## **Notice Inviting Tender**

## Date: 18th September, 2020

**Sub: Tender for Transportation of Polymers and PTA from Haldia to locations all over India for all clusters (1 – 11) by road and door to door movement through railway corridor.**

M/s Haldia Petrochemicals Ltd **(HPL)** and MCPI Pvt Ltd **(MCPI), (**hereinafter called owner / company), invites eligible Transport Vendors to submit their bids for the above captioned WORK (mentioned in sub), in accordance with tender documents enclosed, and as per the following guidelines:

This tender is for both the modes of movement:

1. By Road
2. By Door to Door movement through railway corridor.

It is to be noted that each of the modes have separate eligibility criteria and list of destinations. The indicative tonnages against each destination is also indicated.

**Vendors can apply for both the modes of transport, provided they fulfil the eligibility criteria of the respective modes of transport.**

**This contract will be for one year but the rates will be reviewed after 6 months at the discretion of the management of HPL and MCPI, and accordingly may have a limited auction with the empanelled transporters.**

1. **Eligibility:** Transport Vendors fulfilling the following criterion are eligible for **qualification**

**A) For Clusters 3, 4, 5 & 11**

* 1. At least 25 own cargo carrying heavy vehicles registered in the name of the company/directors. Photocopies of RC Book to be attached along with the Pre-Qualification Bid. In case it is a recent purchase and the RC book is not available, the corresponding sales invoice needs to be submitted.
  2. Existence of office in respective clusters with adequate proof. They should ensure their establishment in Haldia, if contract is awarded.
  3. Freight revenue during last financial year above Rs.20 Crores.
  4. At least 3 years’ experience in Transport business.
  5. IBA (Indian Banks’ Association) approved.
  6. Past performance of existing vendors for HPL and MCPI based on placement performance and quality of delivery leading to customer complaints shall be key criteria for their eligibility.
  7. The bidder has to have a valid certificate of registration under Carriage by Road Rules, 2011/Carriage by Road Act, 2007.
  8. It is to be noted that we encourage placement of own vehicles as a matter of policy. Hence, transporters who lift more than 20% of their allocated volume through own vehicles may get preference during the course of the contract. Therefore, it is requested to give a list of own vehicles.
  9. The Carrier must have GSTN or Carrier Registration No. under GST.
  10. All the vehicles which will be loaded from HPL must have Standard / High Security Number Plate (Issued by Transport Authority), failing which the vehicles are liable to get rejected.
  11. **COVID19 Protocol** - It is to ensure that all the truck crews and carrier supervisors entering owner’s plant/ working at owner’s gate area are **free from the COVID 19 symptoms** and must wear PPE s (masks, hand gloves etc) also maintain safe distancing during operation. All Carriers must follow the COVID19 -protocol as announced by GOVT. / local authority from time to time.

(Proof for point no i, ii and iv as mentioned above, need not required to be submitted by the existing carriers, who are presently working with HPL and/or MCPI in any of the above-mentioned clusters. However, in case of any change in the status in the above-mentioned items must be informed in time. Required information on above as to be given in point no iii & v of “Pre-Qualification Bid”will be sufficient in this regard. However, proof has to be submitted by the existing carrier, if required and asked by HPL and/or MCPI)

**B) For Clusters 1, 2, 6, 7, 8**

1. At least 10 own cargo carrying heavy vehicles registered in the name of the company/directors. Photocopies of RC Book to be attached along with the Pre-Qualification Bid. In case it is a recent purchase and the RC book is not available, the corresponding sales invoice needs to be submitted.
2. Existence of office in respective clusters with adequate proof. They should ensure establishment in Haldia, if contract is awarded.
3. Freight revenue during last financial year above Rs.20 Crores
4. IBA (Indian Banks’ Association) approved.
5. The bidder has to have a valid certificate of registration under Carriage by Road Rules, 2011/Carriage by Road Act, 2007
6. Past performance of existing vendors for HPL and MCPI based on placement performance and quality of delivery leading to customer complaints shall be key criteria for their eligibility.
7. The Carrier must have GSTN or Carrier Registration No. under GST.
8. All the vehicles which will be loaded from HPL must have Standard / High Security Number Plate (Issued by Transport Authority), failing which the vehicles are liable to get rejected.
9. **COVID19 Protocol** - It is to ensure that all the truck crews and carrier supervisors entering owner’s plant/ working at owner’s gate area are **free from the COVID 19 symptoms** and must wear PPE s (masks, hand gloves etc) also maintain safe distancing during operation. All Carriers must follow the COVID19 -protocol as announced by GOVT. / local authority from time to time.

(Proof for point no i and ii as mentioned above, need not required to be submitted by the existing carriers, who are presently working with HPL and/or MCPI in any of the above-mentioned clusters. However, in case of any change in the status in the above-mentioned items must be informed in time. Required information on above as to be given in point no iii & iv of “Pre-Qualification Bid”will be sufficient in this regard. However, proof has to be submitted by the existing carrier, if required and asked by HPL and/or MCPI)

**C) For Clusters 9 & 10**

1. At least 3 own cargo carrying heavy vehicles registered in the name of the company/directors. Photocopies of RC Book to be attached along with the Pre-Qualification Bid. In case it is a recent purchase and the RC book is not available, the corresponding sales invoice needs to be submitted.
2. They should ensure establishment in Haldia, if contract is awarded.
3. Freight revenue during last financial year above Rs.10 Crores.
4. The bidder has to have a valid certificate of registration under Carriage by Road Rules, 2011/Carriage by Road Act, 2007.
5. Past performance of existing vendors for HPL and MCPI based on placement performance and quality of delivery leading to customer complaints shall be key criteria for their eligibility.
6. Experience in local transportation in West Bengal for minimum one year. You are kindly requested to provide an experience certificate or a contract copy or a copy of PO.
7. The Carrier must have GSTN or Carrier Registration No. under GST.
8. All the vehicles which will be loaded from HPL to must have Standard / High Security Number Plate (Issued by Transport Authority), failing which the vehicles are liable to get rejected.
9. **COVID19 Protocol** - It is to ensure that all the truck crews and carrier supervisors entering owner’s plant/ working at owner’s gate area are **free from the COVID 19 symptoms** and must wear PPE s (masks, hand gloves etc) also maintain safe distancing during operation. All Carriers must follow the COVID19 -protocol as announced by GOVT. / local authority from time to time.

(Proof for point no i and ii as mentioned above, need not required to be submitted by the existing carriers, who are presently working with HPL and/or MCPI in any of the above-mentioned Clusters. However, in case of any change in the status in the above-mentioned items must be informed in time. Required information on above as to be given in point no iii of “Pre-Qualification Bid”will be sufficient in this regard. However, proof has to be submitted by the existing carrier, if required and asked by HPL and/or MCPI)

**D) Qualification criterion for door to door (rail)**

1. Freight revenue during last financial year above Rs.20 Crores.
2. The containers to be delivered at the customer’s premise.
3. 1st mile and 3rd mile transportation must be arranged by the operator.
4. The operator should have stock yard at Haldia and stock of containers for one rake should be readily available at the yard.
5. The operator must be equipped with container loading/unloading facilities.
6. The operator should have office with ICDs/stock points at both ends.
7. The operator must comply with all valid licenses from the Ministry of Railways/Govt of India to run their rakes. You are requested to kindly provide a copy of the license from the ministry or a copy of the contract or an experience certificate from the CONCOR.
8. It may so happen that HPL and MCPI can operate jointly for a rake load and the same needs to be complied to.
9. **Bidding Process for road transport**:

Submission documents: **Pre-Qualification Bid (only road)** including price bids

1. To be submitted by the bidders within the stipulated date & time, and in the respective **FORMS** specified hereinafter.
2. Total business volume has been distributed in several geographical **CLUSTERS**, and any offer should be for any ONE or MORE of such CLUSTER in its totality. Any offer not covering all destinations in selected cluster(s), would be liable for rejection. Transporters must have adequate Branches in the clusters in which they are applying. Transporters applying in a cluster should clearly indicate % of volume they want to cover in the respective cluster. Transporters applying in a cluster should be prepared to accept minimum up to % volume in that cluster, if allocated as below.

Cluster- 3, 4, 5, 10, 11: 30%

Cluster- 1, 7, 8, 9: 40%

Cluster- 2, 6: 60%

1. Vendors may quote for all the eligible clusters but may not be allotted beyond 5 clusters. Vendors would quote after judging their strength in respective clusters before submission.
2. **Rate Validity**: Shall be valid for **One Year PERIOD (can be extended/short-close as per owner’s discretion)** from the Effective Date of Rate/Commercial Contract.
3. **Price Bid** needs to be submitted **both in SOFT COPY (Excel) as well as Scanned copy (printed, signed and scanned into a soft copy)** through e-mail at [**logistics.offers@hpl.co.in**](mailto:logistics.offers@hpl.co.in) with the subject-line **“Price-bid for road transport”** without sending any copy to any individual.
4. **Bidding Process for door to door movement through railway corridor**:

Submission documents: **Pre-Qualification Bid (door to door through railway corridor)** including price bids

1. To be submitted by the bidders within the stipulated date & time, and in the respective **FORMS** specified hereinafter.
2. Vendors may quote for all the destinations. It is expected that vendors would quote after judging their strength in respective destinations before submission.
3. **Rate Validity**: Shall be valid for **One Year PERIOD (can be extended/short-close as per owner’s discretion)** from the Effective Date of Rate/Commercial Contract.
4. **Price Bid** needs to be submitted **both in SOFT COPY (Excel) as well as Scanned copy (printed, signed and scanned into a soft copy)** through e-mail at [**logistics.offers@hpl.co.in**](mailto:logistics.offers@hpl.co.in) with the subject-line **“Price-bid for door to door through railway corridor”** without sending any copy to any individual.
5. **Validity of Offer**: The Offer must be **valid for 30 days** from the last date of submission of Technical Bid.
6. **Submission Process**: Since this tender is meant to evaluate vendors for two distinct modes of transport, the vendors need to submit their bids **separately** for “**Road Transport**” and “**Door to Door transport through railway corridor”.** The Bids have to be submitted as per the instructions.
7. **Pre-Qualification Bid for Road Transport**

Initially, “Pre-Qualification Bid for Road Transport” to be submitted in a sealed envelope along with EMD. The above sealed envelope is to be super-scribed as **“Tender for Transportation of Polymers and PTA by road – Pre-Qualification Bid for Road Transport”.**

**“Pre-Qualification Bid for Road Transport”** need to be addressed to: “General Manager (Materials)” and to be submitted at following address **and also through email**:

**Hard copies:**

Haldia Petrochemicals Ltd.

Bengal Eco Intelligent Park (Techna)

Block EM-3, 3rd Floor, Sector V, Salt Lake,

Kolkata 700091

**Scanned Copies:**

E-mail ID: [logistics.query@hpl.co.in](mailto:logistics.query@hpl.co.in)

The **Soft copy of the Price Bid** **(excel file)** and **Scanned Copy of the Price Bid (printed, signed and scanned)** to be sent through e-mail at “[logistics.offers@hpl.co.in](mailto:logistics.offers@hpl.co.in)**”** with the subject-line **“Price-bid for road transport”** without sending any copy to any individual.

1. **Pre-Qualification Bid for Door to Door transport through railway corridor**

Initially, “Pre-Qualification Bid for Door to door transport through railway corridor” to be submitted in a sealed envelope along with EMD. The above sealed envelope is to be super-scribed as **“Tender for Transportation of Polymers and PTA – Pre-Qualification Bid for Door to Door transport through railway corridor”.**

**“Pre-Qualification Bid for Door to door transport through railway corridor”** need to be addressed to: “General Manager (Materials)” and to be submitted at following address **and also through email**:

**Hard copies:**

Haldia Petrochemicals Ltd.

Bengal Eco Intelligent Park (Techna)

Block EM-3, 3rd Floor, Sector V, Salt Lake,

Kolkata 700091

**Scanned Copies:**

E-mail ID: [logistics.query@hpl.co.in](mailto:logistics.query@hpl.co.in)

The **Soft copy of the Price Bid** **(excel file)** and **Scanned Copy of the Price Bid (printed, signed and scanned)** to be sent through e-mail at “[logistics.offers@hpl.co.in](mailto:logistics.offers@hpl.co.in)**”** with the subject-line **“Price-bid for door to door through railway corridor”** without sending any copy to any individual.

1. All commercial proceedings shall be carried out w.r.t soft copy of the Price Bid. In case of non-receipt of soft copy for whatsoever reason, hard copy shall be used.
2. **Depending on the Commercial Response w.r.t OWNER’s estimate, OWNER shall decide whether to conduct Reverse Auction.**
3. **Earnest Money Deposit (EMD)**

The Tender should be accompanied by an **Earnest Money Deposit (EMD)** of **Rs.5,00,000/- favouring Haldia Petrochemicals Limited and** an **Earnest Money Deposit (EMD)** of **Rs.5,00,000/- for MCPI Pvt Ltd** in the form of Demand Draft (DD) / Pay Order (PO) / cheque, from any Scheduled Bank in India payable at KOLKATA along with the Pre-Qualification Bid, failing which the tender is liable to be rejected in liminie **(existing transporters with pending payments greater than 5 lakhs can give cheque but for new parties it will be DD/PO)**

**The EMD fee of Rs. 5 lakh each for HPL and MCPI is applicable for all bidders irrespective of number of modes that they are bidding for (only Road Transport/ only Door to Door movement through railway corridor/ or both).**

1. Last Date and Time of submission of EMD and Technical documents **28th September, 2020** by **3:00 PM**. Soft copy and Scanned Copy of price bids needs to be submitted by **30th September, 2020** by **3.00 PM.**

**Pre-Bid Meeting – 24th September, 2020 -12:30 PM**

**(Online meeting on digital platform:** Please send an e-mail request to[**logistics.query@hpl.co.in**](mailto:logistics.query@hpl.co.in) to obtain link for video conference.

1. **Mode** of submission of Bid:

**Pre-Qualification Bid**

Hard Copy: Registered / Speed Post / Courier / Hand-Delivery

Soft Copy: Email: [logistics.query@hpl.co.in](mailto:logistics.query@hpl.co.in)

**Sealed Price Bid**:

Soft copy of Price Bid (excel file as well as signed scanned copy) to be sent in **secured E-Mail Id** “[logistics.offers@hpl.co.in](mailto:logistics.offers@hpl.co.in)**” only**

Any Tender submitted through Fax / Telex / Telegram will not be accepted. HPL and/or MCPI will not assume any responsibility for any delay, loss or non-receipt of Tender documents.

1. For clarifications, if any, please contact

Mr. Animesh Chattopadhyay (Email: animesh.Chattopadhyay@hpl.co.in)

Mr. Dhrubajyoti Chatterjee (Email: dhrubajyoti.chatterjee@mcpi-pta.com)

Ms. Moumita Sinha Roy (Email: moumita.sinha@tcgdigital.com)

All the Offers submitted in response to this Notice Inviting Tender should be in accordance with the **Conditions of Tender**, attached herewith.

HPL and/or MCPI reserves the right to accept or reject any or all of the bids received, at its absolute discretion, without assigning any reason whatsoever.

**Issued by**

**HALDIA PETROCHEMICALS LIMITED and MCPI Pvt Limited**

**Tender Documents for download:**

* 1. Conditions of Tender /RFP
  2. Tender Form - Pre-Qualification Bid
  3. Tender Form –Price Bid
  4. BANK GUARANTEE Format (Draft)
  5. Empanelment Contract (Draft)
  6. Rate Contract (Draft)
  7. Annexure\_A\_RTGS\_Details