



**THE JUTE CORPORATION OF INDIA LIMITED
(JCI)
(A GOVERNMENT OF INDIA ENTERPRISE / MINISTRY OF TEXTILES)**

Head Office

15N, Nellie Sengupta Sarani
HUDCO Building, 7th Floor
Kolkata – 700 087

CIN: U17232WB1971GOI027958

INVITES TENDER

FOR

**APPOINTMENT OF SERVICE PROVIDER FOR CIF
SHIPMENT THROUGH CONSOLIDATION CUM
CUSTOM CLEARANCE, FREIGHT FORWARDING
AND SHIPPING OF EXPORT CONSIGNMENT
THROUGH SEA / AIR MODE**

1. IMPORTANT DATES

Tender No.: **JCI/MKTNG-JDPs/ JUTE EXPORT -01/ 2021-2022 Dated:06.05.2021**

Last Date of Submission of Tender: **12:00 Noon at JCI Head Office**

2. The Jute Corporation of India Ltd. Address: -15N, Nellie Sengupta Sarani, Kolkata-700087, A Govt. of India Enterprise / Ministry of Textiles, hereby referred as the “Corporation” invites sealed tenders from CIF Agents by carrying out Consolidation cum Custom Clearance, Freight Forwarding and Shipping of Export Consignment through Sea / Air mode hereby referred as the “Tenderers” for shipping of Export within stipulated date and time as mentioned in the tender schedule. The tender documents along with its accompanying terms and conditions can be downloaded from the website of the Corporation www.jutecorp.in and from CPP Portal.

3. Tender Schedule

Last date for receipt of tenders for technical bid & financial bid	27.05.2021 up to 12.00 Noon
Date for opening of Technical bid	27.05.2021 up to 2.00 p.m.
Date for opening of Financial bid	27.05.2021 up to 4.00 p.m.
Date for pre- bid meeting	18.05.2021 up to 3.00 p.m.

3.1 Interested Bidders are requested to submit their quotations in **two bid systems** as per scheduled time and date mentioned above in original to the Head Office of the Corporation **on or before the due date for submission of the bids.**

3.2 Corporation has absolute right to modify the date and time of the event and to issue any corrigendum / addendum of this tender.

3.3 For any amendments or corrigendum or addendum, the prospective bidders should keep watching the website (www.jutecorp.in) of the Corporation and CPPP website only wherein, all the information in this regard will be notified.

3.4 For any issues or clarifications or query relating to this tender, bidders are requested to contact the given email ID (ici@icimail.in,) only before the scheduled pre-bid clarification date & time. After this, no query will be entertained.

3.5 For any CPPP related issue / technical error / server error or server failure or CPPP registration, etc. please contact CPPP authority only.

4. **Procedure of Tender Submission**

The tenderers should submit sealed offer in a manner as mentioned below:

Envelope super scribed "**Tender for Appointment of Service Provider For CIF Export Shipment**" will also contain **Envelope No.1 (Supporting documents of Qualification Criteria) & Envelope No. 2 (Financial Bid)** into the drop box placed at JCI HO, 15N, Nellie Sengupta Sarani, 7th Floor, HUDCO Building, Kolkata – 700087

5. **SCOPE OF WORK**

- 5.1 Carrying out a CIF Shipment of a 20' Container loaded with Jute Geo-Textile fabric to Rotterdam sea port of Netherlands.
- 5.2 Sending the container and Picking up finished goods in packed container from any factory at Bhadreswar along the G.T. Road in Hooghly District, WB.
- 5.3 Consolidation of the shipment and doing necessary customs clearance ready for exporting purpose.
- 5.4 Shipping the consignment from Kolkata/Haldia Sea Port to Rotterdam Sea Port, Netherlands by organizing vessel and necessary coordination with shipping lines.
- 5.5 Doing transit insurance of the consignment from factory premises upto the Rotterdam Port.
- 5.6 Complete monitoring and supervision of the vessel movement so as to ensure vessel arrival in Rotterdam Port within stipulated time as mentioned below.
- 5.7 The consignment should be shipped in the first available vessel of any reliable Shipping Line from Kolkata/Haldia Port.
- 5.8 The Bidder may be required to carry out or arrange to carry out the inspection of the ordered material at the country/port of shipment or supplier's premises on behalf of the Jute Corporation of India, if required.
- 5.9 Guiding and assisting the officials of the Corporation about the documents necessary for the said export to Rotterdam Sea Port. Collection of all such documents from Corporation's Head Office.
- 5.10 Filing of the shipping documents in correct way so as to avoid any unnecessary hazard during pre and post customs clearance stages.
- 5.11 Safe Custody of the Custom Cleared Consignment is the responsibility of the Bidder until it is delivered to the Shipping Line.
- 5.12 Timely handing over the customs cleared consignment to the concerned Shipping Line and monitoring vessel loading of the container.

- 5.13 Any other job in connection with the clearance of goods from the Customs.
- 5.14 Timely carrying out all necessary export related formalities.
- 5.15 Organizing to prepare and handing over all shipping documents to JCI Officials very soon after completing export formalities. This will ensure JCI to send all these documents to the customer well before reaching the consignment to Rotterdam Sea port.
- 5.16 Follow-up of cases of recovery of any excess duty paid to customs/ refund of fine / waive of fine or demurrage.
- 5.17 Expected schedule of production completion will be 5th June 2021 and expected schedule of reaching the consignment to Rotterdam Port will be around 15th July 2021.
6. **ELIGIBILITY CRITERIA:** Quotations of only those Bidders who fulfill the eligibility Criteria as mentioned below shall be considered for comparison. Necessary documents in this regard must also be enclosed with the Technical Bid failing which the bid shall be summarily rejected. Bidders not having these qualifications need not apply.
- 6.1 The Bidder should have a valid Registration as Customs House Agent (CHA) in its own name (single name) and registered with Customs at Kolkata/Haldia. (To attach a copy)
- 6.2 The Bidder should be a registered member of an International Agency like IATA, FIATA and MTO as Freight Forwarder/Consolidation Agent. (To submit a copy)
- 6.3 The Bidder must have a valid GST No. and PAN numbers. (Copies to be attached)
- 6.4 The bidder should have the facility for Customs clearance at Kolkata for Sea Cargo.
- 6.5 The Bidder should have successfully executed at **least three (3) similar contracts per year for CIF** / Freight Forwarding /Consolidation and Custom Clearance work during the last three financial years. Documentary evidences about satisfactory completion of the work Certified by few of such Clients must also be enclosed.
- 6.6 Bidder must be **having turnover of Rs. 1.0 crore per year** during the last three years and Balance Sheets of the last three years duly certified by Chartered Accountant must be enclosed as a proof.
- 6.7 The Bidder should not have been Suspended or Blacklisted by any Govt. Organization. An undertaking to this effect must be submitted by the Bidder that its business has not been Suspended or Blacklisted. In case any legal case of the firm is pending in the Court of Law by any Govt. Organization as on the date of bidding. (declaration will be given along with the judgement/Status of the case).

6.8 The representative of the successful bidder must visit to JCI HO, once in a day for collection of the documents and in case of any emergency the representative may be called for collection of the clearance documents more than one time in a day or even in holidays also.

6.9 Penalty Clause: JCI reserves the right to deduct penalty @ 0.5% per week of total quoted price of the bidder for delay in consolidation and Sea shipment of JCI's shipment and reaching to Rotterdam port. The period for this purpose will be calculated from the date of taking delivery from the manufacturing site up to the date of issue of the Gate Pass by the Customs after customs clearance.

7. **CONTRACTUAL OBLIGATIONS:** - The following obligations are within the scope of services to be provided by the Bidder: -

7.1 Bidder will be responsible for the safety of the cargo in all circumstances and handling complete and proper papers for export of consignment. In the events of non-availability of invoice or other relevant papers if consignments incur demurrage or penalty, the Bidder shall be solely responsible.

7.2 The Bidder will pay initially all the charges irrespective of any amount payable on the accounts of Sea-freight charges, Customs Duty clearing charges and Transportation charges etc. However, reimbursement of such expenditures as per mentioned in the quotation by the successful bidder will be done by JCI on submission of final bill. The bidder must produce all shipping documents along with submission of final bill.

7.3 JCI will not bear/pay any demurrage charge on account of any delay in clearance attributable to clearing agent or their freight forwarder.

7.4 It will be responsibility of the agent to collect and deliver the necessary document from JCI Office at least once in a day except Sundays and Public Holidays. In case of exigency, it may be done more than once and on holidays.

7.5 The Exchange rate for calculation of freight charges in INR shall be on the basis of RBI Exchange rate /SBI T.T Selling rate on the date of arrival of shipment in Kolkata sea port.

7.6 CIF Shipments- Only D.O. Charges and govt. levies over and above clearance charges as mentioned in the quotation will be paid by JCI for CIF Shipments.

7.7 The Agent will ensure that correct nomenclature and the HS CLASSIFICATION AS PER EXTANT ITC/Customs notification is mentioned in the BILL OF LADING. Payment made due to wrong classification by the Agent will be liable to be recovered from the Agent.

8. GENERAL CONDITIONS OF CONTRACT (G.C.C.):

- 8.1 Security Deposit (SD)- Successful Bidder must have to submit 3% of the bid value as security deposit within 3 working days after awarding by the Corporation.
- 8.2 No deviation in the bid or quoted rates is acceptable after opening of quotation
- 8.3 The Bid should be valid for minimum period of 30 (thirty) days from the date of opening.
- 8.4 Name, Contact No. & complete address of the local office at Kolkata must be mentioned in the bid.
- 8.5 The Bidder must have Associates in the Gateway Ports worldwide and list of such Associates detailing location, name, fax, email, telephone numbers, etc. must be enclosed with Technical Bid.
- 8.6 Incomplete Bid and conditional Bid will be rejected
- 8.7 The IEC code No. of JCI which may only be used for customs clearance.
- 8.8 Income tax, as applicable, will be deducted at source from the bills of the agent.
- 8.9 JCI reserves the right to cancel or modify the tender at any time without assigning any reason thereof.
- 8.10 JCI reserves the right to reject bid of a bidder without assigning reason thereof. Also JCI has absolute right to reject a bid of a bidder based on its previous experience with the bidder.
- 8.11 The consignments must be shipped in the first available ship of any Shipping Line.
- 8.12 The agent shall be liable to engage Insurance approved transporters only i.e. the transporters who have the documentations as per the approved norms of the insurance company.
- 8.13 It is understood that if any loss is incurred due to non-insurance of the consignment(s) during transit, the total loss shall be recovered from the agent's bills or otherwise.

9. **QUOTING OF RATES:** Bidders are required to quote the rates in the following manner
- (a) Transporting consignment in container from G.T. Road based factory premises to Kolkata/Haldia sea port.
 - (b) Consolidation, Freight Forwarding and Customs Clearance
 - (c) Shipping Charges for the CIF consignment.
 - (d) Documentation charges
 - (e) Any other expenditure as required for carrying out CIF Export shipment and as applicable as per Govt. statute.
10. **TERMS OF PAYMENT:** Payment shall be made within 15 working days after submission of bills in duplicate with copy of challan and supporting documents applicable (If any) along with pre-submission of all shipping related documents.
11. **DOCUMENTS:** The Technical Bid (Un-priced) Should Contain the following documents
- (i) All documents in proof of their claim for fulfilling eligibility criteria.
 - (ii) Copy of consolidation registration of Firm and Customs House Agent certificate (CHA).
 - (iii) Copy of Certificate of Incorporation/Registration Certificate of the firm.
 - (iv) Copies of Permanent Account Number (PAN) and GSTIN.
 - (v) CA certificate for audited balance sheet.
 - (vi) Certificate from the clients and/or self-declaration in non-judicial stamped and notarized paper.
 - (vii) Copy of IATA/FIATA/MTO membership certificate.
 - (viii) List of console associated in foreign countries specially in Netherlands with complete address, telephone number, fax no., e-mail address and contact persons' name and agreement copies thereof.
 - (ix) Please enclose an undertaking to the effect that the company/firm has not been blacklisted or suspended or put on any holiday or does not have any service related dispute with/by any institutional agency, Government department or Public Sector Undertaking at present.
 - (x) Copy of EPF and ESI registration certificate.

12. Termination

- 12.1 The contract may be terminated by either party to the contract by giving 10 (ten) days' prior notice to the other party by showing sufficient reasons of termination. There should be sufficient efforts for dispute resolution before termination.
- 12.2 The Corporation may at its discretion, impose penalty by giving prior notice as deems appropriate in case of the service being found unsatisfactorily or any term of the contract being breached and which in its opinion may be harmful to its interests as also to the spirit of the contract.
- 12.3 It is made clear that if any information/certificate furnished by the bidder is subsequently, after or before award of the contract, is found to be untrue or false, the Corporation will have the right for forfeiture of SD wholly or in part at the discretion of the Corporation.
- 12.4 Except as otherwise provided anywhere in this offer, if any dispute, difference, question of disagreement or matter, whatsoever, before or after completion or abandonment of work, hereafter arises between the parties, as to the meaning, operation or effect of the Contract or out of or relating to the contract or breach thereof, the same shall be referred to the Managing Director, JCI at the time of dispute and decision of the Managing Director, JCI will be final and binding.

13. Force Majeure

- 13.1 In the event of either party being rendered unable by force majeure to perform any obligation required to be performed by them under this agreement the relative obligation of the affected party by such force majeure shall be suspended for the period during which such cause lasts. The term "Force Majeure" as employed herein shall mean, acts of god, war (declared and undeclared), act of war, terrorist attacks, sanctions, embargoes, riots, civil disturbance, strike (provided the same is not attributed to either party), fire, natural calamities, earthquake, explosions, epidemics, or any other event beyond the control of the party that has been prevented of the performance of its obligations under this agreement, revolt, fire, flood and acts and regulation of the Government of India or any of its authorized agencies.
- 13.2 Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing within 3 (three) working days of the alleged beginning and ending thereof giving full particulars and satisfactory proof.

14. Jurisdiction

- 14.1 All the matters and disputes under this contract shall be subject to the jurisdiction of Kolkata courts only.
- 14.2 Place of Arbitration, if any, will be Kolkata only for all the matters and disputes under this contract

FOR ANY CLARIFICATIONS ON
SUBMISSION OF TENDER

Please Contact

Addl. Manager (O&M)
The Jute Corporation of India Limited
15N, Nellie Sengupta Sarani
Kolkata - 700087
India

E-MAIL: - pk.sakarwar@jcimail.in