



The West Bengal Power Development Corporation Limited

(A Government of West Bengal Enterprise)

Bidyut Unnayan Bhaban

3/C, LA - Block, Sector- III, Bidhannagar, Kol-700098

NIT No. WBPDC/ Tend-Adv/CC/13-14/68/Corp.

Date: 03.07.2013

INTRODUCTION

The West Bengal Power Development Corporation Limited (WBPDC) is a Company owned by the Govt. of West Bengal with goal to carry on inter-alia the business of Electric Power Generation and Supply in the State of West Bengal, India. The main Thermal Power Plants under WBPDC are in Kolaghat, Bakreswar, Sagardighi, Santaldih and Bandel.

The Registered and Corporate Office of **The West Bengal Power Development Corporation Ltd.** has been functioning from its newly constructed own Office Building at Plot – 3/C, L.A. Block, Sector-III, Salt Lake City, Kolkata – 700098 on and from 27th October, 2008 (Monday) after shifting the Office from New Secretariat Building.

This Tender Document pertains to the appointment of Customs House Agent by WBPDC for a period of one year (2013-2014) for execution of clearance job of imported consignment from Kolkata/Haldia Port, Kolkata Air Port, Post Parcel etc., and delivery from any of the above points to its ultimate destination/ stores in different places in West Bengal. You are requested to go through all the parts of the Tender Documents carefully and submit your bid complying with the General Instructions given in “Part-A”, “Instruction to Bidders” given in “Part-B” for the “Scope of Work” given in “Part-C” and “Commercial and other Terms & Conditions “ given in “Part-D” of this Tender Document.

PART-A
GENERAL INSTRUCTIONS

A.1. ELIGIBILITY CRITERIA:

Prospective Customs House Agent meeting the following requirements should only submit the bid to WBPDCCL.

1. Should have a valid CHA License Registered with Kolkata Custom Commissionerate
2. Should be in operation for more than 5 years in India out of which minimum 2 years experience is mandatory for working at Kolkata Custom Commissionerate.
3. Should be working with at least three Government/PSU Companies.
4. Should have an average turnover of not less than 50 Lakhs P.A. in the last three financial years.
5. Should have an organized and established set up for collection and movement of Cargoes which will arrive at Kolkata/ Air Port /Sea Port.
6. Should have a valid Service Tax Registration and PAN number.

A.2. Prospective Custom House Agent should provide following documents in support of their compliance to the above eligibility criteria, given in B.3 'Procedure for submission of Bids'.

1. A copy of valid CHA license.
2. Copies of audited annual account of last three financial years.
3. A write up on their organizational structure including their setup for collection and movement of Cargoes from one location to another.
4. List of existing clients with satisfactory letters.
5. Service Tax Registration.
6. Copy of PAN
7. Undertaking of non-black listing on a Stamp paper.

A.3 Bidder shall sign all pages of the Bid and shall initial corrections /overwriting (s) if any. In case of any discrepancy between rates mentioned in figures and words, the rates whichever are less shall prevail.

A.4 Tender Document Fee:

The Tender Documents to be downloaded from WBPDCCL's web site www.wbpdcl.co.in , bidders are required to submit a Demand draft of Rs. 500/- in favour of **"The West Bengal Power Development Corporation Ltd."** payable at Kolkata as tender document fee.

A.5 WBPDCCL shall not be responsible for the loss /delay in transit of Tender documents.

PART- B
INSTRUCTIONS TO BIDDERS

B.1. EARNEST MONEY DEPOSIT (EMD):

The bid must be accompanied by Earnest Money Deposit (EMD) of Rs. 20,000/ (Rupees Twenty Thousand only) by way of a Bank Draft drawn in favour of “**The West Bengal Power Development Corporation Ltd.**”, payable at Kolkata. Earnest money as retained will be forfeited by WBPDCCL in the event of noncompliance of the selected bidder with any of the Terms & Conditions of the contract or the selected bidder’s failure to execute the contract.

B.2. PROCEDURE FOR SUBMISSION OF BIDS:

The bids shall be submitted in three parts in separate sealed envelope as under:

- Envelope – 1 super scribed ‘Part-1: TECHNICAL BID’ shall contain a Demand draft of Rs. 500/- towards Tender document fee, another demand draft of Rs.20,000/- towards EMD. Both the above Demand drafts should be drawn in favour of “The West Bengal Power Development Corporation Ltd.” payable at Kolkata and contain information /documents indicated at ‘A.2.’, in this Tender Document.
- Envelope -2 Super scribed ‘PART-2: FINANCIAL BID’ shall indicate the prices as per Performa for Quotations given at Part-D for the ‘Scope of Work’ given in Part-C for the ‘Gateway AirPort /Sea Port ‘given at C.2.
- All the above envelopes must be sealed and shall indicate the name and address of the bidder and shall be super scribed with Tender reference no., due date & time. All the above sealed envelopes Part-1 and part-2 shall be put in a single envelope which shall also be sealed and super scribed with the Tender reference no., due date and time.

B.3 The bids submitted as above shall be sent at the following address to reach on or before 20th July, 2013 by 12noon.

The Director (F&A & RA),
The West Bengal Power Development Corporation Ltd.
Plot No. 3/C, L.A. Block, Sector-III, Salt Lake City, Kolkata-700098

Controlling Officer: B. Santra, Manager (Import, Customs & Insurance)

BID OPENING PROCEDURE:

- B.4** Envelope 1 (Technical Bid) shall be opened first, if the EMD amount and Tender Document fee are not found in the said envelope, the Envelope 2 (Financial Bid) of the bidder shall not be opened and the bid of the bidder shall not be considered.
- B.5** Based on the response to the Tender Notice, WBPDCCL reserves the right to extend the last date of submission of bids.
- B.6** Bids which are not submitted in accordance with the procedure given above are liable to be cancelled.
- B.7** All correspondence and documents must bear WBPDCCL’s Tender number.
- B.8** WBPDCCL shall not be responsible for loss in transit, delay or non-receipt of the bid for whatever reasons.
- B.9** Performance Bank Guarantee: Successful bidder is to submit an unconditional Performance Bank Guarantee from the nationalized bank for Rs.2,00,000/- (Rupees Two lakhs only) valid until 60 days after the expiry of the contract period within 21 days of award of the contract.
- B.10** WBPDCCL reserves the right to accept or reject in whole or in part any or all bids received against this Tender. The contract may be awarded to one or as many bidders as WBPDCCL may deem fit.
- B.11** Late bids shall be rejected without any further reference to the bidder.

PART C
SCOPE OF WORK

C.1 THE SCOPE OF WORK UNDER THE CONTRACT SHALL COVER:

- C.1.1. To ensure that Shipping Documents are in accordance with WBPDCI Purchase Order w.r.t. Packing, Labelling, Marking or any other instructions for the purpose of Customs Clearance and physical verification.
- C.1.2. Arrangement of proper vehicle for transportation of consignment from Sea Port/Airport to its ultimate destination.
- C.1.2. WBPDCI insists to its suppliers that packing of cargoes should be Sea/Air/Road transport worthy. However, Custom Clearing Agent will also ensure that cargo is securely packed and is Road transport worthy.
- C.1.3. To provide relevant information by Fax/Telephone/e-mail to WBPDCI on the status of cargo and expected date of arrival at Kolkata Airport/Sea Port

C.2 NATURE OF GOODS FOR IMPORTS.

WBPDCI's inbound cargoes may comprise of raw materials, consumables, spares, accessories, tools, Capital Goods, Software etc. some of the materials may be classifiable as Hazardous, Perishable, Dangerous, Corrosive or Photo Sensitive and may require careful handling/special storage and also warrant special arrangements for road transportation in consultation with WBPDCI.

PART D
PROFORMA FOR QUOTATION

BIDDERS ARE REQUESTED TO QUOTE STRICTLY AS PER THIS FORMAT.

BIDDER'S NAME :

GATEWAY AIRPORT/SEA PORT :

CURRENCY :

CLEARANCE JOBS & CHARGES

Sl. No.	Particulars of jobs	R a t e	Remarks
1	Clearance of imported consignments covering Sea, Air, Post – Parcel etc.	Agency Commission @% on CIF Value including all charges for appraising, labour for survey attendance, sealing charges, customs B/E Stamp and any other incidental charges required in connection with the clearance of material.	Subject to a minimum of Rs..... per B/E for Sea and Air consignments and Rs..... per postal consignment.
2	Labour charges for any specific job required by WBPDC	Rs..... per day per labour for 8 hours.	As per specific requirement.
3	Survey and weightment fees		
4	Repairing & Restacking	Rs..... per labour per day & actual cost of material	Supported vouchers for cost of material to be submitted
5	All statutory expenses related to Customs, Port Trust, Rail, Post Office, State & Central Govt.	At actual	Against supported vouchers.

TRANSPORTATION CHARGES

Sl No.	Kilometer	Rate	
1	Upto 5 K.M.		
2	" 10 KM		
3	" 35 KM		
4	" 50 KM		
5	" 75 KM		
6	" 100 KM		
7	" 150 KM		
8	" 200 KM		
9	" 250 KM		
10	" 300 KM		
11	" 400 KM		
12	" 600 KM		
13	Loading the container from dock, transporting the same by trailer from dock to our godown, unloading for de-stuffing and transport the empty container to Shipping Agents Plot and deposit thereof.	For 20' Container	For 40' Container

- The above transport charges will cover loading, unloading & stacking of packages weighing up to 400 kgs each, which are considered man handling cargo. But for packages over 400 Kgs. Port Trust Crane charges will be re-imbursed against supported voucher. Unloading & stacking of packages over 400 Kgs at destination stores, WBPDC's Crane or Forklift may be allowed free of cost inside our premises if available. In case of non-availability of Crane/Forklift, the same may brought from outside and the rate will be negotiated only for the hire charges of Crane/Forklift and not for any other purpose.
- 25% Per K.M. per M/T. will be paid extra on the above rare when the consignment will satisfy any one or all at all time of the following three conditions.
 - a) Over dimension package measuring beyond L 14' x B 7' X H 7'
 - b) Any consignment measuring above 6.5 Meter length.
 - c) Any individual package weighing more than 10 M.T.
- If lorries/trailers' with load are detained for more than clear 8 (eight) hours on any working day of arrival at destination site with consignment, detention charges may be allowed as may be decided on negotiation but not exceeding 25% of the normal transport rate in any case.
- For all purpose of tonnage, fraction of metrication will be calculated and treated as metrication as per Port-trust schedule and fraction of KM in case of distance will be treated as one K.M.

Claims:

Claims must be lodged before the proper officer to the Customs Authority, Port Trust and shipping Agents within the statutory period of time limit for pilferage/short landing/shortage/damage/misappropriation of duty etc. detected at Dock/Airport/Post Office and a copy to the claim letter and claim bill to be submitted to the Manager, (Import, C&I), WBPDC.

You will paid @ 2% on recovered amount or minimum Rs. 500/- per claim subject to realization above Rs.500/- plus cost of stamp and other statutory charges. In case of any lapses found on your part, towards settlement of claim, you will be liable to compensate the WBPDC to the extent as may be decided.

Note:

1. The bidders must indicate rates clearly for all applicable charges.
2. No charges other than the charges indicated in the above categories shall be payable.

SIGNATURE OF THE BIDDER -----

NAME: -----

COMPANY SEAL -----

DATE -----
