

**The State Trading Corporation of India Limited
JawaharVyaparBhawan
Tolstoy Marg
New Delhi-110 001**

(TELEPHONE NO. +91-11-23313177)

BRANCH OFFICE

**The State Trading Corporation of India Ltd
“STC TRADE CENTRE”
7/A NANDINI LAYOUT,
BANGALORE-560 096
KARNATAKA**

Telephone No: 080-23198801/02/10

**NOTICENO.STC/FER/EMP/2016-17/01
DTD: 17.01.2017**

**Notice for Empanelment of Agents/ Distribution Agencies for
undertaking the work for the Distribution of the Fertilizer.**

Website: www.stclimited.co.in

NOTICE NO.STC/FER/EMP/2016-17/01

Notice for Empanelment of Agents/Distribution Agencies for undertaking the Work for the Distribution of Fertilizer.

THE STATE TRADING CORPORATION OF INDIA LTD. (STC), incorporated under the Companies Act, 1956 having its registered office at JawaharVyaparBhawan, Tolstoy Marg, New Delhi – 110 001, having its Branch Office at “STC Trade Centre”, 6th Floor, 7/A Nandini Layout Bangalore-560 096 is a Government of India Enterprise under the administrative control of Ministry of Commerce & Industry, Department of Commerce. STC is a premier international trading organization of India with experience of handling international and domestic business for over six decades and has been handling domestic import and export of various kinds of products and commodities.

STC has a strong nation-wide presence with offices covering most of the major port towns in India with deployment of highly skilled and experienced manpower across the country to provide quick and quality services to its clientele. During the year 2015-16, STC has achieved a turnover of approx. Rs.10,480 Crore

For the Regions of Karnataka, STC hereby invites Expression of Interest (EOI) from prospective service providers/agencies to undertake the work of the distribution of Fertilizers to Tobacco Growers in and around the region of Mysore District in Karnataka.

A. Scope of Work:

1. Agency/Distribution Agency has to undertake the distribution of the Fertilizers to Tobacco Growers registered with Tobacco Board of India. This includes receipt, monitoring, taking custody of the Fertilizers on receipt of the cargo till distribution of same is made to Tobacco Growers as per the indents of Auction Superintendents showing the quantity to be delivered to each grower. The balance stock to be handed over back to M/s Tobacco Board.
2. The distribution of the fertilizer will take place from Auction Platforms (APFS) situated in the districts of Mysore, Periyapatna, Shivmoga or any other designated location. Usually the distribution will take place from the following platforms.
 - **H D Kote**
 - **Chilkunda**
 - **Hunsur**
 - **Periyapatna**
 - **Kamlapura**
 - **Ramanathapura**
 - **Shivmoga**

The quantity for the fertilizers to be distributed from the above stated platform is likely to be in the range of 20,000-45,000 MTS in total.

***The total no of Auction Platforms & Fertilizer Quantity for Distribution is subject to change i.e it might increase or reduce depending on the finalization of the requirement of fertilizers.**

3. Unloading of Fertilizers.
 - i. Unloading of the Fertilizers at Auction Platforms (APFS) to be undertaken by the Agent by engaging the required no of Mutta workers meeting the cost. The team of Mutta workers shall consist of minimum of 20 workers at each Auction Platforms (APFS) . The Agency will be solely responsible for payment of wages to Mutta Labour, for timely unloading / loading of fertilizers and other related tasks.
 - ii. Additional workers have to be engaged wherever/whenever required to unload all the Trucks that will come from the Ex-warehouse of supplying companies on the same day to avoid over night halt of the trucks.
 - iii. Agent shall also organize unloading and loading of Fertilizers at Auction Platforms during holidays if necessary and ensure no complaints from the suppliers about delay in unloading of Fertilizer stocks from trucks or delay in loading of fertilizer bags into farmers' trucks.
4. Agent shall complete the licensing formalities for all platforms of Tobacco Board on behalf of STC (i.e. Agriculture Department, Commercial Tax Department, Service Tax and other related departments.)
5. Agent shall liaise with the concerned authorities of the Dept of Agriculture for drawing of samples from the Fertilizers stocked in warehouse of the Board and obtain the test results of such samples.
6. **Warehousing of the Fertilizers.**
 - i. The godowns at all the Auction Platforms of M/s Tobacco Board, will be available free of rent.
 - ii. The required quantity of paddy Husk must be spread on the floor of the Warehouse to avoid the Fertilizer Bags becoming wet due to moisture on the Floor.
 - iii. Fertilizer bags shall be stacked in the warehouse separately and the stack height should be as per the normal standards.
 - iv. Agent shall ensure that the Fertilizer bags are unloaded carefully from the Trucks at the Auction Platforms without causing any hole or damage to the Fertilizer bags.

- v. Agent shall ensure utmost care to avoid unloading of any spurious Fertilizers from the trucks arriving Auction Platforms.
 - vi. It is the responsibility of the Agent to receive the Fertilizers (in bags) in MTs sent through lorries and if any excess (bags) or shortage to be mentioned on the lorry receipt and also if the bags are torn and the quantity is found to be less it is to be brought to the notice of STC and such bags are not to be taken into A/c and the same may be mentioned in the lorry receipt and returned to the supplying companies.
 - vii. Any maintenance to be carried out at the Warehouse godown need to be informed to M/s Tobacco Board to avoid any damages due to rain, wind, storm etc.
 - viii. Tarpaulin Cover or plastic sheets need to be arranged for protection of the stocks from rain/rain drips.
7. Agent shall commence the distribution in consultation with the Auction Superintendents once sufficient stocks of all the varieties/grades Fertilizers are accumulated in the Godowns.
8. **Distribution to Growers.**
- i. The Tobacco Board issues a delivery challan to the Registered Tobacco Growers detailing the no. of bags of each grade of Fertilizer to be delivered.
 - ii. All registered growers have Tobacco Growers Passbook (TGPB) issued by the Tobacco Board which serves as an identification of the Growers.
 - iii. The Growers will approach Agent with the cart chit for taking delivery of the recommended fertilizers.
 - iv. Agent shall take signature as acknowledgement on the cart chit from the concerned grower at the time of delivery of Fertilizers.
9. Agent shall handover the second copy of the cart chit along with list of growers (to whom the Fertilizers were delivered in the previous day) to the office of the Auction Superintendent with proper acknowledgement before commencement of the distribution of fertilizer for the day. The Auction Superintendent will utilize the same for preparing loan master in future. Hence necessary precautions should to be taken and list of Tobacco growers/ cart chits prepared without correction to avoid accounting problem.
10. The Tobacco Board will issue Delivery Challan (Delivery Challan Showing how much Quantity of Fertilizers is eligible by a Farmer) to Tobacco grower, the Delivery Challan will be shown to Computer operator appointed by Agent at Computer Centre of Tobacco Board. The Computer operator will raise cart chit in duplicate. One copy of cart chit is signed by the farmer and will be retained by Agent as acknowledgement and the second copy of cart chit will be submitted by the farmer to the Agent's representative along with

the Delivery challan for taking the delivery of fertilizer. Once the farmer handover the cart chit and delivery challan to the Agents representative present at the auction platform, the quantity mentioned in the cart chit will be delivered to the farmer and the Agents representative will put the seal on the delivery challans as 'Quantity Delivered'. The computer centre will take out the list (on daily basis) to know about how many cart chits are raised in a day.

11. Delivery Challan, Registers & Records.

Delivery challan is given by Tobacco Board to the tobacco growers for issue of Fertilizers and must mention the following points.

- i. Name of the platform, Auction Platforms (APFS) No.
 - ii. Name of the Grower, Father's Name, Village, TBGR No, date, Name of the Fertilizer, No of Bags, Rate per bag including VAT, amount of each fertilizer and total amount of the grower including miscellaneous expenditure.
 - iii. Agent shall maintain all relevant records and enter the particulars of Receipt of Fertilizers date wise and truck wise, time of arrival of lorry of Auction Platforms (APFS), stock of various Fertilizers in the godown, and particulars of Fertilizer wise deliveries to growers on each day.
 - iv. The Agent shall submit a list of growers village wise detailing the particulars (no of Bags) fertilizers delivered to each grower at weekly intervals to the Auction Superintendent of the Auction Platforms (APFS) to enable him to monitor the supplies and distribution besides entering the particulars in the records and computers of the Board.
12. Cost of paddy husk and saw dust for spreading on the floor of the warehouses for stocking the fertilizers has to be borne by the agency.
13. Agent should position the manpower in time for undertake the distribution of Fertilizers to the tobacco growers of Karnataka as per the instructions of M/s Tobacco Board/STC.
14. Arrangement of Mutta labour for unloading of Fertilizers from the trucks received from the Fertilizer companies, stacking in the warehouses of auction floors and loading of fertilizer bags to the farmers cart/truck/lorries shall be the responsibility of distribution agency.
15. Security shall be positioned by Agent for the security of the stocks stored at various platforms.

16. Agent should inform STC through daily report regarding receipt and distributed quantity on day to day basis.
17. Any taxes applicable on account of Agent need to be paid by them. All statutory requirements are to be fulfilled by the Agent in time.
18. Agent has to maintain FMS (Fertilizer Monitory System) regularly towards the monitory of the Fertilizer Stocks at various platform.
19. The quality of the Fertilizer shall be strictly as per the specifications of the Fertilizer Control Order, subject to the analysis of Department of Agriculture, and in case the analysis reports are not in conformity with the specifications envisaged in the Fertilizer control Order and Ministry of Agriculture, Govt of India, the stocks supplied shall be taken back by the suppliers at the own cost. The weight of contents of the Fertilizer bags and the ingredients thereof shall be guaranteed by the supplier subject to permissible variations as per Fertilizer control orders. Hence Agent shall take care of these matters at the time of receiving the fertilizers from the suppliers.
20. The Agent shall monitor the stocks till the entire stocks are distributed to tobacco growing farmers and the balance stock if left over should be handed over back to M/s Tobacco Board.
21. The Agent shall monitor the receipt and distribution of Fertilizers to the growers.
22. The Agent shall receive the Fertilizers from supplying companies nominated by Tobacco Board and position required number of officers and staff at each auction platform for taking delivery of Fertilizers, supervising and stocking and distribution to the growers as per the indents furnished by the Auction Superintendents showing the quantity to be delivered to each grower.
23. Agent shall ensure the supply of all Fertilizers by the suppliers in 50 Kg sealed bags comply with packing and marking requirements as per the clause 21 of the Fertilizer Control Order, 1985 for supply to tobacco growers as it is.
24. Agent shall ensure the supply of all Fertilizers by the suppliers as per the quality specifications of the Fertilizers specified by the Board.
25. At time of receipt of Fertilizers from the lorries torn bags are to be sent back to supplying companies and need to be replaced.

26. Control Over the Fertilizers.

Agent is the custodian of the Fertilizer during the entire operation i.e from receipt of Fertilizer, storage and distribution to Tobacco growers and shall ensure the safe custody of Fertilizer. STC shall not be responsible for any pilferages, shortages and damage of the fertilizers either in the transit or in the warehouse and agent will be solely responsible.

The Agent shall meet the cost of the fertilizers bags short delivery by the suppliers (in case the supplier does not agree to make good the shortages), or lost in transit or in godown or delivered extra to growers by mistake, if any.

27. License with Dept of Agriculture.

The Agent shall take required licenses from the Department of Agriculture on behalf of STC for stocking & Distribution of Fertilizers to growers at the Tobacco board's warehouses.

28. The required quantity of stationary and necessary provisional items need to be procured by the Agent at its own cost.

29. Arrangements for the transportation/conveyance for the staff and supervisory officers need to be arranged by the Agency.

30. The applicant shall keep STC and its Directors, officers etc indemnified and harmless at all times against any losses, claims, liabilities, proceedings, damages etc from the STC's Associate buyer/customers/tendering authorities or otherwise arising out of indented transactions or in connection with any of the terms and conditions of this EOI and subsequent agreements, if any.

**(B). Pre-qualification criteria for selection of prospective Agency:
(Documentation to Required).**

- i. The Agency/Distributor must have a prior experience of at least 3 years in the distribution of Fertilizers or any other such commodity. Relevant documents such as work orders, Appointment orders, Distribution orders etc along with certificate of completion of distribution work awarded to agency by any Govt Organization, Govt Undertaking, Cooperative Body, Fertilizer company etc. shall be submitted along with EOI document.
- ii. Performance Guarantee need to be furnished for the value of 10 % of the contact value i.e distribution charges quoted by the Agency for entire Tendered quantity . Thus the Agent should hold the capacity to submit Bank Guarantee for 5-10 Lakhs or should submit DD amounting to Rs 5-10 Lakhs in favor of “**The State Trading Corporation of India Ltd**” payable at Bangalore. No interest is payable by STC for such amount paid through DD.

The BG/DD is collected towards the performance Guarantee towards the execution of the contract.

- iii. Agent Should have valid PAN No, Tin No, CST No, Service Tax Registration No.
- iv. Agent should submit the copies of Income Tax Return filed, P&L A/c & Balance sheet for last three years of the company. The company should have positive net worth for last two years.
- v. Agent shall also submit a self certificate/undertaking issued by the owner/proprietor of the company certifying that they have not been debarred/blacklisted for doing business by Govt. agencies/State agencies/STC as on date. The Agent shall have to submit an UNDERTAKING to this effect at the time of application for prequalification under this EOI as well as while participating in the subsequent Tender. In case of submission of false declaration (found at any stage),such Agent shall be disqualified forthwith.
- vi. A non-refundable fee of Rs. 5,000/- (Rupees Five Thousand Only) towards processing charges, in the form of a demand draft favouring "The State Trading Corporation of India Ltd." payable at Bangalore must be submitted along with the EOI application.
- vii. The prospective Agent shall submit a satisfactory Credit Rating Report not more than six month old from M/s Dun & Bradstreet
 - a. In case the applicant is not having Credit Rating Report from above agency, the applicant may request the STC to obtain credit rating. A separate application requesting STC to obtain credit rating shall be attached in place of Sealed Credit Rating Report for this request. Applicant has to submit necessary charges, which will be intimated after receiving such request.
- viii. Agent may also be asked to furnish additional information/confirmation in connection with verification of the documents submitted by the agency, if deemed necessary.
- ix. STC reserves the right to accept or reject any/all applications and cancel the EOI process at any time, without as signing any reasons thereof.

(C). Submission of Expression of Interest:

- i. Prospective Agent may download Expression of Interest document from our website: www.stc.gov.in, www.eprocure.gov.in or www.tenders.gov.in and can also obtain a copy of same from 1. Shri R.Madhusudan, BM-I/C STC of India Ltd, "STC Trade Centre", 6th Floor, No. 7/A, Nandini Layout, Bangalore - 560096, Karnataka (State),during office hours on any working day till one day prior to the opening of Expression of Interest and shall submit Expression of Interest documents in original down loaded form, duly signed and stamped at each page as token of acceptance of all terms and conditions. Expression of Interest received over Fax/Email or copy of the Expression of Interest shall be summarily rejected.
- ii. The Expression of interest must contain the name, designation and place of business etc. as per the Annexure 1 attached in the EOI document. Entire EOI document and the

Annexures attached to the same shall be duly filled and signed by the Prospective Agent as token of acceptance of all the terms and conditions.

- iii. The President, Secretary or any other person or persons authorized to bind the corporation/company in the matter must sign expression of interests by corporations/companies with the legal name of the Corporations/ Companies.

The Agent should submit the following supporting documents.

- a) The Audited Balance Sheet for the last 3 Years.
- b) Profit & Loss Account & IT returns for last (3 Years).
- c) Company Brochure.
- d) Details of manpower services.
- e) ISO or any other accreditation Certificates (if any).
- f) Income tax Registration certificates indicating PAN/TAN no.
- g) Sales tax registration indicating CST/TIN no (if Applicable), service tax registration certificate.
- h) Bank reference certificate/solvency certificate for contract value i.e (50 lakhs-75 lakhs)
- i) Credit rating report, from D&B or any other credit rating agency.
- j) Each page has to be numbered consecutively and signed with company seal. Index showing documents submitted with page Nos. shall be submitted.
- k) Agent shall ensure compliance of all the government regulations/conventions/policies/guidelines/orders etc in force related to any or all the related activities.
- l) Agency should have Class III - Digital signature in order to undertake the bidding for tender of the Central Procurement Portal (CPP).

(D). Last Date for submission of Expression of Interest:

The last date for submission of the Expression of Interest is 08.02.2017 at 1500 Hrs.

(E). Place for submission of Expression of Interest:

The Expression of Interest should be addressed to the Branch Manager, The STC of India Ltd., STC Trade Centre, 6th Floor, 7/A Nandini Layout, Bangalore – 560 096, along with duly filled in enclosed Annexure-I & requisite enclosures in a sealed envelope should be put in the Box placed at the reception of any one of STC's, Bangalore before the due date and time. These envelopes may also be sent by speed post/courier strictly subject to receipt on or before the closing date and time. The cover

should also be super-scribed with the EOI No. and Date, Item Description and the date of EOI Opening.

(F). General Terms & Conditions:

- i. STC reserves the right to accept or reject any offer of Expression of Interest without assigning any reasons what so ever.
- ii. Final selection of Agency, for each/all of the stated items, from the EOIs received will be done at the discretion of STC and the decision of STC shall be final and binding on all the participating parties.
- iii. The Agent may clearly note that terms and conditions enumerated in this EOI are only illustrative and not exhaustive. The chosen Agent will have to enter into contracts as devised by STC to fully protect STC's overall interests and also the interests of the prospective customers.
- iv. Empanelment of Agent doesn't entail any commitment from STC for contracts with them during validity of the empanelment.
- v. Any further corrigendum/Addendum to the EOI documents will be uploaded by STC only on websites i.e. www.stclimited.co.in, and no press advertisement shall be published for the same.

(G). Late receipt of Expression of Interest:

Any EOI received, in any form, after the due date and time will be rejected.

- (H).** Ownership of EOI Documents and information therein (all Expression of Interest documents) will become the property of STC upon submission. Where the prospective Agent believes that information provided in response to this EOI is, or should be kept confidential; or disclosure of this information would unreasonably affect Supplier's business affairs, notice is to be given at the time of delivery of the information or documents by clearly marking such information 'confidential'. In so far as is practicable STC will give effect to the prospective Supplier stated wishes, and requests for access to such information will be determined under the RTI Act.

(I). No Contractual Obligation:

STC is not bound contractually or in any other way to any prospective Agent to this EOI. STC is not liable for any costs of compensation in relation to the consideration of this Expression of Interest or any Expression of Interest, incurred by

the prospective Supplier to this Expression of Interest whether or not STC terminates, varies, or suspends the Expression of Interest process or takes any other action permitted under this Expression of Interest, including consideration of concepts proposed in future developments.

(J). Short listing of Associate Agency:

Prospective Agent who qualifies as Associate Agent to STC would be individually notified after the evaluation process is complete. The validity of empanelment against this EOI shall be initially for a period two years from the date of acceptance by STC, which may be renewed on the basis of performance of the party, at the sole discretion of STC. Validity of EOIs can however be terminated earlier by STC at its sole discretion.

(K). Disclaimer:

The issue of this document does not in any way commit or otherwise obliges STC to proceed with all or any part of an EOI process. The EOI Request is not the subject of any process contract or any contractual obligations between STC and prospective Agency. STC may, at its absolute discretion, elect to abandon any part or whole of the process without giving prior notice to the prospective Agent.

(L). Selection of Agency:

- i. On scrutiny of the documents and completion of the empanelment process, the final selected agencies will be communicated about the same.
- ii. Limited tender will be floated among the empanelled suppliers for undertaking the distribution work.
- iii. The Quotes for undertaking the work of Distribution of the Fertilizers will be taken from the selected Agencies on basis of distribution Charges/MT.
- iv. The selected agency will be appointed on “Pure Agent” basis where in the Agency has to submit the bills for actual expenses incurred.
- v. The Lowest bidder (L1) will be allocated the work based on the signing the agreements with STC as “Pure Agent”.
- vi. In case the professional charges quoted is higher by the lowest bidder of distribution charges/MT, such bidder is required to match the lowest professional charges quoted by any other bidder.

(M). Award of distribution work

As per the above described procedure the EOIs will be processed and the Agencies/Distribution Agencies for the distribution of fertilizers will be empanelled

with STC. A separate tender will be invited from the empanelled Agencies/Distribution Agencies in subsequent stages for undertaking the fertilizer distribution work. Such tender floated subsequently shall indicate the quantities of fertilizers to be distributed at various platforms/Locations in the districts of Mysore, Shimoga or any other designated location.

The tender will be floated on the www.eprocure.gov.in/eprocure (EPROCUREMENT PORTAL). The bidders will be required to submit the technical documents (technical bid) and financial documents (Price bid) in separate packets. On the evaluation of the technical documents, if all the documents are found as per the requirement, then the financial evaluation will be carried out wherein the price quotations will be compared and the lowest bid will be considered as L1 and the work for distribution of fertilizer will be awarded to bidder.

ANNEXURE-I

PROSPECTIVE AGENCIES EMPANELMENT FORMAT

PARTICULAR DETAILS

(1) Name and address of Agency.		
(2) Year of Establishment		
(3) Name of contact person(s)		
(4) Telephone No(s).		
(5) Fax No(s)		
(6) E-mail id(s)		
(7) Documents Check list		
(a) Company Brochure.	Attached	Non Attached
(b) Profit and loss account/IT Return for last 3 years.	Attached	Non Attached
(c) Audit balance Sheet for last 3 years.	Attached	Non Attached
(d) ISO or any other accreditation certificate.	Attached	Non Attached

(e) Income tax registration certificate PAN/TAN no.	Attached	Non Attached
(f) Vat Registration Certificate (Tin No).	Attached	Non Attached
(g) Solvency certificate/Bank certificate	Attached	Non Attached
(h) Performance Certificates in support.	Attached	Non Attached
(i) Credit rating report.	Attached	Non Attached
(j) Demand draft for INR 5,000/- towards non refundable processing fee	Attached	Non Attached
(8) Signed Copy of EOI as token of Acceptance.	Attached	Not Attached
(9) Has the company been black listed / banned by any Government Undertaking from participating in any tenders.	Yes	No

Certified that the above information is true and we confirm that all information given in the Expression of Interest are correct and if at any point of time the information is found to be incorrect our EOI will be liable for rejection by STC.

Dated:

(Signature)

Name & Designation

Place Company Seal

(ON Agency/ Distribution Agency's LETTER HEAD)

ANNEXURE II

To,
The State Trading Corporation of India Limited,
6th Floor, 7/ANandini Layout
Bangalore -560 096

SUBJECT: UNDERTAKING

DATE_____

Dear Sir,

We, _____(**Name of the Organisation**), hereby confirm and acknowledge that we have not been blacklisted/banned for participation in Tender by Government of India or by any Government Undertaking in India or any other company foror otherwise.

Thanking You

Yours faithfully

Name and Signature of the Authorized Person