



SYAMA PRASAD MOOKERJEE PORT, KOLKATA
HALDIA DOCK COMPLEX
Office of the Finance Division, Jawahar Tower
Building 4th Floor, P.O.: - Haldia Township, Dist. :
East Medinipur. GST No-19AAAJK0361L1Z3



E-mail : ymanna.hdc@kolkataporttrust.gov.in, Mob: 9434078026

Tender No: HDC/FD-19056/T/2021-22/01 Dated 28-07-2021

To

Dear Sirs,

Subject: Tender for appointment of consultant for making application of EPCG License from the DGFT Office, Post Import compliances under the EPCG Scheme and its fulfilment of Export Obligation and time to time compliances under the scheme and application of Redemption of EPCG License and its related compliances along with obtaining discharge certificate from the DGFT Office towards procurement of RMQC with a spare spreader.

Sealed offers are invited on behalf of Haldia Dock Complex, Syama Prasad Mookerjee Port, Kolkata in two Part basis (COVER-I & II) for the subject work from experienced consultancy firms relevant field of FTP (Foreign Trade policy) in accordance with attached Terms and conditions of Tender and detailed Bill of Quantities.

Last date and time of issue of Tender paper : Up to 10:30 hours of 18-08-2021
Last date and time of submission of Tender : Up to 12:00 hours on 18-08-2021

Date and time for opening of Commercial Bid : 12:30 hours on 19-08-2021
Date and time for opening of Price Bid : 12:00 hours on 30-08-2021
Cost of Tender Document : Nil

Bid Document (non-transferable) to be submitted at the Address:

Office of the General Manager (Finance)I/C, Finance Division, 4th Floor, Jawahar Tower Building, 4th Floor, P.O. Haldia Township, Dist. East Midnapore-721607.

EARNEST MONEY : BID SECURITY DECLARATION FORM IS TO BE SUBMITTED

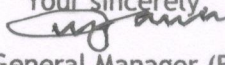
OPENING OF BIDS :

HDC, SMPK reserves the right to reject any or all bids and also to accept any tender in part or, full without assigning any reason thereof.

Bids received after the stipulated date and time due to any reason whatsoever will not be considered. HDC, SMPK will not be responsible for the loss of the Bid Document or, for the delay in postal transit.

In case there is an unscheduled Holiday / Bundh / Strike on the prescribed last date of submission and opening of Bid, the next working day will be treated as the scheduled prescribed day for the same. In this regard, decision of the undersigned will be final.

Thanking you,

Your sincerely,

28/07/2021
For General Manager (Finance)I/C
Haldia Dock Complex, SMPK

SYAMA PRASAD MOOKERJEE PORT, KOLKATA
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HDC/FD-19056/T/2021-22/01

Tender for appointment of consultant for making application of EPCG License from the DGFT Office, Post Import compliances under the EPCG Scheme and its fulfilment of Export Obligation and time to time compliances under the scheme and application of Redemption of EPCG License and its related compliances along with obtaining discharge certificate from the DGFT Office towards procurement of RMQC with a spare spreader in accordance with the Instruction to Bidders & Terms & Conditions of Tender.

Cover - I: DETAILS: TECHNO-COMMERCIAL BID

The following documents shall be submitted in a separate envelope superscripted with " TECHNO-COMMERCIAL BID"

S.R. No.	Particulars
(i)	Power of Attorney
(ii)	Covering letter, duly filled up and signed by the authorized signatory.
(iii)	The Tender Document (to be downloaded from website) without any alteration signed and sealed in all pages.
(iii)	Organization particulars, as per format (<u>Format-I</u>) , duly filled up and signed by the authorized signatory.
(iv)	Self-attested copy of legal entity document as per eligibility criteria prescribed
(v)	Self-attested copy of PAN Card and GST Registration certificates.
(vi)	The details of Turnover and Net worth as per <u>FORMAT-II</u> duly signed by the authorized representative of the Firm and duly certified by a practicing Chartered Accountant.
(vi)	The details of Experience as per <u>FORMAT-III</u> duly filled and signed by authorized representative of the Firm and certified by a practicing Chartered Accountant.
(vii)	Bid Security Declaration Form as per <u>FORMAT-IV.</u>
(viii)	Addendum/Corrigendum, if any, issued by SMP, Kolkata against the tender, duly signed as a token of acceptance.

Note: The Price offer should not be submitted in the above envelope.

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COVER - II - DETAILS: FINANCIAL/PRICE BID

Bid should be quoted lump sum amount on overall basis for the total work and applicable GST and other applicable Taxes paid extra.

The Price offer quoted strictly as per COVER-II and duly signed and sealed should be submitted in a separate envelope superscripted with **"FINANCIAL BID"**

METHOD OF SUBMITTING BID:

1. The two sealed envelopes, first one containing Techno Commercial Bid (Cover-I) and second one containing Financial Offer (Cover-II) should be kept in one envelop and the said envelop should be superscripted with

"Tender for appointment of consultant for making application of EPCG License from the DGFT Office, Post Import compliances under the EPCG Scheme and its fulfilment of Export Obligation and time to time compliances under the scheme and application of Redemption of EPCG License and its related compliances along with obtaining discharge certificate from the DGFT Office towards procurement of RMQC with a spare spreader"

2. The said envelope containing the Techno Commercial Offer and Price Offer duly sealed should be sent to the following address so that the same is received prior to the scheduled date and time of submission of the tender specified in the Tender:

General Manager (Finance)I/C

Haldia Dock Complex

4th Floor, Jawahar Tower,

PO-Haldia Township

Purba Medinipur, PIN-721-607.

3. The tenders received after the closing date and time shall not be opened.
4. SMP, Kolkata would not be responsible for any postal delay.
5. The Tenders would be opened after the due date and time of opening specified in the tender in presence of the bidders who would like to be present during the occasion.

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EVALUATION PROCESS:

A proposal shall be considered responsive if -

1. It is received by the proposed Due Date and Time.
2. It contains the information and documents as required in the Tender Document.
3. It contains information in formats specified in the Tender Document.
4. It mentions the validity period as set out in the document.
5. It provides the information in reasonable detail. HDC, SMPK reserves the right to determine whether the information has been provided in reasonable detail.
6. There are no significant inconsistencies between the proposal and the supporting documents.
7. The qualification conforms to as specified in the eligibility criteria in the tender.

A Tender that is substantially responsive is one that conforms to the preceding requirements without deviation or condition.

HDC, SMPK reserves the right to reject any tender which in its opinion is nonresponsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the HDC, SMPK in respect of such Tenders.

HDC, SMPK would have the right to review the Techno-commercial Qualification and seek clarifications wherever necessary.

Since the tender involves selection based on pre-qualification criteria, the (Tender Inviting Authority) TIA will examine and seek clarification, if any and list out the firms, which are found techno-commercially suitable and Cover-II Financial Bid of such bidders only will be opened.

The Fax/E-Mail offers will be treated as defective, invalid and rejected. Only detailed complete offers received through offline as per methods prescribed above prior to closing time and date of the tenders will be taken as valid.

The offers received from bidders will be considered for awarding the work to the lowest bidder(s), as detailed in Cover II- Financial Bid Format.

The decision of HDC, SMPK in all matters will be final and binding on the bidders. No correspondence or personal enquiries shall be entertained by the HDC, SMPK in this regard.

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Volume -I Techno-Commercial Bid

SECTION-I INSTRUCTIONS TO BIDDERS

1. Bidder is expected to examine all instructions, forms, terms, and specifications in the Tender Documents. Failure to furnish all information or documentation required by the Tender Documents may result in the rejection of the Tender.
2. The documentary evidence submitted by the tenderer should clearly establish the tenderer's qualification as per the eligibility criteria clauses as mentioned above.
3. The bidder shall bear all costs associated with the preparation and submission of his Bid through online and the HDC, SMPK will in no case be responsible and liable for those costs.
4. Bids shall be submitted without any deviation / condition and the bids with any deviation/condition shall be out rightly rejected.
5. All entries in the tender document shall be in ink / typed. Corrections, if any, should be attested by full signature of the bidder / authorised signatory.
6. **Every page of the tender document (to be downloaded from our website) shall be signed and sealed by the bidder or authorised signatory as a token of acceptance.**
7. It shall be understood that every endeavour has been made to avoid error which can materially affect the basis of this tender and the successful tenderer shall take upon himself and provide for risk of any error which may subsequently be discovered and shall make no subsequent claim on account thereof and no advantage is to be taken by the successful tenderer or otherwise of any clerical error or mistake which may occur in the tender terms & conditions.
8. Any clarification/information can be obtained from Sri Y. Manna, Dy. Manager(Fin) through email: - **ymanna.hdc@kolkataporttrust.gov.in**. However, such requests for clarification would be entertained up to three days prior to the last date of submission of the tender.
9. Corrigendum/addendum, if any would be hoisted in our website.

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ELIGIBILITY CRITERIA

A bidder participating in this tender process should possess the following minimum pre-qualification / eligibility criteria:

1. The terms and conditions for eligibility of Firm/Organization are as follows:

i) The firm should have completed providing the service related to procurement of EPCG license to at least three organizations during last five years immediately preceding to the present financial year, of which at least one should be for import of goods valuing Rs 50.00 crore or more.

Note: The value of Import would be converted into Indian Rupees as per RBI reference Rate (Published by Financial Benchmarks India Pvt Ltd.) as on 28/07/2021 Rs.74.435

The details of experience as per **Format-III** certified by a professional Chartered Accountant is to be submitted.

iii) The average gross turnover of the bidder should be Rs.10.00 lacs p.a. (from the services of FTP) during immediately three preceding financial years i.e. FY 2017-18, FY 2018-19 & FY 2019-20.

The details as per **Format-II** certified by a professional Chartered Accountant is to be submitted.

iv) The net worth of the bidder as per the audited financial statement for the year ended on 31.03.2020 **should be positive**. (if accounts are not audited same should be certified by Chartered Accountant.).

[Net Worth = Paid up share capital plus Free Reserves and surplus minus Miscellaneous Expenditures to the extent not written off and carry forward losses and Intangible Assets]

The details as per **Format-II** certified by a professional Chartered is to be submitted.

v) The Bidder should be a single legal entity registered in India as a Company under the Companies Act or a Partnership firm registered under the Partnership Act of 1932 or a Limited Liability Partnership as defined in the Limited Liability Partnership Act, 2008, (in case of mergers/acquisitions/restructuring or name change, the date of establishment of earlier/original Partnership Firm/Limited Company can be taken into account) or a proprietorship firm.

Bidders to furnish legal entity Documents as under:

For Company - Notarized or Self-attested copy of Certificate of incorporation of the Company

For Firm - Notarized or Self-attested copy of Registration Certificate of firm under Partnership Act

For LLP - Notarized or Self-attested copy of Registration Certificate of LLP under Limited Liability Partnership Act.

vi) The bidder shall have valid PAN, TAN & GST no. and shall furnish the self- attested of the same.

vii) The Bidder must have an office situated at Kolkata.

The bidder should submit self-declaration in the covering letter (Format-I) stating that the bidder has not been blacklisted/debarred by any Government department/agency / falling under the denied entity list of DGFT / Reserve Bank of India, Nationalized banks, or any Public Sector Unit or any other body recognized by Government of India.

REJECTION CRITERIA

If the bidder does not meet the Pre-qualification / eligibility Criteria.

Non adherence to Techno-commercial/commercial terms and incomplete bids and bids in deviation to tender conditions will be out rightly rejected.

If bids are received after scheduled date of bid submission.

Any other rejection conditions stipulated in tender document.

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SECTION-II: SCOPE OF WORK AND TERMS & CONDITIONS

SCOPE OF WORK :

Haldia Dock Complex has placed an order on a vendor of GmbH for manufacture, supply, installation & testing etc of a Rail Mounted Quay Crane with a spare Spreader at a total cost of EURO 6639000. HDC have since opened a Letter of Credit for the purpose. The expected time of delivery of the equipment at site is October 2021/ November 2021.

As per the terms of the contract, HDC, SMPK will obtain License to avail EPCG benefit Scheme and produce it before the Customs Authorities for necessary exemption from Customs Duties.

The scope of work of the consultant to be engaged by HDC,SMPK would be broadly as below:

- i. For making application of EPCG License, obtaining the license from the DGFT Office.
- ii. For Post Import compliances under the EPCG Scheme and its fulfilment of Export Obligation and time to time compliances under the scheme.
- iii. For Application of Redemption of EPCG License and its related compliances along with obtaining discharge certificate from the DGFT Office.
- iv. Any other ancillary work including

The scope of the work would include:

i. Preparation & processing of application with related documents and their certification by Chartered Engineer, Chartered Accountant execution of Bond etc. & other related documents for the above referred work for which no separate fee will be payable by HDC, SMP, Kolkata.

ii. Preparing the documents for the registration of the EPCG in the customs & representation with Custom Authorities for the registration of the same

iii. Preparing the replies of the objections/queries from DGFT in obtaining & registering the EPCG licence.

Assistance in resolving any other matter related to the Foreign Trade Policy

iv. Issuance and registration of EPCG licence should be within 60 working days from the LOA issued by HDC, SMPK.

v. To provide a copy of whole set of application along with other documents submitted to DGFT

after applying the EPCG licence.

vi. Co-ordination with the C&F Agent engaged by HDC for clearance of the imported items in respect of the EPCG license related matters.

vii. Advising HDC about the post import compliances required to be done and assisting HDC in complying with the requirements.

viii. Submission of all documents relating to post import compliances to the DGFT Authorities in timely manner.

ix. Follow up with DGFT Authorities for the discharge certificate from DGFT Authority and obtaining the discharge certificate and furnishing the same to HDC.

TERMS OF PAYMENT

The payment to the selected bidder will be made in the following manner: -

- i. For making application of EPCG License, obtaining the license from the DGFT Office-40% of total quoted amount.
- ii. For Post Import compliances under the EPCG Scheme and its fulfilment of Export Obligation and time to time compliances under the scheme-30% of total quoted amount.
- iii. For Application of Redemption of EPCG License and its related compliances along with obtaining discharge certificate from the DGFT Office-30% of total quoted amount.

The selected bidder would be required to submit Tax Invoice in compliance of the GST law for the time being in force.

All endeavour would be made to release the payment within 30 days of received of the clear bill drawn as per tender terms & conditions.

BID VALIDITY

Bids shall remain valid for a period not less than **60 days** from the date of opening of bid. A bid valid for a shorter period shall be rejected by the HDC, SMPK as non-responsive. During this period, the Bidders shall not be entitled to revoke or cancel their Bid or to vary the Bid given or any term thereof.

HDC, SMPK may, prior to expiry of the original time limit, request the bidders to extend the period of validity of the bid for a specified additional period. The request and the bidders' responses shall be made in writing or through email. A bidder agreeing to the request will not be permitted to modify.

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BID OPENING - Techno-Commercial Bid

On the due date and time as specified, the HDC, SMPK will first open Techno-commercial bids of all bidders in presence of the Bidders or their authorized representatives who wish to attend. In the event of specified date for bid opening declared as holiday by the HDC, SMPK, the bid will be opened at the appointed time and location on the next working day.

If all Bidders have submitted unconditional Bids together with requisite Bid security, then all Bidders will be pre-qualified for opening financial bid. If any Bid contains any deviation from the Bids documents and / or if the same does not contain Bid security in the manner prescribed in the Bid documents, then that Bid will be rejected and the Bidder informed accordingly.

The financial bid (Cover-II) of such eligible tenderers shall be opened on the specified date and time in the presence of the qualified tenderers or their authorized representatives.

SCRUTINY AND EVALUATION OF THE TENDERS

In the first instance the documents submitted with the Techno-commercial Bid will be scrutinized to ascertain whether all documents as specified in the tender have been submitted. The tenderer who has not submitted the documents as per tender shall not be considered.

Thereafter, the techno-commercial bid will be scrutinized to ascertain whether the Tenderer fulfils the requirements as stipulated in the Eligibility Criteria. The tenderer, who do not fulfil the Eligibility Criteria shall not be considered for further evaluation.

After the tender opening, the whole process involving scrutiny, clarifications, evaluation and comparison of tenders and recommendations regarding award of Contract shall be confidential. Any efforts on part of any Tenderer to influence the HDC, SMPK in any way in the process of scrutiny, evaluation, comparison of tenders and decision concerning award of Contract may result in rejection of the Tenderer's bid.

To assess the scrutiny, evaluation and comparison of tenders, the HDC, SMPK may ask Tenderer individually for clarifications. Request for clarification and response thereto, shall be in writing or through e mail followed by post or through speed post. No change in rate or substance of the tender shall be sought, offered or permitted nor is the Tenderer permitted to withdraw the tender before the expiry of the validity period of the tenders in the process of clarifications.

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PROCESS TO BE CONFIDENTIAL

Information related to the examination, clarification, evaluation and comparison of Bids and recommendations for award of contract shall not be disclosed to Bidder or other person not officially concerned with such process. Any effort by Bidder to influence HDC, SMPK processing of Bid or award decisions may result in rejection of such Bidder's offer.

HDC, SMPK's RIGHT TO ACCEPT OR REJECT A BID

HDC, SMPK reserves the right to accept or reject or prefer any Bid in whole or part, to annul the bidding process or to reject all Bids with or without notice or reasons. Such decisions by HDC, SMPK shall bear no liability whatsoever consequent upon such decisions. The decision of HDC, SMPK in the matter will be final and binding on all the parties.

AWARD OF CONTRACT

The successful Bidder, whose Bid is accepted by HDC, SMPK shall be intimated through Letter of Award (LOA).

Resolution of the Disputes

Disputes, if any related to the appointment of the consultant shall be referred to the Dy Chairman, HDC, SMPK and his decision shall be final and binding on both the parties.

JURISDICTION

This agreement including all matters connected with this Tender/ contract shall be governed by the Indian Law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdictions of Indian Courts at Calcutta.

DEFINITIONS/INTERPRETATIONS

The terms "HDC, SMPK," or "Employer" wherever used shall mean "Haldia Dock Complex, Syama Prasad Mookerjee Port, Kolkata".

The term "TENDERER" or "BIDDER" shall mean and include the person, firm or a body corporate which is submitting it's tender.

The term "CONTRACTOR" shall mean and include the person, firm or a body corporate with whom the letter of award has been placed including their heirs, executors, administrators, successors and their permitted assigns, as the case may be.

(To be submitted)**ORGANIZATION PARTICULARS**

1	Name of the Firm / Company	
2	Complete Postal Address of <u>Kolkata Office:</u>	
3	Pin code / Zip code	
4	<u>Contact Information</u> Office Phone Number: Mobile Number: E Mail: Name & Designation of Contact Persons of the Company	
5	Status of the Firm: <i>(Please tick appropriate box)</i>	<ul style="list-style-type: none">• Company• Partnership• Proprietorship firm
6	Year of Establishment:	
7	Nature of Business	
8	Name of the Proprietor / Partners / Directors with professional qualifications (if any):	1. 2. 3 4

9	<p><u>Registration Details</u> (attach proof)</p> <p>Companies/ Firm Registration Number & Date:</p> <p>PAN:</p> <p>TAN:</p> <p>GST Registration No.:</p> <p>Others, if any:</p>	
10	<p>Bank Account Particulars:</p> <p>Name of the A/c holder</p> <p>Complete Bank Account No.</p> <p>Account type (SB/ CA) Name of the Bank</p> <p>Branch & Address</p> <p>Branch contact phone Nos.</p> <p>11 digit IFS code</p>	
<p>I / we hereby confirm that the particulars given above are correct and complete and also undertake to advise any future changes to the above details.</p> <p>We hereby confirm that our firm has not been debarred/black listed by CBI/CVC/any other Government agencies.</p> <p>Name, seal & signature of the Authorised signatory</p>		

Techno-commercial Bid
To be submitted

DETAILS OF FINANCIAL CAPABILITY OF THE BIDDER

I. TURNOVER:

YEAR	Turnover (In Rs)
2017-18	
2018-19	
2019-20	

II. NETWORTH:

Year	Net worth (In Rs)
2019-20	

[Net Worth = Paid up share capital plus Free Reserves and surplus minus Miscellaneous Expenditures to the extent not written off and carry forward losses and Intangible Assets]

We confirm that the above particulars has been furnished as per audited accounts of our Organization.

Signature of authorized signatory.....

Name

Designation

Date

Seal

Certified by:

Name of Chartered Accountant Firm.....

Name of Signatory

Registration No-

Signature with date

Designation...

Seal of Firm

Techno-commercial Bid
To be submitted
DETAILS OF EXPERIENCE OF THE BIDDER

Name of Company for whom EPCG License was obtained	Year of obtaining the License	Work Order No and Date	Value of Import for which EPCG License was obtained in (foreign currency)	RBI Rate (Financial Benchmarks India Pvt Ltd.) reference on 28/07/2021 (Rs.74.435 for 1 USD)	Value in Indian currency	Contact details of the Company for whom the work was undertaken (Name of contact person, Postal Address and e-mail address)

(You may add additional pages)

We confirm that the above particulars has been furnished as per audited accounts of our Organization. Signature of authorized signatory.....

Name

Designation

Date

Seal

Certified by:

Name of Chartered Accountant Firm.....

Registration No.

UDIN:

Name of Signatory

Signature with date

Registration No-

Seal of Firm

**SYAMA PRASAD MOOKERJEE PORT, KOLKATA
HALDIA DOCK COMPLEX
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Format-IV

BID SECURITY DECLARATION FORM

Subject: Tender for appointment of consultant for making application of EPCG License from the DGFT Office, Post Import compliances under the EPCG Scheme and its fulfilment of Export Obligation and time to time compliances under the scheme and application of Redemption of EPCG License and its related compliances along with obtaining discharge certificate from the DGFT Office towards procurement of RMQC with a spare spreader

We, the undersigned, declare that:

We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.

We accept that we will automatically be suspended from being eligible for bidding in any contract with SMP, Kolkata for the period of time of 3 years starting on July 2021 , if we are in breach of our obligation(s) under the bid conditions, because we:

- (a) have withdrawn our Bid during the period of bid validity specified in the Tender; or
- (b) having been notified of the acceptance of our Bid during the period of bid validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the tender.

We understand this Bid-Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of our Bid. Signed:

Signature.....

Name:.....

Designation.....

Name of Bidder Company

Dated on _____ day of _____, _____ [insert date of signing]

Corporate Seal (where appropriate)

**SYAMA PRASAD MOOKERJEE PORT, KOLKATA
HALDIA DOCK COMPLEX
HDC/FD-19056/T/2021-22/01**

Cover-II

FINANCIAL / PRICE BID FORMAT

(To be submitted in a separate envelope)

HALDIA DOCK COMPLEX, SYAMA PRASAD MOOKERJEE PORT, KOLKATA

E-Tender for “appointment of consultant for making application of EPCG License from the DGFT Office, Post Import compliances under the EPCG Scheme and its fulfilment of Export Obligation and time to time compliances under the scheme and application of Redemption of EPCG License and its related compliances along with obtaining discharge certificate from the DGFT Office towards procurement of RMOQ with a spare spreader.

Particulars	Amount in Rs.
Professional Charges- Tender for appointment of consultant for making application of EPCG License from the DGFT Office, Post Import compliances under the EPCG Scheme and its fulfilment of Export Obligation and time to time compliances under the scheme and application of Redemption of EPCG License and its related compliances along with obtaining discharge certificate from the DGFT Office towards procurement of RMOQ with a spare spreader as per Tender Condition.	
GST as applicable	
Total Rupees (in figures)	
Total Rupees (in words)	

Note: The rates quoted by the bidder shall be firm and fixed till complete execution of the contract. Once the offer is accepted and Letter of Award is issued to the successful bidder, the rates shall be valid till the completion as per contract terms.

Date: _____

Signature of the Bidder with Office Seal