



Tamil Nadu Newsprint and Papers Limited

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CIN – L22121TN1979PLC007799

TENDER No: 242513002370

24 July 2024

Dear Sir,

Sub: Enlistment of Freight Forwarders for Export of Paper/Board in 20’/40’Containers for the period Oct’2024 to Sep’2025

We, Tamilnadu Newsprint and Papers Limited (TNPL), would like to Enlist Freight Forwarders through EOI in NIC E-Procurement portal, in order to fix Ocean Freight for export of paper/board in 20’/40’ containers for one year from 01.10.2024. In this connection please find enclosed the following:

Annexure-I	E-Tendering Terms and Conditions
Annexure-II	Qualification Factors for Enlistment
Annexure-III	Enlistment Application Form

On enlistment of Freight Forwarders, separate Tender document will be extended to the Enlisted Freight Forwarders through E-Tender in NIC portal and TNPL will fix the contract for every three months through Reverse Auction (e-auction) cum Tender procedure among the enlisted Freight Forwarders. The one time EMD fixed in the subsequent tender should be paid by the Enlisted Freight Forwarder along with their Technical-cum-Commercial Bid against the individual tender.

TNPL will fix ocean freight for the countries like Srilanka through Chennai / Kattupalli / Ennore / Tuticorin / Cochin ports. Tenderers those who are having sufficient containers through-out the year for the above ports may apply for enlistment.

Tenderers are requested to go through the E-Tendering Terms and conditions (Annexure – I) and Qualification Factors (Annexure – II) carefully.

The due date for submission of the Enlistment Tender documents through E-procurement portal (<https://tntenders.gov.in/nicgep/app>) is **08.08.2024 before 3:00 PM**. The Bids will be opened through online portal at **04:00 PM on 09.08.2024**.

TENDER OPENING AND TECHNICAL BID EVALUATION (Stage 1)

- Technical Bid opening will be done online and technical evaluation will be carried out after the due date of submission of online Bid.
- TNPL will examine the Technical Bids against the Qualifying criteria and Technical bid given in the Tender document.
- Evaluation will be done based on the documents submitted by the Bidder. The Bids which are technically not meeting the Qualifying criteria will be rejected and further processing will not be carried out.
- Decision of TNPL is final and no dispute can be raised by any Bidder for rejection of their Bids and no claims on this account will be entertained.
- The Bidders whose Bids meet the Qualifying Criteria and Technical specifications of the tender will be called as “Technically Qualified Bidders”.



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- f. In case, the Bidder fails to comply with the requirements of TNPL, such Bids will be rejected without entertaining further correspondence in this regard.

The technical bids will be opened by TNPL tender opening committee at Purchase section, Corporate Office, Chennai through <https://tntenders.gov.in/nicgep/app>.

Tenderers who do not comply with the conditions with documentary proof (wherever required) will not be qualified in the Enlistment Tender. If any of the documents, required to be submitted along with the Technical Bid is found wanting, the offer is liable to be rejected at that stage. However, TNPL at its discretion may call for any clarification regarding the document within a stipulated time period through e-mail. In case of non-compliance to such queries, the Bid shall be rejected without entertaining further correspondence in this regard.

TNPL will fix the ocean freight contract for every three months by extending separate Limited Tenders among the enlisted Freight Forwarders, in NIC E-Procurement Portal (<https://tntenders.gov.in/nicgep/app>) and adopting Tender cum Auction procedure.

Note : All the clarification in the document and specification at once shall be requested by Email to purchase.corp@tnpl.co.in

TNPL reserves the right to reject any or all tenders at its own discretion without assigning any reason whatsoever and TNPL is not responsible for any other delay in submission of online bid on due date and time (Server time) through E-tendering portal <https://tntenders.gov.in/nicgep/app>.

Thanking you,
Yours faithfully,

for **TAMIL NADU NEWSPRINT AND PAPERS LIMITED,**

Chief General Manager (Commercial)

Encl: as above

ANNEXURE – I: E-TENDERING TERMS AND CONDITIONS**INSTRUCTION TO BIDDERS FOR SUBMISSION OF ONLINE BIDS IN E-TENDER**

Techno-commercial bids and price bids should be submitted through the link <https://tntenders.gov.in/nicgep/app>

The tender will be processed online through e-tender and e-reverse auction. The bidder shall submit his response through bid submission to the tender in the online procurement platform at NIC's website <https://tntenders.gov.in/nicgep/app>. No other form of bid submission is accepted. Bidders are requested to quote their price through the online e-procurement portal/system only.

The procedures to be followed are explained below:

- a) Techno-Commercial Bids are to be filled in the given formats attached. The required and mandatory formats are available in the Tender Document in the e-portal.
- b) Price Bids are to be filled in the e-portal in the relevant web pages enabled for the bidders. Price bids will be opened before e-reverse auction.

- Bidders are requested to read these instructions and terms & conditions before submitting their online tenders.
- The Bidders are required to submit soft copies of their Bids electronically on the TAMILNADU GOVERNMENT E PROCUREMENT Portal, using valid Digital Signature Certificates. The necessary instructions were given to assist the Bidders in registering on the TAMILNADU GOVERNMENT E PROCUREMENT Portal, prepare their Bids in accordance with the requirements and submitting their Bids online on the TAMILNADU GOVERNMENT E PROCUREMENT Portal.
- More useful information for submitting online Bids on the TAMILNADU GOVERNMENT E PROCUREMENT Portal may be obtained at: <https://tntenders.gov.in/nicgep/app>

The bidding under this contract is electronic bid submission through website <https://tntenders.gov.in/nicgep/app> only. Detailed guidelines for viewing bids and submission of online bids are given on the website. The bidders can logon to this website and view the invitation for Bids and can view the details of Materials /works for which bids are invited.

1 REGISTRATION:

- 1.1 The bidders need to submit bids online. However, the bidders are required to have enrolment/registration in the website by clicking on the link "Online bidder enrolment" which is free of charge.
- 1.2 As part of the enrolment process, the bidders are required to choose a unique username and assign a password for their accounts.
- 1.3 Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These details would be used for any communication from the e-Portal.
- 1.4 Upon enrolment, the bidders are required to register their valid Digital Signature Certificate (DSC) (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 1.5 Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC to others which may lead to misuse.

- 1.6 Bidder then can login to the site through the secured login by entering their user ID / password and the password of the DSC / e-Token.

2.0 CONTACT PERSONS:

For queries related to registration and online bidding (NIC):

Contact No : 044 – 24461505

Email : support.etender@nic.in

TNPL Contact : Mr.Pranesh – Mob.No. 9489400798

Email Id : eps.support@tnpl.co.in

3.0 SYSTEM REQUIREMENT:

- i. Operating System: Windows 7 or above, RAM – 1GB and above
- ii. Internet connectivity with at least 2 Mbps speed
- iii. Internet browser: IE 9 and above (or) Mozilla Firefox 3.5 up to version 49
- iv. Signing type: Digital Signature (class III)
- v. JRE 8.0 software to be downloaded and installed in the system.

To enable ALL active X controls and disable 'use pop up blocker' under Tools→Internet Options→ custom level (Please run IE settings once)

4.0 SEARCHING FOR TENDER DOCUMENT:

- 4.1 There are various search options built in the Website, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc.
- 4.2 Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the Tamil Nadu Govt. e-Procurement Portal, to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 4.3 The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

5.0 PREPARATION OF BIDS:

- 5.1 Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 5.2 Bidders are requested to go through the NIT and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 5.3 Bidders, in advance, should get ready the bid documents to be submitted as indicated in the tender document and generally, they can be in PDF / XLS / RAR / DWF / JPG formats. Bid documents may be scanned with 100 dpi, which helps in reducing size of the scanned document. Since the uploaded documents shall be downloaded for evaluation of bid, bidders are advised to **upload clear scanned copies.**

- 5.4 The completed bid comprising scanned copy of the proof for the payment of EMD and necessary technical and commercial documents should be uploaded on the website along with signed and scanned copies of requisite certificates as are mentioned in the different sections in the tender document.

6.0 PROCEDURE FOR ELECTRONIC SUBMISSION OF BIDS:

- The bidder shall submit through online the requirements under qualification criteria, Technical Documents and Price Schedule/BOQ as per tender. All the documents are to be signed digitally. After electronic online bid submission, the system generates a unique bid reference number which is time stamped. This shall be treated as acknowledgement of bid submission.
- 6.1 Bidder should login to the site well in advance for Bid submission so that they can upload the Bid in time i.e. on or before the Bid submission time. Bidder will be responsible for any delay due to other issues.
- 6.2 The Bidder has to digitally sign and upload the required Bid documents one by one as indicated in the Bid document.
- 6.3 **Bidder has to select the payment option as “online” to pay the Enlistment Fee (Tender Fee) as applicable and enter details of the instrument.**
- 6.4 Bidder should prepare and submit the Enlistment Fee (Tender Fee) as per the instructions specified in the Bid document.
- 6.5 Bidders are requested to note that they should necessarily submit their price Bids in the format provided and no other format is acceptable. If the price Bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by the Bidder. Bidders are required to download the BOQ file, open it and complete the Blue colored (unprotected) cells with their respective financial quotes and other details (such as name of the Bidder etc). No other cells should be changed. Once the details have been completed, the Bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the Bidder, the Bid will be rejected.
- 6.6 The server time (which is displayed on the Bidders’ dash board) will be considered as the standard time for referencing the deadlines for submission of the Bids by the Bidders, opening of Bids etc. The Bidders should follow this time during Bid submission.
- 6.7 All the documents being submitted by the Bidders would be encrypted to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of Bid opening. The confidentiality of the Bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any Bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/Bid openers public keys.
- 6.8 The uploaded Bid documents become readable only after the tender opening by the authorized Bid openers
- 6.9 Upon the successful and timely submission of Bid (i.e., after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful Bid submission message & a Bid summary will be displayed with the Bid no. and the date & time of submission of the Bid with all other relevant details.

- 6.10 The Bid summary has to be printed and kept as an acknowledgement of the submission of the Bid.
- 6.11 In all cases, Bidders should use their own ID and Password along with Digital Signature certificate at the time of submission of their Bid.
- 6.12 During the entire e-tender process, the Bidders will remain completely anonymous to one another and also to everybody else.
- 6.13 The e-tender floor shall remain open from the pre-announced date & time till the specified due date & time.
- 6.14 The electronic Bid submitted during the e-tender process shall be legally binding on the Bidder. Any Bid will be considered as valid only if it is submitted in the prescribed format given in the Bid document.
- 6.15 It is mandatory that all the Bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.
- 6.16 TNPL reserves the right to cancel or reject or accept or withdraw or extend the due date for submission of Bid as the case may be without assigning any reason thereof.
- 6.17 The NIC server time shall be treated as final and binding. Bids recorded in the server before the Bid closing time will only be treated as valid Bid. Bidders are, therefore, advised to submit their Bids well before the closing time of e-tender. If any Bid reaches the server after the Bid closing time as per server time, the same will not be recorded and no complaint in this regard shall be entertained. TNPL is not responsible for any sort of delay or the difficulties faced during the submission of Bids online by the Bidders due to local issues.
- 6.18 Bidders are advised to exercise caution in submitting their Bids in e-tender and e-Reverse Auction, as the case may be, to avoid any mistake. Bids once submitted can't be recalled.
- 6.19 Any order resulting from this Bidding process shall be governed by the terms and conditions mentioned in the Bid Documents.
- 6.20 No deviation to the technical and commercial terms & conditions are acceptable.
- 6.21 Bidders are required to sign in each page of the Bid specification.
- 6.22 TNPL may, at its discretion, extend the deadline for the submission of bids by amending the bidding document, in which case all rights and obligations of TNPL and bidders subject to the previous deadline shall thereafter be subject to the deadline extended.

7.0 LATE BID:

The Electronic bidding system would not allow any late submission of bids after due date and time, as per server time.

8.0 MODIFICATION AND WITHDRAWAL OF BIDS:

- 8.1 Bidders may modify their bids online before the deadline for submission of bids.

8.2 In case a bidder intends to modify his bid online before the deadline, the bidder need not make any additional payment towards the cost of bid processing. For bid modification and consequential re-submission, the bidder is not required to withdraw his bid submitted earlier. Modification and consequential re-submission of bids is allowed any number of times. The last modified bid submitted by the bidder within the bid submission time shall be considered as the bid. For this purpose, modification/withdrawal by other means will not be accepted. The bidder may withdraw his bid by uploading his request before the deadline for submission of bids, however, if the bid is withdrawn, the re-submission of the bid is not allowed.

8.3 No bid may be modified after the deadline for submission of Bids.

9.0 ASSISTANCE TO BIDDERS:

9.1 Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person / email ID indicated in the Notice inviting tender.

9.2 Any queries relating to the process of online bid submission or queries in general may be directed to the 24x7 Central Public Procurement Portal Helpdesk.

It may be noted by the bidders that NIC is only a service provider for conducting the online bidding process against this tender and shall not be a party to any contract between TNPL and the successful bidder(s) subsequent to the bidding process.

10.0 SUBMISSION OF HARD COPIES OF DOCUMENTS, IF REQUIRED

The Bidders needs to submit all the documents through online submission. However, the required documents should be submitted in Hard copies after online submission, if demanded from TNPL.

11.0 ABOUT DIGITAL SIGNATURE CERTIFICATE:

A Bidder shall be required to possess a valid Digital Signature Certificate (DSC) of signing type to be able to submit its Bid and to participate in the electronic Reverse Auction on <https://tntenders.gov.in/nicgep/app> website. For this purpose, Bidders shall be required to authorize its Authorized Signatory to procure a Class III DSC of signing type from any Certifying Authority or their authorized agencies in India.

The Bidder may note that only one user id will be mapped with a given DSC for the Authorized Representative. DSC once mapped with a particular user id of a Bidder will normally not be changed and therefore Bidders are advised to carefully select the DSC before forwarding the same to NIC for mapping.

The Digital Signature Certificate will be used to digitally sign the Bids that the Bidder will submit online.

It will be the sole responsibility of the Bidder and its respective Authorized Representative to maintain the secrecy of the password for the Digital Signature Certificate. The Bidder and its contact person shall be solely responsible for any misuse of the DSC and no complain / representation in this regard shall be entertained at any stage by TNPL

ANNEXURE – II**QUALIFICATION FACTORS**

1. Tenderers should have minimum 3 years experience from 01.04.2021 in the scope of offering Ocean Freight, Network, office and other infra-structure facilities for operating through Chennai, Tuticorin & other Ports.
 - Documentary proof for experience of having handled about **250 containers per month** such as copy of contract, work orders or agreement entered with customers/BL copies etc should be enclosed along with Enlistment Application Form. **(List of customers will not be considered as documentary proof for experience)**.
 - A statement showing the details of BL Nos. handling 250 containers per month should be enclosed along with BL copies.
 - Tenderers who are enlisted with TNPL in Oct'2023-Sep'2024, need not produce documentary proof for experience. But they shall participate with necessary Enlistment Fee along with the Enlistment Application Form which is mandatory.
2. Tenderer should be a registered **Multi modal Transport Operator (MTO)** under the Multi modal Transportation of Goods Act 1993 issued by Govt. of India – Ministry of Shipping, Road Transport and Highways - Directorate General of Shipping. **Copy of valid MTO Certificate of Registration should be enclosed along with Enlistment form.**
 - **If the validity of MTO expires in between the contract period, renewal of licence should be submitted immediately on receipt of the same from the respective authorities.** (In such case if the renewed MTO is not received in time, the enlistment will be cancelled and subsequent enquiries will not be extended).
3. Freight Forwarder who has worked for TNPL and whose performance **was bad/unsatisfactory/blacklisted in the past will not be considered for Enlistment.**
4. Remittance of Enlistment fee (non-refundable) of Rs.590/- (Rs.500+GST 18%) through NIC online payment gateway.

Tenderers are requested to remit the Enlistment fee payment through NIC online payment gateway. The remittance details of the Enlistment fee should also be furnished in the Technical cum Commercial Bid. Further remittance statement / UTR details should be uploaded in the online procurement portal : <https://tntenders.gov.in/nicgep/app>

Offers received without the Enlistment fee are liable for rejection.

5. The enlisted freight forwarder **should agree to pay one time EMD of Rs.1,00,000/-** by way of NEFT / RTGS in the subsequent tender document. The EMD paid against the tender for the third quarter period will be retained till completion of one year. **The EMD is not required for this enlistment tender.**
6. The EMD will be released only on successful completion of contract.

**ANNEXURE – III
ENLISTMENT APPLICATION FORM**

Before filling up the details, please carefully read all the points. No correction or overwriting is allowed. Additional sheets may be used as Annexure in case of insufficient space.

SI No	Description	Details
01	Name and Address of the Company (on whom the order is to be placed)	
	Phone No/Mobile No.	
	E-mail ID	
	Name of contact person who would Transact Business with us (Authorisation letter from the ownership of the firm should be attached)	
	Income Tax PAN (Enclose copy of PAN card)	
	GST Regn No. (Enclose copy of Registration)	
02	Type of Ownership (Proprietary/ Partnership/Private/Public/ Govt.)	
03	Name(s) of Proprietor/Partners/ Directors with Status & contact phone Nos.	
04	Whether Authorisation letter for signing the Enlistment Application is attached?	YES/NO
05	ENLISTMENT FEE: Remit the enlistment fee (non-refundable) amount of Rs 590/- (including GST @ 18%) through NIC online payment gateway. The UTR / RTGS transaction statement should be uploaded as pdf in the online portal : https://tntenders.gov.in/nicgep/app	YES / NO
		UTR No.
		Date
		Amount
06	Whether the applicant has minimum 3 years' experience from 01.04.2021 in the scope of offering Ocean Freight, Network, Office and other infrastructure facilities for operating through Chennai, Tuticorin & other Ports. Documentary proof for experience of handling 250 containers per month such as <u>copy of contract, work orders or agreement entered with your customers along with statement of BLs, BL copies etc. should be enclosed along with Enlistment Application Form. (list of customers will not be considered as documentary proof for experience).</u>	YES / NO
07	Whether the applicant is in a position to offer Multi Model B/L.	YES / NO

Signature of Tenderer (with official stamp)

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08	Whether the applicant is a registered Multi modal transport Operator. Copy of valid Certificate of Registration should be enclosed.	YES / NO
09	Whether copies of constitution of the company submitted (i.e.) Copy of Registration in case of Sole Proprietor; Copy of Partnership Deed in case of Partnership firm and copy of Memorandum & Articles of Association in case of Private Ltd. Company	YES / NO
10	Whether the applicant has office and other infrastructure facilities at Tuticorin/Chennai/Cochin. Please provide the address details for communication along with phone number/fax number.	Address at Chennai: Address at Tuticorin: Address at Cochin:
11	Whether the applicant has worked for TNPL. If so please furnish the order details. <u>The Applicants whose performance was bad / unsatisfactory will not be considered.</u>	
12	Whether the applicant has already registered in the online portal : https://tntenders.gov.in/nicgep/app . If so, furnish the User ID:	
13	Whether agreed to pay EMD of Rs.1,00,000/- against subsequent tender. (Those who do not agree to pay EMD will not be considered for Enlistment)	AGREED / NOT AGREED

I/We certify that the details furnished above are correct to the best of our knowledge (In case the details furnished above are found incorrect at any time, TNPL shall remove your name from the mailing list and appropriate action shall be taken for giving false information).

NOTE:

- The due date for submission of completed tender document online in e-procurement portal, <https://tntenders.gov.in/nicgep/app> is **08.08.2024 at 3.00 PM**.
- No late tender will be entertained. TNPL will not be responsible for any other delay in submission of bid on due date and in time.
- The signed colour scanned copy of techno-commercial document to be uploaded in the online procurement portal <https://tntenders.gov.in/nicgep/app>

PLACE:

NAME & SIGNATURE (with official stamp)

DATE:

MOBILE No.

ADDRESS:

CONTACT PERSON: