



## **The State Trading Corporation of India Ltd**

B 101, Marathon Nextgen Inova, Opp. Peninsula Corporate Park,  
Off. Ganpatrao Kadam Marg, Lower Parel(W), Mumbai- 400013  
Phone : 022 24928245 Fax: 02224902411/24955284

### **EDIBLE OIL DIVISION**

**TENDER NO: STC/MUM/E-OIL/SURVEYOR-01/2011-12; DTD. 15.12.2011**

**Closing of Tender 03.01.2012 at 15.00 IST**

**Opening of the Bid at 15:30 IST on 03.01.2012**

### **SCOPE OF WORK**

**A. RECEIPT OF THE CARGO FROM VESSEL (BERTHED AT 10/11 ID, INDIRA DOCK, MUMBAI PORT) TO STC'S TANKS AT MALLET BUNDER AND CARNAC BUNDER THROUGH UGPL**

- I. Gauging & Draft Survey of the vessel before commencement of discharge.
- II. Make sure that all the tanks of the vessel are sealed and sample is drawn from the sealed tanks.
- III. Sample analysis and making sure that the cargo is as per the specifications mentioned in the shipping documents.
- IV. Make sure that connecting the pipe with the UGPL is properly done and the pit is clean in all aspect for discharge of bulk cargo.
- V. Round the clock monitoring of the discharge of the cargo from vessel.

**B. DELIVERIES OF THE CARGO INTO TANK LORRIES AT STC'S INSTALLATION**

- I. Delivery of E.Oil Ex-Storage tanks to be authorised and supervised as per STC's Delivery Orders. The tank lorries in which deliveries to be effected to be inspected and also certified that they are fit to take the refined E. Oil without any contamination.
- II. Supervising weighment of empty Tank Lorries/ loaded tank lorries to determine the quantity of Oil delivered. Deliveries of the Tank lorries may also be ascertained both in volumetric basis and weighment basis. The tank lorries after deliveries are also to be sealed before they leave the Installation with samples kept for the records. The samples are to be kept for at least three months.
- III. Drawal of samples to be undertaken as would be advised by STC/STC's Installation and Analysis of the same. Report of the

deliveries to be submitted on day to day basis to our office. Opening stock as well as closing stock in the tanks is to be ascertained on day to day basis also. Thus total deliveries ex-tank to be matched with the deliveries effected into individual tank lorry.

- IV. In case the STC's weighbridge is not functional the tank lorries are also to be escorted to Weigh bridge near the installation to the ensure no theft occurs in transit.

#### **C. RECEIPT, PACKING AND DELIVERY OF THE CARGO AT PACKER'S UNIT**

- I. Before receipt of E.Oil in Packer's unit into the storage tanks, the storage tanks are also to be checked up and certified that they are fit to receive the cargo without any element or chances of any contamination. Report of Receipts Ex each tank lorry at the packer's unit is to be supervised and reported to STC.
- II. Total receipt on each day, thus to be informed on day to day basis to STC.
- III. Oils issued in each shift to be processed for packing in poly pouches are also to be supervised giving the reports of total packed oil.
- IV. Supervision of packing to be made properly to ensure pouches are properly filled as per the specifications. The pouches after being filled up to be packed in cardboard cartons/boxes. Total number of pouches packed in each box and stored to be reported to us.
- V. Supervision of deliveries of the packed cargo as per STC's Delivery Orders.
- VI. Drawl of samples, analysing the same and issue of Certificates of quantity/quality to the allottee with further copies to STC also.
- VII. Delivery Challans to be issued by packers to be signed by the Packers, Allottee taking delivery as also Surveyors and one such copy along with report of total delivery on one day and total available in the Packer's plant to be reported on day to day basis.
- VIII. Manpower to be sufficiently deployed for each operation under intimation to us and also in co-ordination with the Packers so that proper supervision is carried out.

The details referred above are indicative only and the surveyor is required to undertake all necessary steps to complete the job as expected out of a Professional surveyor.

### **TENDER PRE-QUALIFICATION / PRE-REQUISITES:**

1. The surveyor should have a minimum past experience of 5 years for handling bulk edible oil cargo.
2. The SURVEYOR should have handled Bulk Edible Oil vessels of at least 40,000 MTs import/ export at Mumbai/ JNPT/ NHAVA SHEVA in a year in recent time. (Not earlier than FY 2008-09. (Documentary evidence to be attached)
3. The SURVEYOR should possess Solvency Certificate from their bankers for at least Rs. 10,00,000/- ( Ten Lakhs ).
4. The surveyor should have valid registration number and valid Dock entry Registration at Mumbai port. (certified copy to be attached).
5. Surveyor should have sufficient manpower to be deployed for packing operation at packing units (situated at Vashi, Navi Mumbai and four in number) under STC's intimation to and also in co-ordination with the Packers so that proper supervision is carried out.
6. The SURVEYOR should have supervised the discharged of bulk cargo vessel of at least 10,000 MTs as a single consignment in recent time. (Not earlier than FY 2008-09). (Documentary evidence to be attached)

### **SUBMISSION OF BIDS**

Only those SURVEYORS who fulfil the above criteria will be eligible for their appointment. Documentary proofs for the above mentioned requirement (like proof of past experience, work order etc. must accompany the tender bid.

The tender document shall be submitted in two parts i.e.

Part-1:- Qualifying/Techno commercial bid and

Part-2:- Price bid in separate sealed envelopes super scribing the respective words in both the envelopes.

**Both the envelopes should be kept in another envelope super-scribing the tender notice number and date. The EMD should be submitted along with the Techno commercial bid.** The Techno commercial bid not accompanied with EMD is liable to be rejected. The EMD will not carry any interest.

**The price bid for only those who qualify in technical bid will be opened.** The opening time and date for the same will be informed by fax/email separately.

The bid complete in all aspects (including each and every page of tender documents duly signed and stamped) and addressed to BM STC Mumbai and accompanied with the earnest money deposit of Rs. 50,000/- in the form of Bank draft/Pay order from any Nationalised bank in favour of "THE STATE TRADING CORPORATION OF INDIA LIMITED." payable at Mumbai should reach the **STC Mumbai office on or before 15:00 IST on 03.01.2012.**

**The rate to be quoted as per Annexure II**

The scope and pre-requisites given above are only illustrative and not exhaustive. The SURVEYOR will be required to perform / carryout all the functions and related work for which tender is floated and no payment of extra charges on that account will be made.

BRANCH MANAGER  
STC MUMBAI  
Place : MUMBAI  
Date : 15<sup>th</sup> Dec 2011

**DETAILS OF THE TENDERER**

**1. CONTACT DETAILS**

Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Email id: \_\_\_\_\_

**2. OTHER INFORMATION**

Income Tax PAN of the Firm/Company: \_\_\_\_\_  
VAT/CST Registration Number \_\_\_\_\_

**DETAILS OF EARNEST MONEY DEPOSIT (EMD):**

Demand Draft / Pay Order No. and Date \_\_\_\_\_  
Name of the Bank & Branch \_\_\_\_\_  
Amount (Rupees) \_\_\_\_\_

We hereby confirm that we have carefully gone through the terms and conditions of the Tender Documents and agree to abide by the same.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Seal of the Firm / Company

PLACE: \_\_\_\_\_

DATE : \_\_\_\_\_

## **ANNEXURE – II ( FOR BULK EDIBLE OIL )**

PRICE BID against Tender No. **STC/MUMBAI/E-OIL/SURVEYOR-01/2010-11**  
**Dated 15.12.2011**

<b>RECEIPT</b>	<u>Rate per MT (inclusive of all)</u>
Entirely through Pipeline	
Partly through pipeline/tank lorry	
Through Pipeline-	
Through Tank lorry	
Inspection charges for tank/pipeline for cleanliness & certification per tank	
<b>DELIVERIES</b>	
Through Tank Lorry :	
a) where weighment is at Installation	
b) Where weighment is outside installation	
<b>SAMPLING &amp; ANALYSIS</b>	RATE PER SAMPLE
<b>PACKING SUPERVISION</b>	To be Quoted per shift
For surveyors posted at Packer's premises	