

NATIONAL ALUMINIUM COMPANY LIMITED (A Government of India Enterprise)VISAKHAPATNAM

Phones: 0891-2561432 to 35
Fax: 00- 0891 -2561598

Port Facilities, Port Area, 0891-27210
Visakhapatnam 530 001.

Notice of Invitation for Pre-Qualification

FOR REGISTRATION OF SHIPPING COMPANIES/LINERS/AGENTS IN THE PANEL OF NALCO, VISAKHAPATNAM FOR SEA EXPORT SHIPMENTS OF ALUMINIUM METAL AND ALL OTHER PRODUCTS EX.VISAKHAPATNAM TO VARIOUS OVERSEAS DESTINATIONS.

National Aluminium Company Ltd (NALCO) is effecting export shipments of Aluminium Metal such as Ingots, Sows, Billets, Rolled Sheets etc., by sea in 20' and 40' dry containers from Visakhapatnam Port among other ports in this country to various overseas destinations. NALCO's Port Facilities Office, Visakhapatnam herein after called as NALCO, Visakhapatnam office invites application from MLOs (Main Line Operators) and NVOCC (Non Vessel owning Common Carriers) who are the direct container operators operating at Visakhapatnam for bidding to qualify themselves for registration in NALCO, Visakhapatnam panel of shipping companies/agents. The shipping companies/agents in the panel shall offer ocean freight service to NALCO, Visakhapatnam for carrying the under mentioned cargo ex-Visakhapatnam. The main features of requirements and various terms and conditions etc., of the invitation for executing Ocean Freight Contracts by shipping companies/agents in the panel are as under:

- 1) **Product to be shipped:** Aluminium Metal products such as Ingots, Sows, Billets etc., and chemical products in bagged form etc.,
- 2) **Port of Loading:** Visakhapatnam, India.
- 3) **Destination:** Different overseas destinations including countries of South Asia, South East Asia, Far East, Sri Lanka, Gulf etc.,
- 4) **Type of Containers:** 20 feet and 40 feet dry containers only.
- 5) **Shipping Schedule:** NALCO shipments are effected on month-to-month basis. For each month of shipment, export consignments through sea shall be executed by shipping companies/agents registered in the panel of NALCO, Visakhapatnam against freight tenders which shall be floated to them.
- 6) **Eligibility to Bidding:**
 - a. Only those parties who operate their own containers i.e Containers owned by their principal MLO or container owned by their Principal NVOCCs and operating in Visakhapatnam are eligible for bidding.
 - b. Bidders must have minimum experience of 2 years in similar type of job from any Indian port. (Similar work, in this context, shall mean supply of 20' & 40' containers for carriage of dry cargo to overseas destinations.
 - c. Bidder's Registration with VCTPL & Customs: The party should have valid documents of registration with VCTPL and Customs indicating their deposit account no if any.
 - d. They should have authorization from their Principals (MLO or NVOCC) to quote and negotiate the freight rates, provide containers, issue/release carrier's Bills of Lading, amend or issue authorization to amend and to collect freight on behalf of the Principals.

Parties who can meet the above requirement and have interest in the above invitation can apply to the undersigned in the prescribed format of bid application form. The prescribed format of bid application form can be downloaded from the website of NALCO www.nalcoindia.co.in or through CPP Portal www.eprocure.gov.in.

Procedure for Empanelment: The bids will be evaluated as per information submitted in the bid application form. After evaluation, successful bidders will be provided with NALCO's terms and conditions of export through Visakhapatnam Port. Those pre-qualified bidders who accept NALCO's terms and conditions of export through Visakhapatnam Port shall be selected for registration in the panel of NALCO for sea export shipments ex-Visakhapatnam to different overseas destinations.

The duly filled-in, signed and stamped bid application form for pre-qualification should reach the office of the undersigned **on or before 13/08/2024 at 15:00 Hrs. The pre-qualification bids will be opened at 15:30 hrs on 13/08/2024 by the** committee members of NALCO, Visakhapatnam. Bids application form which are not duly filled-in or not signed or not stamped and which are incomplete or not as per the prescribed format are liable to be rejected. The Notification of Invitation is also available in the website-www.nalcoindia.co.in or CPP portal www.eprocure.gov.in.

Service Required: Registered parties in the panel should provide Ocean Freight Container Service for export of NALCO's products Ex-Visakhapatnam to various overseas destinations. Such parties should possess, operate and execute "Shipping/Carrying" of own containers Ex-Visakhapatnam Port in which stuffed containers are required to be carted inside the Visakhapatnam Container Terminal and shipped on board a vessel in the name of a registered party in the panel.

Bidder's Registration with VCTPL: Bidders are required to have valid documents of registration with VCTPL indicating their computer code allotted by VCTPL, Deposit Account No. maintained with VCTPL.

Enrolment of Bidder's DSC with Govt. e-Procurement System: As the spot tender for freight quotation from registered parties is done through e-tendering system, it is required that bidders should have a valid Digital Signature Certificate (DSC) acquired from a licensed Certifying Authority and ensure that such DSC has been fully enrolled in the Govt. e-Procurement System. Bidders that are not meeting this requirement are summarily rejected as they are not eligible to participate in the tender.

Eligibility to Bidding:

- a) **Only those Container Carriers-**Both Non Vessel Owner Container Carriers (NVOCC) and main line vessel owning container carriers (MLO)- offering Ocean Freight Container Service which possess and operate their own containers and execute "Shipping or carrying of own containers" freight service ex-Visakhapatnam port are eligible to participate in the bid.
- b) **In case the Container Carriers- both NVOCC and MLOs at (a) above-** are having their own branch office in Visakhapatnam or is represented in Visakhapatnam by their accredited agency for carrying out the said activities, operations, etc ex-Visakhapatnam Port, such branch offices or accredited agencies to NVOCC and MLO principals are also eligible to bidding. Bidders offering Freight Forwarding service are not eligible for participate in this tender. Form-13 shall be signed and issued by the bidder only and not by any 3rd parties and those bidders which are not fulfilling this arrangement are not eligible to be considered for empanelment.

Prohibition from Bidding:

- a) Bidders (which for the purpose of this tender also meant its proprietor or partner or director of the bidding firm having criminal cases pending against them/convicted in criminal cases are debarred from participating in this tender. Any breach in this regard by bidders, their bids shall not be considered further or if already registered, their name shall be summarily de-registered and cancelled from the panel.
- b) The bidder or its principal or its agent which engaged in any transactions involving the country of origin of vessel/ship or country of origin of owner of vessel/ship that are prohibited by USOFAC (US Office of Foreign Assets Control) are not eligible to bidding. The countries in particular being prohibited/blocked by USOFAC are Iran, Myanmar, Sudan, Cuba and North Korea. Also any party whose transactions in Dollars involved person, entity, Government etc of the above named countries shall not be eligible to bid for this empanelment.

Procedure for Empanelment:

The information & data as declared/given by bidders in their Bid application form shall be examined and scrutinized upon which written clarifications if required shall be sought by NALCO from bidders. If after written clarifications has been sought by NALCO, a bidder fails to provide information/data/documents, etc as stipulated and required in the tender and Bid application Form, then the bid application of such bidder will be rejected and will not be considered further in the tendering process.

Thereafter, NALCO will check and scrutinize whether bidders have accepted the NALCO's detailed terms and conditions or not. Non-acceptance to the above NALCO's detailed terms and conditions shall render the bid application to be summarily rejected.

After bidders' acceptance to NALCO's detailed terms and conditions, the next step is verification of bidder. Here the bidders shall at the discretion of NALCO be verified by way of visiting to their office, depot, etc to ascertain whether a party meets the requirement of NALCO or not. If after verification of bidder's office/depots/infrastructures/facilities/etc, it is found that the same are not material enough to meet NALCO's requirement and that a bidder's status/credential/market standing is doubtful and is not to the satisfaction of NALCO, the bid of such party shall be rejected and shall not be considered further in the bid participation.

Finally, parties eligible to be selected for registration in the panel of NALCO, Visakhapatnam shall be arrived at. The selected parties shall be intimated through an appointment letter regarding their registration with NALCO, Visakhapatnam.

Period of Empanelment:

The period of empanelment will be for a period of 3(three) years from the date of LOI subject to acceptance of NALCO's terms and conditions.

Submission of Application Bid:

The application shall be submitted through Central Public Procurement Portal only and shall consist of the following:

- A. Bid Application Form duly filled-up, signed & stamped along with required documents.
- B. NALCO's detailed terms and conditions duly signed and stamped as a token of acceptance.

All the forms, documents, papers, requirements, etc cited at A&B above should be uploaded in the Central Public Procurement Portal.

All the documents to be submitted align with the pre-qualification criteria & Checklist.

To successfully complete the registration process, meticulously review the PQC, adhere to the checklist, and ensure that all documents are signed and stamped as instructed.

INSTRUCTIONS TO BIDDERS

1. Please first check the requirements, terms & conditions of Notice of Invitation for Registration to know if you are eligible to bid in the tender or not.
2. For filling-up the Bid Application, the bidder must be the
 - ☐ Container Carrier having its head office/branch office in Visakhapatnam
 - OR
 - ☐ Authorised agency represented in Visakhapatnam on behalf of Container carrier for ocean container freight service ex-Visakhapatnam
3. The Bid Application consisted of 4 (four) sections – Sec-I, Sec-II, Sec-III and Sec-IV.
4. Section-I : This section is compulsory to all bidders to declare their Name and their functional status. In this section the bidders are required to declare their name at point-I and to tick-mark against the status at (A) or (B) or (C) whichever is applicable to you at point-II. With regard to Prohibition from Bidding , a bidder is required to duly provide declaration against point II and point IV in this section.
5. Section-II : This section is applicable only to those bidders whose status is declared/tick- marked against point II-A of section-I. If this section is applicable to you please strike out by a pen the other sections – III and IV.
6. Section-III : This section is applicable only to those bidders whose status is declared/tick- marked against point II-B of section-I. If this section is applicable to you please strike out by a pen the other sections – II and IV.
7. Section-IV : This section is applicable only to those bidders whose status is declared/tick- marked against point II-C of section-I. If this section is applicable to you please strike out by a pen the other sections – II and III.
8. Ensure that responses should be given to each and every information sought for in the applicable sections failing which the bid shall be rejected.
9. Ensure that data should be duly filled-up in the required blanks given in the applicable sections failing which the bid shall be rejected.
10. Ensure that required documents whenever asked for in the applicable sections should be duly submitted along with the Bid Application failing which the bid shall be rejected.
11. Ensure that the Name and Signature of authorized signatory along with bidder's seal should be given in a space provided for on all pages of the Bid Application failing which the bid shall be rejected.
12. You may use the Bid Application Format given herewith for submission of your Bid or you may make the Application form in your computer by replicating/reproducing exactly as per the Bid Application Format given in this tender.

BID APPLICATION FORM

SECTION – I

Name and Status of the Bidder Container Carrier

This section consisted of 6 queries (serial- i to serial- vi)

i. Name of the Bidder :

ii. Status of the Bidder : ☒ Please tick-mark (**v**) one of the boxes (A) or (B) or (C) below

whichever is applicable to your functional status :

A. ☐ Container Carrier (NVOCC / MLO) having its Head Office in Visakhapatnam operating for export shipment ex-Visakhapatnam port

B. ☐ Visakhapatnam Branch Office of the Container Carrier (NVOCC /MLO) operating forexport shipment ex-Visakhapatnam Port

C. ☐ Accredited Agency who represented in Visakhapatnam on behalf of the Container Carrier (NVOCC / MLO) principal operating for export shipment ex-Visakhapatnam Port ***

***** Supporting documents duly notarized are required to be produced**

ii. Please provide information below on Litigation History of the bidder/bidding firm (which for the purpose of this tender also meant its proprietor or partner or director of the bidding firm):

☒ Any Arbitration Cases pending against the bidder/bidding firm:

☒ Any disputed works remain in-completed by the bidder/bidding firm:
.....

☒ Any pending civil cases against the bidder/ bidding firm
or the proprietor of the firm, etc :

☒ Any criminal cases against the bidder / bidding firm:
.....

☒ Any punishments awarded under civil or criminal cases against the bidding firm or the
proprietor of the firm, etc :
.....

iv Whether the bidder or bidder's principal or both bidder and bidder's principal is/are engaged in any transactions involving the country of origin of vessel / ship or country of origin of owner of vessel/ship that are prohibited by USOFAC (US Office of Foreign Assets Control) ?
.....

Name of Bidder's Authorised Signatory

Signature of Bidder's Authorised Signatory with Seal

V. Please submit the following documents :

- Copy of Registration with Customs at Visakhapatnam Port
- GST Registration Certificate
- Copy of PAN Card
- Proof of ownership of vessels and /or containers
- Undertaking from the bidder that they have not applied for enlistment under more than one name/entity. If they have applied for enlistment under more than one name/entity, justification should be given to that effect

vi. Besides container freight service, whether the bidder provides Break-bulk shipping service directly in their own name?
Please tick Yes or No

Yes ☐

No ☐

☞ (Data/Information sought for under the above requirement of the section-I should be duly responded / tick-marked else the bid is liable to be summarily rejected)

Name of Bidder's Authorised Signatory	Signature of Bidder's Authorised Signatory with Seal of the Bidder
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SECTION – II

Data/Information to be furnished by bidder Container Carrier whose head office is in Visakhapatnam

This section is applicable to bidder whose status is tick-marked against point II A. of section -I.

This section consisted of 16 queries (serial-a to serial-p)

- a. Name of Ocean Freight Container Carrier :
- b. Address and other Details of your head office in Visakhapatnam –
Address:
.....
Tel Nos: Fax no: Website
Service Tax Regn. No. Permanent Account Number (PAN)
- c. Details of authorised person-in-charge (PIC) in Head Office at Visakhapatnam -
Name: Designation : Tel :
e-mail ID:
- d. World-wide total number of 20' dry containers directly owned by you at present ?
- e. Monthly Average number of 20' dry containers handled by you for "shipping of own containers" operation ex-Visakhapatnam port for the last one year:
- f. Whether you operate container ships/vessels ? ☐ YES ☐ NO. If yes, please complete following point (i) or (ii) or both if applicable (*if only one is applicable, strike out the one which is not applicable*)
- i) How many mother container vessels are operated by you at present in ocean main line ex-Singapore and ex-Colombo? :-
 ex-Singaporenumbers
 ex-Colombonumbers
- ii) How many feeder container vessels are presently operated by you between -
 Visakhapatnam and Singapore ? numbers
 Visakhapatnam and Colombo ?numbers
- g. Please duly fill-up details of your branch office/direct authorised container freight agency in Singapore
Address:
..... Tel no. : Fax : PIC: e-mail :
- h. Please duly fill-up details of your branch office/direct authorised container freight agency in Colombo
Address:
..... Tel no. : Fax :
..... PIC: e-mail :

Name of Bidder's Authorised Signatory

Signature of Bidder's Authorised Signatory with Seal

Section-II

i. Please declare below your Computer Code allotted by VPT/VCTPL and Deposit A/c no. maintained by you with VPT/VCTPL along with PCS code if any

Computer Code

Deposit Account

j. Please submit – (i) copy of your latest Form-13 Order and (ii) Copy of Export Container Bill issued to you by Visakhapatnam Port (Finance Division) of VPT/VCTPL.

k. Please submit blank “Original” Bill of Lading to be issued by you as Container Carrier for the service offered

l. Please indicate sectors/destinations to be operated by you as container carrier for service offered :

m. Please submit a photograph/brochure which displayed the picture of the container owned by you and offered for execution of service required in the tender.

n. How will the BL under the service offered by you be prepared/generated? (please tick-mark)

☐ Manually

☐ Through system net-work

If through a system net-work, please tick-mark any of the following whichever is applicable to you.

☐ Process, operation, control, etc of system net-work for generation of BL will be done in Visakhapatnam

☐ Process, operation and control of system net-work for generation of BL will be done outside Visakhapatnam, in

(fill the name of a place outside Visakhapatnam)

o. Information on Digital Signature Certificate (DSC):

i) Do you have DSC for e-Procurement purpose ? Yes / No

ii) If yes, then have you enrolled such user DSC in Govt. e-Procurement System ?

Yes / No

iii) If yes, then please provide the Name & Login ID of the person/user to whom DSC has been issued ____

iv) Also, please submit copy/print-out of user DSC enrolment in Govt. e-Procurement System

v) Have you ever participated in e-tenders of any parties through above DSC ? Yes / No

vi) If Yes, please mention the names of such parties

p. General / Other Information:

From the following, please declare by tick-marking one service you intended to offer to NALCO:

☐ SOC (Shipping of own containers)

☐ COC (Carrying of own containers) Freight

☐ Forwarding

☐ Any other (please specify)

☐ (Data/Information/documents sought for under all above queries/questionnaires/points of section-II should be duly filled-up/responded / submitted or else the bid shall be liable to be summarily rejected)

Name of Bidder's Authorised Signatory	Signature of Bidder's Authorised Signatory with Seal of the Bidder



SECTION – III

Data/Information to be furnished by Visakhapatnam branch office of bidder Container Carrier

This section is applicable to bidder whose status is tick-marked against point-II B of section –I .

This section consisted of 19 queries (serial-a to serial-s)

- a. Name of the Ocean Freight Container Carrier :
- b. Details of Head Office of the Ocean Freight Container Carrier –
Address:
.....
Tel Nos: Fax no: Website
- c. Details of authorised person-in-charge (PIC) in the above Head Office of Container Carrier-Name:
Designation : Tel :
e-mail ID:
- d. Address and other Details of Visakhapatnam Branch Office of Container Carrier –
Address:
Tel Nos: Fax no:
e-mail ID :
Service Tax Regn. No. Permanent Account Number (PAN)
- e. Details of authorised contact person in Container Carrier's Visakhapatnam Branch Office - Name:
Designation : Tel :
e-mail ID:
- f. World-wide total number of 20' dry containers directly owned by the container carrier at present?
- g. Monthly Average number of 20' dry containers handled by your Visakhapatnam Branch office for "shipping of own containers" operation ex-Visakhapatnam port for the last one year :
- h. Whether you operate container ships/vessels ? ☐ YES ☐ NO. If yes, please complete following point (i) or (ii) or both if applicable (if only one point is applicable, strike out the one which is not applicable)
i) How many mother container vessels are operated by you at present in ocean main line ex-Singapore and ex-Colombo? :-
ex-Singapore numbers ex-Colombo numbers
ii) How many feeder container vessels are presently operated by you between – Visakhapatnam and Singapore ?
..... numbers Visakhapatnam and Colombo ?
..... N
umbers
- i. Please duly fill-up details of your counter-part branch office/direct authorised container freight agency in Singapore -
Address:
..... Tel nos. :
Fax : PIC: e-mail :
- j. Please duly fill-up details of your counter-part branch office/direct authorised container freight agency in Colombo–
Address
Tel nos. : Fax: PIC: e-mail:

Name of Bidder's Authorised Signatory

Signature of Bidder's Authorised Signatory with Seal

Section-III .

- k. Please declare your Computer Code allotted by VPT/VCTPL and Deposit A/c no. maintained by you with VPT/VCTPL along



with PCS code if any

Computer Code

Deposit Account

- l. Please submit – (i) copy of your latest Form-13 Order and (ii) copy of Export Container Bill issued to you by Visakhapatnam Dock System (Finance Division) of VPT/VCTPL.
- m. Please submit blank “Original” Bill of Lading to be issued by you as Container Carrier for the service offered
- n. Please indicate sectors/destinations to be operated by you as container carrier for service offered :
- o. Please submit the letter issued by your head office certifying/authenticating the existence/ establishment of your Visakhapatnam Branch Office
- p. Please submit photograph / brochure which displayed the picture of the container owned by you as Container Carrier and offered for execution of the service required in the tender.

q. How will the BL under the service offered by you be prepared/generated ? *(please tick-mark)*

☐ Manually

☐ Through system net-work

If through a system net-work, please tick-mark any of the following whichever is applicable to you.

☐ **Process, operation, control, etc of system net-work for generation of BL will be done in Visakhapatnam**

☐ **Process, operation and control of system net-work for generation of BL will be done outside Visakhapatnam, in** *(fill the name of a place outside Visakhapatnam)*

r. **Information on Digital Signature Certificate (DSC):**

- i) Do you have DSC for e-Procurement purpose ? Yes / No
- ii) If yes, then have you enrolled such user DSC in Govt. e-Procurement System? Yes / No
- iii) If yes, then please provide the Name & Login ID of the person/user to whom DSC has been issued ____
- iv) Also, please submit copy / print-out of user DSC enrolment in Govt. e-Procurement System
- v) Have you ever participated in e-tenders of any parties through above DSC ? Yes / No
- vi) If Yes, please mention the names of such parties

s. **General / Other Information:**

From the following, please declare by tick-marking one service you intended to offer to NALCO:

☐ SOC (Shipping of own containers)

☐ COC (Carrying of own containers)

☐

Freight Forwarding

☐ Any other (please specify)

☐ (Data/Information/documents sought for under all above queries/questionnaires/points of section-III should be duly filled-up/responded /submitted or else the bid shall be liable to be summarily rejected)

Name of Bidder's Authorised Signatory	Signature of Bidder's Authorised Signatory with Seal of the Bidder

SECTION – IV



**Data/Information to be furnished by
Bidder who is the authorized agency of Container Carrier in Visakhapatnam**

This section is applicable to bidder whose status is tick-marked against point- II C of section –I .
This section consisted of 19 queries (serial-a to serial- s)

- a. Name of the Ocean Freight Container Carrier (i.e your principal):.....
- b. Details of Head Office of your principal –
Address:
.....
Tel Nos: Fax no: Website
- c. Details of authorised person-in-charge (PIC) in the above Head Office of your principal Name:
Designation : Tel :
e-mail ID:
- d. Name (with Visakhapatnam address) and other details of the authorized agency who represented in Visakhapatnam on behalf of the above principal :
Name of Agency
Address in Visakhapatnam : Tel Nos:
Fax no: e-mail ID :
Name of authorised PIC :
Designation : Tel :
Service Tax Regn. No. Permanent Account Number (PAN)
- e. Where is the head office of authorised agency (at d. above) located ? (please tick-mark) : ☐ In Visakhapatnam ☐
Outside Visakhapatnam
If outside Visakhapatnam, please provide the following details:
Address of Agency's HO:
Tel Nos: Fax no:
e-mail ID : Website :
Name of authorised PIC :
Designation of PIC : Tel :
- f. World-wide total number of 20' dry containers directly owned by your principal-the container carrier- at present ?
- g. Monthly Average number of 20' dry containers handled by you on behalf of your above container carrier principal for "shipping of own container" operation ex-Visakhapatnam port for the last one year
:
- h. Whether your principal operate container ships/vessels ? ☐ YES ☐ NO. If yes, please complete following point (i) or (ii) or both if applicable (if only one point is applicable, strike out the one which is not applicable)
- a) How many mother container vessels are operated by you at present in ocean main line ex-Singapore and ex-Colombo? :-
ex-Singapore..... numbers
ex-Colombo numbers
- b) How many feeder container vessels are presently operated by you between -
Visakhapatnam and Singapore ? numbers
Visakhapatnam and Colombo ? numbers
- Name of Bidder's Authorised Signatory Signature of Bidder's Authorised Signatory with Seal
- i. Please duly fill-up details of your counter-part authorized agency/ principal's office in Singapore -

. Section-IV .



Address:.....

Tel no. : Fax : PIC:

e-mail :

- j. Please duly fill-up details of your counter-part authorised agency/ principal's office

inColombo –

Address:.....

..... Tel no. :

..... Fax : PIC: e-mail :

- k. Please declare below your Computer Code allotted by VPT/VCTPL and Deposit A/c no. maintained by you with VPT/VCTPL along with PCS code if any?

Computer Code

Deposit Account

- l. Please submit – (i) copy of your latest Form-13 Order and (ii) copy of Export Container Bill issued to you by Visakhapatnam Dock System (Finance Division) of VPT/VCTPL.

- m. Please submit blank “Original” Bill of Lading to be issued by you as agent on behalf of your above Container Carrier principal

- n. Please indicate sectors/destinations to be operated by your container carrier principal for service offered :

- o. Please submit the valid agreement between you and the container carrier principal or submit a letter of certification issued by your container carrier principal as a proof to establish yours being the authorised agency in Visakhapatnam on behalf of the above container carrier principal.

- p. Please submit photograph / brochure which displayed the picture of the container owned by your Container Carrier principal and offered for execution of the service required in the tender.

- q. How will the BL under the service offered by you be prepared/generated ? (please tick-mark)

☐ Manually

☐ Through system net-work

If through a system net-work, please tick-mark any of the following whichever is applicable to you.

☐ Process, operation, control, etc of system net-work for generation of BL will be done in Visakhapatnam

☐ Process, operation and control of system net-work for generation of BL will be done outside Visakhapatnam, in (fill the name of a place outside Visakhapatnam)

Name of Bidder's Authorised Signatory

Signature of Bidder's Authorised Signatory with Seal

Section-IV .

- r. Information on Digital Signature Certificate (DSC):

i) Do you have DSC for e-Procurement purpose ? Yes / No

ii) If yes, then have you enrolled such user DSC in Govt. e-Procurement System ? Yes / No

iii) If yes, then please provide the Name & Login ID of the person/user to whom DSC has been issued ____



- iv) Also, please submit copy / print-out of user DSC enrolment in Govt. e-Procurement System
v) Have you ever participated in e-tenders of any parties through above DSC ? Yes / No
vi) If Yes, please mention the names of such parties

S. General /Other Information:

From the following, please declare by tick-marking one service you intended to offer to NALCO:

☐ SOC (Shipping of own containers)

☐ COC (Carrying of own containers)

☐ Freight Forwarding

☐ Any other (please specify)

☛ (Data/Information/documents sought for under all above queries/questionnaires/points of section-IV should be duly filled-up/responded /submitted or else the bid shall be liable to be summarily rejected)

Name of Bidder's Authorised Signatory	Signature of Bidder's Authorised Signatory with Seal of the Bidder



National Aluminium Company Limited

(A Government of India Enterprise)

Port Facilities, Port Area, Opposite to Ore Handling Complex

Tel # 0891-27210, PIN-530001 Website : www.nalcoindia.com

Nalco's Detailed Terms & Conditions For Sea Export Shipments ex-Visakhapatnam To Different Overseas Destinations.

1. The details on Destination, Quantity, Month of Shipment, etc regarding NALCO export shipments ex-Visakhapatnam to different overseas destinations shall be indicated in the ocean freight spot tenders through e-tendering under Govt. e-Procurement System to be issued from time to time to parties registered in the panel. The offer against ocean freight spot e-tenders has to be quoted only through e-tendering process under the Govt. e-Procurement System/GeM portal or as per the system adopted by NALCO as given in the sample bidding sheet format. NALCO reserves the right to float the subject tender in any other portal other than Govt.e-Procurement portal in future such as own portal/GeM portal or any other portal/mode as per the discretion of NALCO and it's the sole responsibility of the bidder to get themselves registered in the same and participate in the bidding process. NALCO's decision to adopt any mode/portal of tendering should not be made a subject matter for future litigation.

2. Special Terms & Conditions :

- I. Export stuffing of containers shall be at the Nalco's authorized nominated CFS or Stuffing Yard or Customs area or at any other designated places in Visakhapatnam/nearby ports. The Container Identification Number (CIN) of containers to be used for Nalco's export shipments shall be only those containers which have already been declared/filed with the concerned authorities under the Customs Act 1962 and each CIN has to be unique and structured as per the BIC (The Bureau International des Containers). Any delays of Nalco's shipments, disputes or penal actions by Customs/other authorities against a contractor due to duplication/false declaration of CIN, the contractor shall be responsible to make good of all the losses arising out therefrom and in this regard Nalco at its discretion can blacklist a contractor or withdraw the registration granted to a contractor for a balance period of empanelment without assigning any reasons.
- II. The empty containers shall have to be delivered by you as per Nalco's terms, conditions and advice, at the Nalco's authorized nominated CFS or at any designated places in Visakhapatnam. Empty containers allocated by you shall not be damaged and have to be in clean, dry and seaworthy condition. Any claim on account of washing charges, dirty containers or damaged containers (old damages) shall be passed on to you. CBC (Critical Bunker Charges), Peak Time Congestion Charges of discharge ports should be taken care by the carrier and in no case should be charged to the consignee. Similarly, Emergency Bunker Surcharges, Standard Bunker Factor, Emergency Risk Surcharge, Security Surcharge, Agency Charges, etc. should be taken care by the Carrier and the same should not be charged to the consignee. Empty containers are expected to be returned to the yard specified in the container ocean freight tender. There should be no additional cost to the consignee or shipper for returning the empty containers to the specified yard. If there is an emergency or unforeseen circumstance that necessitates the return of empty containers to a location other than the specified yard, any additional costs incurred by the consignee will be the responsibility of the liner (shipping company).
- III. The empty containers shall have to be handed over to NALCO's C&F agent and/or CHA, who will pick up the same from any CFS/VCTPL within Visakhapatnam City limits. Detailed location of each containers has to be shared with the above mentioned agents within Six hours of allocation of invoices to the liners. In case of inability of C&F agent and/or CHA to retrieve and transport empty containers from other locations to the designated CFS chosen by the C&F agent and/or CHA or Manager In charge of NALCO, Liner has to take the responsibility to execute the said task keeping well informing the Manager In Charge of NALCO and charge the C&F agent and/or CHA on actual basis. NALCO's C&F agent and/or CHA will do stuffing of containers. NALCO's C&F agent and/or CHA will deliver the laden containers at VCTPL. All necessary documentation with port, customs, VCTPL and any other agency or authorities in respect of containers, are to be made ready by the Liner.
- IV. All further operation after delivery of laden at the terminal and lifting off the sealed containers at the terminal shall be done by the liner.
- V. You are requested to quote only in BOQ format received through CPP Portal/GeM Portal or any other means adopted or declared by NALCO. Floating will be done in e-procurement Portal/GeM Portal/ Any other means adopted and declared by NALCO and quote should be in response to the inquiry floated in e-procurement portal. The bidder should have Digital Signature Certificate (DSC) to access the portal, download the BOQ and quote.
- VI. Bidders are requested to quote their best prices considering the fact that price negotiation at Nalco's discretion may be held with the lowest bidder on date and time to be fixed by Nalco in which such bidder should not fail to come for the negotiation on the appointed date & time otherwise the offer shall be liable to be rejected. The carrier/contractor must **allow 14 (fourteen) days Container Detention Free Time at all destination ports or as declared in the NIT floated for bidding against Ocean Freight contracts. For such free time, indication in the Bill of Lading has to be made.**



- VII. The validity of your offer of freight under each tender shall be up to the last date of shipment mentioned in the particular tender or any date mutually agreed to.
- VIII. NALCO reserves the right to cancel the tender or to cancel a shipment or to reduce/increase the approximate shipment quantity thereby reducing/increasing the above quantity of TEUs without assigning any reason thereof.
- IX. Liners are requested to confirm the availability of the required nos. of the containers and also sailing schedule of vessel for shipment, as required above, failing which the offer shall be liable to be rejected. Liner should be in a position to supply the required numbers of containers in seaworthy conditions for inspection by NALCO's surveyors. The authority to decide whether containers are suitable for shipment lies with NALCO or a surveyor appointed by NALCO. You are to get the empty containers inspected at your cost for damages/dents etc., before offering for stuffing and a copy of the inspection report may please be provided to us along with the B/Ls. No charges in respect of any pre-existing damage/dent should be claimed from consignee at the destination port. If any such charges is claimed, the same is recoverable from the liner.
- X. Exchange Rate : After receipt of Bill of Lading(B/L) by NALCO & submission of invoice by the liner, the payment of freight shall be processed and made on the basis of exchange rate prevailing as on the date of Bill of lading. The exchange rate declared by Reserve Bank of India (RBI reference rate) on day today basis on all days except Saturday and Sunday and bank holidays. If the B/L date happens to be Saturday or Sunday or on any bank holidays, the previous bank working day rate shall be taken for freight payment.
- XI. After receipt of BL by Nalco, payment shall be made to the contractor electronically. For availing e-payment facility, you are requested to submit the duly filled bank mandate form in duplicate with due authentication from your banker.

- i) NALCO, being Buyer (under Section 194Q inserted in the Income Tax Act, 1961 vide Finance Act 2021) having total sales, gross receipts, or turnover from business above Rupees Ten Crores during the last Financial Year, will deduct TDS under Section 194Q, w.e.f. 01.07.2021, at the prescribed rate of 0.1% on the purchase value of any goods, aggregate of which is exceeding the threshold limit of Rs.50 Lakhs in a Financial year.

Accordingly, Vendors/Sellers are not to collect tax at source under section 206C (1H) of the Act w.e.f. 01.07.2021, in case provisions of section are applicable to them.

The above is as per the current statute and is subject to modification(s) based on amendments/ notifications under Income Tax Act, 1961, from time to time.

- ii) For Other Contracts / Orders
Income Tax TDS, as applicable at the prevailing rate on the gross amount billed shall be deducted from the contractor's bills.
- iii) Vendor/Party categorized/designated as "specified person" under Section 206AB of Income Tax Act, 1961 shall be liable for TDS at higher rate as provided under the said section, by NALCO. So, Vendors/Contractors are advised to submit self-certified copies of Income Tax return (ITR) for each of the Two Previous Years for which due date for filing of ITR has expired, along with the Invoice/Bill so as to facilitate NALCO, verify the applicability of Section 206AB.

- XII. Brokerage, if any, payable to Nalco shall be adjusted against your freight bill and then payment will be released to you.
- XIII. Only those Container Carriers offering ocean freight container service who possess & operate their own containers and execute "shipping or carrying of own containers" freight service ex- Visakhapatnam port or those authorised agencies representing on behalf of their container carrier- principal ex-Visakhapatnam for the said service with the said requirements are eligible to participate in the bid. In the event a party registered in the panel ceased to be the agent for their principal as declared under this tender, intimation of the same has to be sent to Nalco on the same day. It may please be noted that Freight Forwarder BL/ House BL are not acceptable. Failure on your part to comply with in this regard shall disqualify your bid. In case you are an agent representing your principal, ocean liner BL shall be issued by you as agent of your principal. You shall be fully responsible for any failures committed by you or your principal to carry out the contract and make good at your risk and cost only, the losses if any to Nalco for such failures at the port of loading/destination/any place/etc. . It's the sole responsibility of the Liner to strictly & lawfully comply all the terms and conditions; however during exigency to meet NALCO's requirement, other type of shipping documents & procedures may be accepted. The bidder or the party awarded the contract is solely accountable for ensuring the safe and secure delivery of the cargo to the designated consignee. The term "entire responsibility"



implies that all aspects of the delivery process, including handling, transportation, and any necessary documentation including security of the cargo and demurrage and detention beyond free time are the responsibility of the bidder. The bidder has the obligation to pay full value of the lost cargo as determined by NALCO including penalty for any partial/complete loss of cargo during transit.

- XIV. Bills of Lading whether on-line generated or otherwise must contain entries, notations, etc which are required as per export documents of the shipper. The "Shipped On Board" or any similar notations have to be duly signed and stamped. Also any signatures in a BL have to be stamped
- XV. Should there be any requirement of amendment / correction / deletion / addition, etc in BL after it has been issued, you shall have to arrange a letter certifying and authorizing such amendment/correction/deletion/addition, etc without any financial implication. No BL Surrender charge to be collected from the consignee/shipper.
- XVI. The shipments must be effected within the month of shipment (to be indicated in the freight tenders). The bidder shall therefore offer vessels which are having voyage within the particular month of shipment and ensure that the cargo is loaded "On Board The Vessel" on or before the Last Date of Shipment stipulated in the tenders for which Bill of Lading with 'on board' date, BL issue date, etc given within the particular month of shipment must be issued accordingly.
- In case the voyage from the load port to the discharge port is not by a single vessel, the bidder shall intimate the details of the vessel making the final voyage to the discharge port and its expected time of arrival.
- XVII. All statutory taxes, Levies, etc payable by the bidder shall be adjusted/deducted at source from the party's bill.
- XVIII. Bids with offer of lot size not in accordance with the lot size required in the tender shall not be acceptable and such bids shall be liable to rejection.
- XIX. Weight restrictions at destinations, if any, should be observed by the Line and boxes should be provided accordingly. NALCO will not be held responsible for excess loading.
- XX. The agent must ensure that the vessel operator file the EGM positively within 7 (seven) days from the "On board the vessel" date and such filing should be proper, correct & without any discrepancies. Besides above, Post-Shipment Customs Check List must be submitted to NALCO within 7 (seven) days from the EGM Filing date. In the event of failure on the part of agent to ensure filing of EGM by vessel operator and furnishing of post shipments documents as stipulated above causing delay in getting export benefits by the shipper, penalty as deemed fit shall be imposed on the agent.
- XXI. **Cautionary Instructions:** You must ensure that for all Nalco's shipments under this registration/contract, the vessels and ships engaged for any transactions as well as owner thereof, the origin of vessel/ship, origin of owner of vessel/ship do not belong to USOFAC (US Office of Foreign Assets Control) prohibited/blocked countries particularly to Iran, Myanmar, Sudan, Cuba and North Korea & in future any other countries as declared by USOFAC. Also, your transactions in Dollars should not involve person, entity, Government, etc of the above named countries. Any breach in this regard shall render your registration cancelled.
- XXII. Your violations to or deviations from Nalco's Terms & Conditions, Nalco's freight tenders, etc as well as your deviations from your offers shall render the registration granted to you for a balance term period of empanelment cancelled.

In the event you are registered in the panel of NALCO, Visakhapatnam, Port Facility you shall be eligible to receive ocean freight spot tenders and to send your offer & quote your rates through e- Tendering process of Govt. e-Procure System under Central Public Procurement Portal, Govt. of India/GeM Portal/or any other system adopted by NALCO.

Name of Bidder's Authorised Signatory

Signature of Bidder's Authorised Signatory with Seal



Pre-Qualification Criteria (PQC) for Liner Registration

1. Bidder must be a Main Line Operator (MLO) or Non-Vessel Owning Common Carrier (NVOCC) or their accredited agencies. Freight-Forwarders are not eligible for participating in the tender.
2. Bidder must have minimum experience of 2 years in similar type of job from any Indian port. (Similar work shall mean supply of 20' & 40' containers for carriage of dry cargo to overseas destinations.)
3. Bidders (in case of agents) must have a valid agency agreement with a Main Line Operator (MLO) or Non-Vessel owning Common Carrier (NVOCC) and must be authorized by their principals to quote, negotiate ocean freight rates, provide sea-worthy containers, issue & amend Bills of Lading and other shipping documents and to collect freight on behalf of their principals.
4. Bidder must be registered or have permission from Customs, Visakhapatnam for operating container services from Visakhapatnam Port.
5. The bidder or its principal or its agent which is engaged in any transactions involving the country of origin of vessel/ship or country of origin of owner of vessel/ship that are prohibited by USOFAC (US office of Foreign Assets Control) are not eligible for bidding in the present tender. The countries, in particular, being prohibited/blocked by USOFAC are Iran, Myanmar, Sudan, Cuba and North Korea. Also any party whose transactions involve persons, entities, Governments etc. of one or more of the aforementioned countries shall not be eligible to bid for this empanelment.
6. Bidders should have a Digital Signature Certificate (DSC) acquired from a licensed Certifying Authority and ensure that such DSC has been duly enrolled in Govt. of India e-procurement Portal.
7. The bidder has to submit the copies of audited Financial statements/P&L of the last three Financial Years. The Net-worth of the bidder during the last financial year should be positive. Bidder has to submit solvency certificate from their bank.
8. The bidder should have a local office & a local representative in Visakhapatnam for smooth operation.
9. NVOCC/ NVOCC agents has to submit Steamer Agency License document issued by Office of the Principal Commissioner of Customs, Visakhapatnam/ Documents pertaining to Registration under Sea Cargo Manifest and Transshipment Regulations & Acceptance & Registration of Continuity Bond document from Office of the Commissioner of Customs, Customs House, Visakhapatnam/Any documents in lieu of the above serving the same purpose in case any of the above mentioned documents are discontinued by Office of the Principal Commissioner of Customs or Government of India. (Certificates either in Bidder's name/Principal' name)
10. Bidder has to submit the proof of Port Deposit Account with VCTPL maintained in bidder's name/Principal' name.



Annexure to Pre-Qualification Criteria (PQC)

Check List for Submission of Documents

Sl.No.	Document	Remarks
PQC-1	MTO Registration document issued in the Bidder's name/Principal's Name	
	Latest Form-13 Copy (Max.1 Year old) pertaining to Visakhapatnam either in the name of the Agent/Principal.	
	Undertaking from the bidder that they have not applied for enlistment under more than one name/entity. If they have applied for enlistment under more than one name/entity, justification should be given to that effect	
	Photographs of the containers owned by the bidder or their principal.	
	Self declaration by the Bidder/Principal on their letter head confirming their status as an MLO/NVOCC, in case they are an agent to NVOCC/MLO, same letter has to be obtained from their principal.	
	Documents of the bidder pertaining to AOA, CIN No., PAN No., GST No.(Local).	
PQC-2	B/L Copy of Latest two Financial Years.(Principal/Agent)	
PQC-3	In case the bidder is an agent of MLO/NVOCC, bidder has to submit Valid Agency Agreement with MLO/NVOCC. The Agency Agreement has to be with the Local office at Visakhapatnam with the Principal.	
	The undertaking from the principal of the bidder, when the bidder is an agent of a Multimodal Transport Operator (MLO) or Non-Vessel Operating Common Carrier (NVOCC), outlines the responsibilities and commitments of the Local agent in the context of quoting, negotiating, and managing ocean freight services with NALCO (National Aluminium Company Limited). Here's an overview of the key components typically included in such an undertaking: Provide containers, Issue or amend bills of lading, Surrender of bills of lading and preparation of other shipping documents. To Collect freight on behalf of principal.	
PQC-4	Bidder/Principal has to submit documents pertaining to Acceptance and Registration of Continuity Bond issued by Office of the Commissioner of Customs, Customs House Visakhapatnam to the local office of the bidder.	
PQC-5	Self declaration by the Principal on their letter head stating their non-association with countries prohibited by the US Office of the Foreign Assets Control (USOFAC).	
PQC-7	The bidder is required to submit financial statements for the last three financial years.	
	Bidder has to submit Solvency Certificate from their bank on banker's Letter head.	
PQC-8	The bidder is required to submit details of their local representative in Visakhapatnam. Documents in support of Local office address i.e(Electricity bill, Rental Agreement etc.)	
PQC-9	The bidder/Principal has to submit Steamer Agency License document issued by Office of the Principal Commissioner of Customs, Visakhapatnam/ Documents pertaining to Registration under Sea Cargo Manifest and Transshipment Regulations and Acceptance & Registration of Continuity Bond document from Office of the Commissioner of Customs, Customs House, Visakhapatnam/Any documents in lieu of the above serving the same purpose in case any of the above mentioned documents are discontinued by Office of the Principal Commissioner of Customs or Government of India.	