaulins. In case, any bale is damaged due to non-coverage by tarpaulins the loss will be recovered from the Clearing and Forwarding Agent.

19. All the lorries and containers carrying cotton bales from CCI warehouses to Land port of dispatch should carry necessary documents like shippers invoice etc. in case of any damage in transit inform CCI about the same for arranging insurance survey and C&F will assist CCI to lodge the insurance claim.

20. All quotations should be accompanied with a Bank Draft of Rs.50,000/- in favor of this Corporation payable at Kolkata towards Earnest Money Deposit which will be retained by us as Security Deposit free of interest in case of successful bidder while same will be returned to unsuccessful bidders.

21. Once the quotation is accepted the clearing agent will have to deposit further Rs.2,50,000/- by way of DD/PAY ORDER in favor of the Corporation within seven days from the date of communicating the acceptance towards Security deposit free of interest. Thus the total Security deposit will stand to Rs.3,00,000/- free of interest.

22. The description of work mentioned above is illustrative and not exhaustive and they will have to consider all incidental works in giving their rates. They will also confirm that no additional charges will be payable for any other miscellaneous jobs connected with the handling of export works except Statutory Charges if applicable which will be reimbursed on production of original receipt.

23. After successful export of the consignment the C&F Agent shall submit their bills in duplicate duly supported with copy of shipping Bill. GST as applicable on each of the job shall be claimed in the bill which will be paid to the C&F Agent. The Corporation will deduct Income Tax wherever applicable on the payment made to the Clearing Agent.

24. The necessary requirement for various job works are as follows:-

## I. ***Transit Warehousing***

**REQUIREMENTS :**

1. The Godown should be well constructed with proper pakka approach roads from main road to unloading point in the godown. Godown should also have pakka compound wall on all four sides and it should be as per insurance norms.

2. Onee rates are finalized no escalation in the rates will be accepted during the contracted period for any reason and no extra charges will be paid by the Corporation.

3. No separate godown charges should be paid for Transit Warehouse and allied works. After receipt of FP bales in transit warehouse, all responsibilities upto benapole (till handing over the goods as documented/desired) are lying with C&F Agent/Agency.

4. The godown should have adequate and proper arrangements for water storage/ availability of water such as overhead tank/water pump/bore well etc. and continuous water supply to the schedule property and also make bore-well arrangements duly fitted with working power water pumps to facilitate proper firefighting operations in case of need and also keep ready all other firefighting arrangements / equipment which may be required in case of emergency.

5. There should not be any water leakages inside the godown and if any damages to the stock occurred due to water leakages shall be liable to be recovered from godown management/owner. In case of any repair required for the godown, the same should be repaired without any delay. All the windows and ventilators of the godown should be closed from inside without any holes or scope of entry.

6. Preference will be given to those godowns having facilities such as Office, CCTV, Watchman, Weighbridge (if not, atleast nearby weighbridge facility) and all other facilities as may be required for the purpose of storage of the bales. It is agreed and clarified that the godown owner shall not levy any change for such facilities by way of rent or otherwise and no such charges whatsoever shall be payable by the Corporation for providing such facilities.

7. Godown owner should give undertaking at the time of agreement that there will not be any interference from local truck association / anti-social elements or any other disturbing elements at their godown premises which may hamper smooth despatch of F.P. bales. If any such cases arises and the Corporation has incurred any losses due to that, the godown owner is liable to make good the losses if any to the Corporation.

8. The godown owner shall make and maintain it own adequate arrangements for loading, unloading, stacking, de-stacking, weighment, repair of damaged cotton bales(if any) and other allied works during the storage of F.P. Bales in transit warehouse. It is agreed and clarified that the godown owner shall not levy any charge from CCI for providing such facilities

9. In the case of any leased Godowns, a copy of the registered Agreement between both the parties has to be submitted to the Corporation while entering agreement with the Corporation.

10. Godowns should have CCTV camera at all the important points such as entry and exit points with alteast one month back up facility. The godown owner should ensure that there are no electric installations such as wires, circuits inside the godowns in a manner which would affect the safety of CCI’s stocks inside the godowns.

11. Transit Insurance should be borne by the Corporation.

## II. ***Phytosanitary and Fumigation***

**REQUIREMENTS :**

a) License for Carrying out Fumigation and approved by Plant Quarantine & Fumigation Station, Dept. of Agriculture, Govt. of India and must be member of Indian Pest Control Association.

**JOB DETAILS** :

The various jobs involved will be as follows:-

i) The Agency will be required to collect job order(s) on daily basis, as & when advised according to despatch schedule.

ii) The Agency will be required to collect Phytosanitary Application from CCI's Office, as and when required and deposit the same to concerned Plant & Quarantine Station of Govt. of India after fulfilling necessary formalities of fumigation etc.

iii) The Agency will be required to fumigate cargo wherever advised with appropriate chemical for fumigation treatment as per requirement of Plant Quarantine Department.

iv) Immediately on receipt of job order necessary fumigation has to be carried out and after fumigation is over Fumigation Certificate in 8 copies duly sealed & signed will have to be deposited to CCI's Office within 24 Hours.

v) Immediately after fumigation, the Agency should arrange inspection of the cargo by the officials of Plant Quarantine Station and obtain Phytosanitary Certificate after depositing necessary fees with them and submit us Phytosanitary Certificate within 48 Hours after the inspection is over.

vi) The Agency will have to co-ordinate with the Corporation's B.O. Kolkata Office for timely arranging Fumigation & Phytosanitary Certificate.

**vii)** The Agency will have to attend CCI's Office for collecting required documents, as & when advised even before/after working hours and on holidays for which no extra charges will be paid.

**viii)** Description of work mentioned above is illustrative and not exhaustive and they will have to consider all incidental works if involved while conducting the job in giving their rates. No incidental/additional charges will be payable for any other miscellaneous works connected with the handling of above jobs.

**ix)** The above terms & conditions are subject to addition/alteration by the Corporation at any point of time & at the discretion of the Corporation.

## *III. International Inspection & Weighment Controller*

**REQUIREMENTS :**

a) Working experience as an International Inspection Agency for F.P. cotton bales. They should also have a foreign internationally recognized correspondent.

**Job Details** :

i) The Agency shall supervise weighment of 100% (bale to bale) export bound cotton bales of approved lots to be offered by our representative on beam scale.

ii) The Agency after the weighment is over, shall issue necessary weighment certificate in quadruplicate duly typed, signed and sealed showing 100% bale to bale weighment with serial number of each bale and submit it CCI's Office.

iii) The Agency shall carry out country damage inspection of the cotton bales at the time of weighment and give their report duly typed, signed and sealed in quadruplicate. If no damage is there, certificate should contain a mention about the same.

iv) The Agency shall obtain relevant export documents from CCI's Office for preparing Certificate and submit the same.

v) The Agency shall attend our nominated godown(s) as and when advised to carry out weighment and inspection of Country damage and if required before and after normal office working hour.

vi) The Agency will have to submit a jointly signed weight sheet on the same day of weight and their Certificate in quadruplicate alongwith original weight sheet at CCI's Office.

vii) If necessary, the Agency will have to attend weighment everyday irrespective of any holiday whatsoever. No extra charges are payable for attending weighment on holiday or even before/beyond normal working hours.

viii) The description of work mentioned above is illustrative and not exhaustive.

ix) The above are subject to addition/alteration by the Corporation at the time of finalizing the quotation or thereafter at any time.

# TERMS AND CONDITIONS

- C&F Agency representative should collect delivery order alongwith non-negotiable shipping documents from CCI office and arrange necessary formalities for shipment.

- The C&F Agency must lift bales immediately latest by 48 hours on receipt of Delivery Order and ensure that the bales reached destination within time schedule considering the LC clause.

- C&F Agency will have to submit daily report on lifting / despatch / delivery position of bales as per format provided to be obtained from the office address as above. Such reports must reach this office latest by 11 a.m. everyday.

- Under no circumstances the rate agreed will be subject to any escalation during tenure of appointment unless and until there is a major deviation of job scope.

- All Lorries loaded with cotton bales before entering into destination will have to be weighed over in the weigh bridge available near destination. Any loss/damage or shortage in transit if found, the Agency will be held responsible. Under no circumstances bales will with abnormal shortage noticed on two weighment than invoiced weight shall be acceptable and same will have to be compensated fully by the C&F Agency. Copies of all such weighment slip shall also be to be submitted to this office.

- C&F Agency will be held responsible for any loss / damage / short receipt due to pilferage or any other reason and this Corporation reserves its right to recover the value of such shortage from the C&F Agency till settlement of the claim by the insurance company. In case of any shortage/ pilferage/ loss in transit C&F Agency will have to submit copy of FIR enabling CCI to lodge Insurance claim with the insurance company. In case of damage of bales by fire in transit the Agency will have to submit fire brigade report from the concerned authority at the time of place of accident.

- Proper safety of the bales in transit should be ensured and transhipment should be avoided as far as possible. In case transhipment is unavoidable under any circumstances bales should not be kept in open and must not be detained at the transhipment point For more than 24 hours. Third party goods or bales of any other destination should not be loaded in same truck

- The condition of the truck should not lead to any damage of the bales. Truck carrying chemical, coal , cement etc. should be cleaned thoroughly before bales are loaded

- In case of any loss or damage the Agency will be bound to produce certificate as may be required by the corporation and shall be responsible for any loss suffered by the Corporation in this regard

- On loading of the bales consignment note in 1 copy will have to be submitted to CCI.

- It will be the responsibility of the Agency to ensure submission of all papers required for transportation of goods and in case there is any delay loss or damage of the goods because of transporters failure to ensure submission of necessary documents/papers the same will be at the cost and responsibility of the Agency.

- Custom related documents are to be provided by CCI office immediately after completion of loading for transporting and completion of custom documentation and formalities by the C&F Agency.

- C&F Agency will submit their bill bale wise which will accompany export invoice, shipping bill, Phyto certificate, international Weighment certificate and certificate of origin for export movement as applicable. Without the above documents the bill of C&F Agency will not be entertained /processed by CCI.

- Payment shall be made within 15 days from the date of submission of bills to CCI.

- Any incomplete quotation not fulfilling any of the above requirements or quotation submitted not as per requirements will not be considered and shall be rejected out-rightly.

- The Corporation reserves its right to accept or reject whole or any of the quotation . In the event of such rejection the tenderer may seek in writing reason for rejection of their tender.

- If necessary, the Corporation may appoint more than one C&F Agent for the same job at the lowest rate received in the tender and proportionately allot job at the discretion of the Corporation.

- Quotation should be submitted in two bid system---**Technical Bid** to be filled up in enclosed **ANNEXURE-I** alongwith all relevant documents desired by us and **Financial Bid** to be filled up in enclosed **ANNEXURE-II**, both duly sealed and signed by authorized signatory and be submitted in the manner given below:-

    i) Envelope A – Technical Bid alongwith EMD of Rs.50,000/- in (Annexure-I).
    ii) Envelope B – Financial Bid in (Annexure-II).
    iii) Envelove C – should contain a forwarding letter with envelopes A & B duly sealed superscribing **" OFFER FOR APPOINTMENT OF C&F AGENT".**

- Quotation if submitted in any other form or do not fulfill any of the terms and conditions of this enquiry or find incomplete in any respect are liable to be rejected.

- The Quotation addressed to the Dy.General Manager, The Cotton Corporation of India Ltd., Kolkata shall be dropped in the Tender Box kept in the office addressed as above by **01.00 P.M. on 25.09.2020**. No tender will be accepted beyond scheduled time & Date. The same will be opened in presence of the representative of the offerer on **25.09.2020** at **01.30 P.M.** who shall carry an authority letter to attend tender opening.

- Financial Bid for the bidders who qualify the technical Bid in all respect will be opened immediately after evaluation of the Technical Bid.

- The rates so quoted in the quotation by the C&F Agent shall be kept **valid upto 20.10.2020** within which acceptance of the offer will be communicated to the concerned Clearing & Forwarding Agent. No offer shall be withdrawn within the above period.

- The appointment of C&F Agent will be **valid till 31.03.2021** within which time no escalation in rates would be allowed. However the Corporation may extend/shorten the contract period not exceeding three months at the same rate and on the same terms and conditions. Similarly this appointment may be subjected to cancellation by the Corporation before expiry of the period which will be intimated to the C&F Agent in writing in advance.

- If the tender form downloaded from web-site, an amount of Rs.100/-+GST @12% towards cost of form should be paid by Pay Order/Demand Draft favoring Corporation alongwith quotation so submitted which is not refundable.

- **The Rate to be quoted inclusive of all charges and should be consolidated one.** Description of works mentioned in the Tender is illustrative and not exhaustive and will have to consider all incidental works, if involved while conducting the job in giving their rates. No incidental / additional charges will be payable for any other miscellaneous works connected with the export of cotton bales.

- All consequence of the action on the part of the Clearing & Forwarding Agent as well as their appointed associates contrary to the above points will be on account of the Clearing & Forwarding Agent.

- The above terms and conditions for Clearing & Forwarding Agent as well as their appointed associates are subject to addition/alteration by the Corporation at the time of finalizing the quotation or thereafter.

GENERAL MANAGER

Signature of authorized signatory with seal:

Place:

Date:

**THE COTTON CORPORATION OF INDIA LTD**

**TECHNICAL BID**

**ANNEXURE-I**

Name of the party:_____

| Sl. No. | Particulars | Compliance |
|---|---|---|
| 1. | Authorized Custom license particulars showing Validity with copy enclosed. **Note:Self attested copy shall be enclosed**. | |
| 1(a) | The authorized custom license from custom authority to act as C&F agent of sister concern or associate and authority letter in this regard. | |
| 2. | Full Postal Address of the Party: City office with Telephone No. | |
| 3. | Working Experience in Handling Export of Cotton Bales **Note:Copy of few credentials/accrediation duly Attested shall be enclosed.** | |
| 4. | Trade license particulars with validity **(self attested copy to be enclosed )** | |
| 5. | I.T. Clearance Certificate/Last Return Submitted **(self attested copy shall be enclosed)** | |
| 6. | GST Registration No. **(self attested copy of registration certificate to be enclosed)** | |
| 7. | **Bankers certificate (enclose copy)** | Yes/ No |

| | | |
|---|---|---|
| 8. | EMD particulars:<br>i)Pay Order/DD/Banker's Cheque no. & Date<br>ii)Amount<br>iii)Name of Bank & Branch | No._____ & date_____<br>Rs._____<br>_____<br>_____ |
| 9. | Name of Proprietors/Partners/Directors With Telephone Nos. at office & residence and Mobile No. | Name_____<br>Tel.No.:Offe_____<br>Resi_____<br>Mobile No._____ |
| 10. | Authorzation letter authorising the person for presenting & assigning tender documents.<br>**Note:Original letter to be enclosed.** | <br>(Name of the authorized person) |

Note: Technical Bid shall be evaluated as per above criteria.
We confirm having read, understood and accepted all the terms & conditions of the tender.

Signature of authorized signatory with seal:

Place:

Date:

**THE COTTON CORPORATION OF INDIA LTD**
**BRANCH OFFICE : KOLKATA**

**ANNEXURE-II**

**FINANCIAL BID**

Name of the party:_____

| Sl. No. | Particulars of job | Rate quoted per bale | |
|---|---|---|---|
| | | **Excluding GST** | **Rate of GST** applicable |
| 1. | Clearing & Forwarding including Transit Warehousing, Phytosanitary & Fumigation, Weighment Controlling and Transportation of Cotton bales from nominated Warehouse(s) to Benapole inculding Unloading charges and any other miscellaneous expenses in connection with transportation of bales:<br>I) WAREHOUSE AT MADHYAMGRAM AND BARASAT<br>. | Rs.____ | |

**Note** : 1) The tenderer should quote rate for handling export shipments after carefully reading technical Bid-I, other terms and scope of work etc

2) L-1 tenderer will be decided godown wise on basis of lowest rate quoted at above.

Signature of Authorised Signatory with seal:

Place:

Date:

# DECLARATION

(Should be typed on the Bidder's Letterhear)

Ref.No.

Date :

To
The Cotton Corporation of India Ltd.,
"Constantia", 3rd Floor
11, Dr.U.N.Brahmachari Street,
Kolkata – 700017

Sub: **Submission of tender for Appointment of C&F Agent/Agency for export of cotton bales to Bangladesh by road via Petrapole.**

Dear Sir,

1. I/We have read and understood all the terms and conditions of the tender and other instructions and hereby undertake to abide by them

2. I/We hereby declare that tender documents have been downloaded from CCI website www.cotcorp.org.in or Govt. Tender Portal www.eprocure.gov.in and it is submitted in original without any alterations / modifications / deletions / additions.

**OR**

I/We hereby declare that tender documents have been collected from CCI, B.O. Kolkata and it is submitted in original without any alterations / modifications / deletions / additions.

3. I/We are enclosing herewith DD / Pay Order No. _____ dated _____ in your favour an amount of Rs.112/- towards cost of Tender Form.

4. I/We have filled in and signed each page of the tender documents and the same are enclosed herewith.

Signature of Authorised Signatory with seal:

Place:

Date: