

THE TENDER FORMAT IS ISSUED IN DUPLICATE
(ONE COPY SHALL BE RETAINED BY THE TENDERER)

Receipt No.

Dated:

Cost Rs. 200/- (+) plus taxes if any (Rupees) (in words)

THE JUTE CORPORATION OF INDIA LIMITED
REGIONAL OFFICE: COOCHBEHAR

INVITATION OF TENDER AND INSTRUCTIONS TO TENDERERS FOR APPOINTMENT OF ROAD
TRANSPORT CONTRACTOR AT CENTRE OF COOCHBEHAR REGION

Last date for submission of tender up to 12.00 noon on 7th Apr 2020 which will be opened
at 3.30 PM of the same day.

Note: If the date fixed for opening of tenders is declared a holiday the tenders will be opened on
the next working day following the holiday but there will be no change in the time for opening
as indicated above.

GENERAL INFORMATION TO TENDERERS

Sealed quotations are invited from established transport contractors who have experience in transporting jute bales for carrying jute bales (150 Kgs) from different purchase centers / storage godowns under Coochbehar Region, to different Jute Mills / Storage Godowns in and around Kolkata. Name of the DPCs of the Corporation and Sections of Jute Mills are mentioned below.

Name of the Purchase Centre (DPCs)/Storage Godowns

- | | |
|----------------------|---------------------|
| a) Kamakshyaguri DPC | b). Mathabhanga DPC |
| c) Dinhata DPC | d). Vetaguri DPC |
| e) Falakata | f). Barovisa |
| f) Setai | |

Name of the Section

1. B. T Road, 2. G. T. Place (Z-II), 3. G. T. Place (Z-III), 4. G. T. Place (Z-IV), 5. Ghushuri sec., 6. Howrah sec., 7. Nakeldanga sec, 8. Andul Sankrile sec, 9. Bourea sec, 10. Changail sec, 11. Visakhapatnam, 12. Eluru & 13. Vizianagaram

Procedure for Tender Submission

The transport contractors will have to submit their quotations in sealed envelope mentioning their full name and contact details within **07/04/2020 before 12 Noon** to the Regional Office, Coochbehar. Quotation should be given by clearly mentioning section-wise transport rates for carrying jute bales from different storage points of the Corporation under Coochbehar Region, to different Mills of different section as mentioned above.

Date and Time of Tender Opening

Tender will be opened on **07/04/2020 at 3 pm** at the Coochbehar Regional Office. The bidders or their authorized representatives are requested to be present in person at the time of opening the tender at Regional Office, Coochbehar.

EMD & Security Deposit

All bidders have to deposit an amount of Rs. 25,000/- (Rupees Twenty Five Thousands) in favour of The Jute Corporation of India Limited by DD as Earnest Money (EMD) along with the tender which will be converted to Security Deposit for successful bidders and will be refunded to unsuccessful bidders within one month from the opening of tender. Running contractors have to enclose the Xerox copy of Money Receipt as proof of EMD already deposited. Such Security Deposit will be refunded within one month of completion of entire transport job by the contractor on written application. Corporation reserves the right to adjust of forfeit in partial or full of such Security Deposit with amount of any loss or damage during transit or any other recoveries as deemed necessary. Non-submission of EMD will lead to the cancellation of the tender.

Method of Selection

Selection will be made on the basis of the lowest rates quoted by the bidder for transporting jute bales from different centres of the Corporation to Mills in and around Kolkata, Visakhapatnam, Eluru & Vizianagaram. Transport rates should be quoted without any cutting or overwriting. Any correction or overwriting in the rates quoted by the transporters will summarily reject the tender and will be cancelled. Negotiations can be permitted by the Regional Authority with the lowest bidder only to bring the rates in parity with local market rates. However any upward revision on quoted rates is not permissible under any circumstances at the time of finalization of tender. The successful bidder is required to accept the tender soon after his selection by the tender process failing which the EMD of the transporter will be forfeited and the transporter will be liable to pay for any loss incurred by JCI due to such action of his.

PENAL CLAUSES

Regional Authority reserves the right to impose suitable penalty on failure in the part of contractor in following circumstances:-

- a). Non-supply of goods carried within stipulated time as per requisition of Regional Office or centres either over phone or written.
- b). Loss of goods by rain or other damage due to failure to cover by tarpaulin or other.
- c). Non-weighment of goods at nearest to loading point, nearest to Mill points and Mill points.
- d). If the difference in weight between the DPC point and outside Mill point or mill point is more than 25 Kgs then the value of the weight difference exceeding the permissible amount i.e. 25 Kgs calculated in terms of landing price of jute at the destination point will be adjusted from the freight bills.
- e). Non carrying of the document like Bill of Supply, Way Bill, Challan etc during transportation
- f). In any other cases as deemed fit by the Regional Authority.

Arbitration

In case of any disputes between the transporter and Regional Authority the decision of the Regional Manager will be binding upon. However an appeal may be referred to Head Office to the Marketing Manager / General Manager for necessary decision on the issue concerned and the decision arrived at will be final and it will be binding on both the parties.

Payment to Transporters

Payment of transport bills will be made either from centre of Regional Office as practice followed by the region on submission of necessary bills, challans and proof of delivery along with Mill Receipts.

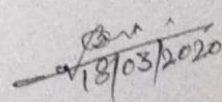
Taxes and other duties

Necessary deduction will be made from transport bills on account of applicable taxes and levies as applicable from time to time.

OTHER TERMS AND CONDITIONS:

- 1). The rate will remain valid for One (1) months from the date of opening of the tender and may extended up to twelve (12) months.
- 2). The work order will be issued to the lowest bidder or will be distributed among the lowest bidders at the discretion of Regional Manager. In case of failure to lift jute within stipulated period as per work order, Regional Authority reserves the right to cancel the tender partly or fully or to impose suitable penalty without assigning any reason.
- 3). Sub-contracting of job is not allowed by any means. If, at any time comes to the notice of the Corporation about any sub-contracting, such contract will be cancelled in full immediately. Corporation reserves the right to accept or reject any or the entire tender and / or split amongst the lowest transport contractors at their absolute discretion without assigning any reason whatsoever.
- 4). Any variation of contract rates due to fluctuation in fuel cost may be considered suitably at Regional Office, but, not within one month of allotment of contract based on mutual agreement.
- 5). Copies if valid **Income Tax PAN, Professional Tax, Trade License, Proof of Business Address with contact Numbers and Certificate of Registration issued by Ministry of Road Transport & Highways under the provisions of the Carriage by Road Act 2007** have to be submitted with the tender. Failure to submit any of the above mentioned documents will lead the bid to be cancelled at the discretion of the Regional Manager.
- 6). Person(s) signing the tender shall clearly state the capacity on the basis of which he is or they are signing the tender (it means whether he is Proprietor, Partner or Director of Business entity).
- 7). Any kind or loss / damage of jute bales during transit have to be borne by the contractors. All consignments must be weighed nearest to the loading point and nearest to unloading (i.e. outside Mill Point) and Mill Point, failure to which any shortage in weight between the points will be deducted from transport bill of the concerned transporter. No. demurrage whatsoever will be paid to the transporter by JCI in case of detention of Lorry / Truck in Mill (unloading point).

- 8). During transit stocks should be appropriately covered by tarpaulin sheet to protect the goods from rain or other damage.
- 9). Regional Manager reserves the right to terminate the contract at any time during its currency without assigning any reasons thereof by giving seven (7) days' notice in writing to the contractor at the notified address and the contractors shall not be entitled to any compensation by reason of such termination. The action of the Regional Manager under this clause shall be final conclusive and binding on the contractor.
- 10). If, the market rate at any point of time during the currency of the contract is found to be less by Rs. 30 or more per bale from the approved tender value then Regional Manager reserves the right to revise the approved rate by a proportionate amount which he deems fit. However, no upward revision in the approved tender rate is permissible even if the market rate becomes more than the approved tender rate.
- 11). Please find attach with this Tender Notice three forms (Appendix-1, Appendix-2) included under Technical Bid and (Appendix-3) included under Price Bid. The Technical Bid and the Price Bid duly filled in are to be submitted in two separate sealed envelopes super scribed **A- Technical Bid and B- Price Bid** respectively, both the envelopes are then to be kept in another sealed envelope super scribing Tender No JCI/COB/Transport/2019-20/02 for 3 months addressed to the Regional Manager, Coochbehar, The Jute Corporation of India Ltd. with name and address of the tenderer. The Technical Bid of tenderers will be opened first and then the Price Bid of only those tenderer who qualify in the Technical Bid will be opened.


Regional Manager
Coochbehar Region

TECHNICAL BID

From : (Full Name & address of the Tenderer); _____

To
The Regional Manager,
The Jute Corporation of India Limited,
Regional Office, Coochbehar.

Dear Sir,

1. I submit the sealed tender for appointment as Road Transport Contractor from to
2. I have thoroughly examined and understood all the terms & conditions as contained in the tender document and agree to abide by them.
3. Demand Draft / Electronic Clearing System (ECS) No.
Dated..... is enclosed as Earnest Money. I/We agree to the fact that on acceptance of the tender the EMD will be converted to Security Money as stipulated in the tender document.
4. I do hereby declare that the entries made in the tender and details attached there in are true.
5. I hereby declare that my Firm/Company has not been blacklisted or otherwise debarred during the last five years by The Jute Corporation of India Limited or any other public sector undertaking of any Government body or any other client for any failure to comply with the terms and conditions of any contract or for violation of any Statute, Rule of Administrative Instructions.

OR

I hereby declare that my Firm/Company was blacklisted/debarred by _____ (here give the name of the client) for a period of _____, which period has expired on _____
(Full details of the reasons for blacklisting/debarring, and the communication in this regard should be given).

6. I hereby declare that no contract entered in to by me/my Firm/Company with The Jute Corporation of India Limited, or any other public sector undertaking of any government or any other client, has been terminated before the expiry of the contract period at any point of time during the last five years.
7. I hereby declare that the Earnest Money Deposit and/or Security Deposit has not been forfeited or adjusted against any compensation payable in the case on any Contract entered in to by me / us with The Jute Corporation of India Limited or any other public sector undertaking or any government body during the last five years.

8. I hereby declare that I have not been convicted at any time by a Court of Law or an offence and sentenced to imprisonment within a period of three years or more.

I/We certify that all information furnished by me/us is correct and true in the event that the information is found to be incorrect/untrue, The Jute Corporation of India Limited shall have the right to disqualify me/us without giving any notice or reason thereof summarily terminate the contract, without prejudice to any other rights that the Corporation may have under the Contract and Law.

(Signature of the Tenderer)

THE JUTE CORPORATION OF INDIA LIMITED

TENDER FOR ROAD TRANSPORT CONTRACT FROM DPCs/GODOWNS

Details of Tenderer

(TO BE FILLED IN BY THE TENDERER)

1. Name, Date of Birth and address of the tenderer, email ID Contact No.-
2. Composition of Tenderer – state whether the tenderer is Proprietorship concern or registered partnership firm or a company. The name of the proprietor of all partners of the Business in which the tenderer is employed together with particulars of the Head Office and Branches, if any.-
3. List of documents attached :

1. Forwarding Letter
2. Copy of –
 - a. Income Tax PAN Yes / No
 - b. Professional Tax Yes / No
 - c. Trade License Yes / No
 - d. Proof of Business address with contact No. Yes / No
 - e. Certificate of Registration issued by Ministry of Transport & Highways under The provisions of the Carriage by Road Act 2007 Yes / No

(Signature with Seal)
Authorized Signatory

PRICE BID

Appendix-3

From (Full name & address of the tenderer)

To
The Regional Manager,
The Jute Corporation of India Ltd.,
Regional Office, Coochbehar.

Dear Sir,

I am submitting the price bid for the appointment as Road Transport Contractor from _____ to _____

- I have thoroughly examined and understood all the terms & conditions as contained in the tender document invitation to tender and its annexure & appendices and agree to abide by them.
- I offer to work at the following rates inclusive of all taxes, duties, cess etc.

	B. T Road	G. T. Place(Z-II)	G. T. Place(Z-III)	G. T. Place(Z-IV)	Ghushuri sec.	Howrah sec.	Nakeldanga sec	Andul Sankrile sec	Bourea sec	Changail sec	Vizag	Eluru	Vizianagaram
Mathabhanga													
Kamakshyaguri													
Vetaguri													
Dinhata													
Setai													
Barovisa													
Falakata													

Yours faithfully

Signature of the tenderer