



## **BEML LIMITED**

(A Government of India Mini Ratna Company under Ministry of Defence)

"BEML SOUDHA " 23/1, 4<sup>TH</sup> Main, S.R. Nagar, Bangalore 560027

Phone : 080 22963245 / 22963315. FAX: 080 22963283.

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Ref: CM/C &F/Agent/Meis Scrips/2021

Date 18.10.2021

### **TENDER DOCUMENTS**

**REQUEST FOR QUOTATION FOR REGISTRATION OF MEIS SCRIPS AT VARIOUS PORTS**

**Last date for submission of the bid is 20/10/2021 before 2.00 PM**

**BEML Limited,  
Corporate Office,  
BEML Soudha, 23/1, 4<sup>th</sup> Main, SR Nagar,  
Bangalore – 560027**



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### 1. Introduction

#### General Information

BEML LTD is a leading public sector undertaking under the Ministry of Defense for manufacturing a wide range of mining, earthmoving, railways and defense truck & equipment.

BEML LTD has manufacturing divisions in Bangalore, Mysore, KGF and Palakkad with Head Quarters at Bangalore.

### 2. Bid Submission Process

You are required to submit bid in two parts viz. **Technical bid and Commercial bid**. BEML may at its sole discretion amend the bidding documents at any time prior to the deadline for submission of bids. However in case of such amendment, the bid submission date may be extended at the discretion of BEML. Amendments made prior to submission of bid will be provided in the form of corrigendum to the bidding documents and will be posted on the BEML website (<https://www.bemlindia.in>).

BEML LIMITED invites tender from Clearing and Forwarding Agents as per following details:

<b>Description</b>	Registration of MEIS Scrips at various ports
<b>Scope of work</b>	As per <b>Annexure 'D'</b>
<b>Validity of Price</b>	The quoted price should firm for a period of 90 days from the date of opening of tender

The last date for submission of the bid is on **or before 20/10/2021 @ 14.00hrs.**

This Tender consisting of three parts:

**Part A** – Pre-Qualification Bid i.e. Submission of EMD (Earnest Money Deposit) on Manual Mode

**Part B** – Technical Bid i.e. Submission of Technical Bid through manual mode

**Part C** – Commercial Bid i.e. Submission of Price Bid through manual mode

#### **PART A – Pre-Qualification Bid (Submission of EMD) through Manual Mode.**

1. Earnest Money Deposit (EMD):



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EMD amount of Rs.2,000/- can be paid online or can be submitted in the form of Demand Draft / Banker's Cheque.

Online Payment of EMD amount can be made as mentioned below:

i) Open the following link:

<https://www.onlinesbi.com/sbicollect/icollecthome.htm?corpID=9359>

ii) Read the terms & conditions, tick the acceptance box and click on Proceed.

iii) In 'Select State' dropdown, select All India and click on the Go button.

iv) In 'Select Payment Category', select EMD/ Tender Fee.

v) Enter details of payment, details of Bank Account for refund and click on Submit to make the online payment of the required EMD amount of Rs.2,000/-.

Please ensure that online payment of EMD amount is made well ahead of the EMD Submission Date & Time mentioned in the Tender.

Payment of EMD amount through DD / Banker's Cheque :

- a) EMD in the form of Account Payee Demand Draft (DD) / Banker's Cheque for Rs.2,000/- (Rupees Two Thousand Only) drawn in favor of BEML Ltd, Bangalore payable at Bangalore.
- b) **The above said Demand Draft DD / Banker's Cheques/ EMD Exemption Certificate / Online payment shall be submitted in Sealed envelope duly superscribing the Bid Invitation No. Ref: CM/C &F/Agent/Meis Scrips/2021, Closing date 20.10.2021 Time 14:00 Hrs at the top of the envelope. The words "PRE-QUALIFICATION BID" shall also to be written in bold letters at the top of the envelope. The name and address of the bidder shall be printed or written legibly on the left hand bottom corner of the envelope.**

Please attach the details duly filled-up for refund of EMD amount in the following format along with the DD / Banker's Cheque for EMD:

Bank Name	
Branch Name	



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City	
Account No.	
IFSC Code	
Beneficiary Name	

**The above sealed envelope (Demand Draft DD / Banker's Cheques/ EMD Exemption Certificate / Copy of Online payment) has to reach the address as mentioned below on or before the closing date & time of the tender.**

General Manager (Corporate Materials)

BEML LIMITED., Room No.1  
BEML SOUDHA, 23/1, 4<sup>th</sup> Main,  
S.R. Nagar,  
Bangalore – 560 027  
KARNATAKA, India

Alternatively it can also be dropped in the Tender Box which is kept in Room No.1, Ground Floor, BEML Soudha, SR Nagar, Bangalore-560027.

- c) Bidders exempted from Earnest Money Deposit (EMD) shall submit exemption certificate from competent authority.

Note: Bidder shall ensure that their EMD (DD)/EMD Exemption Certificate/Online payment is dispatched well in advance so that it reaches this office before the time and date stipulated. Requests will NOT be entertained for late receipts.

### **General Instructions with regard to EMD:**

- Quotation submitted online without submission of EMD/EMD Exemption Certificate in-time will not be considered.
- EMD submitted in any other form will not be accepted and the offer is liable to be rejected.
- EMD lesser than Rs.2,000/- will not be accepted and the quotation is liable to be rejected.
- EMD of technical disqualified bidder's will be returned. EMD of successful bidder will be released after supply and installation.
- EMD does not carry any interest on return.
- EMD will be forfeited if any firm withdraws the tender submitted or refuses to execute the order for reasons whatsoever.
- EMD in the form of online payment is to be made before the bid closing date and time. EMD in the form of DD / Banker's Cheque or NSIC certificate, MSME Certificate (firms claiming EMD

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exemption) etc to be submitted through courier/post in a sealed cover, super scribing the bid number and closing date, address etc. before the bid closing date. Failure to do so will result in rejection of the bid.

- g) Tender shall be opened on closing date i.e **20.10.2021 @ 15.00hrs**
- h) No responsibility will be taken for postal or non-delivery/non receipt of EMD/firms claiming EMD exemption.

### **PART B – Submission of Technical Bid (Through Manual mode)**

Please upload the following documents in the Collaboration Folder in the system as part of Technical Bid.

The following documents signed with company seal are to be scanned and uploaded in the collaboration folder:

1. General Data in respect of your company as per **Annexure 'A'**
2. Undertaking as per **Annexure 'B'**
3. Undertaking as per **Annexure 'C'**
4. Scope of Works as per **Annexure 'D'**
5. Special Conditions arising out of implementation of GST as per **Annexure 'E'**

**The above said technical documents should be sealed in an envelope and at the top of the envelope you should mention the bid invitation No. Ref: CM/C &F/Agent/Meis Scrips/2021, Closing date 20.10.2021 Time 14:00 Hrs at the top of the envelope. The words "TECHNICAL BID" shall also be written in bold letters at the top of the envelope. The name and address of the bidder shall be printed or written legibly on the left hand bottom corner of the envelope.**

#### **Note:**

1. Technical bid will be opened first subject to receipt of original DD/Exemption Certificate for EMD.
2. The vendors must ensure that the documentary proofs to substantiate clauses above are given, without which the bid is liable to be rejected.
3. Please ensure that no price details are mentioned in the technical bid (attachments to the Collaboration Folder). Offers with price details in technical bid (under part B) will not be considered and their offer will be rejected.

### **PART C – Submission of Price Bid (Through e-mode on BEML SRM system)**

**Commercial Bid:** Price bid to be submitted through manual mode.

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Bidder has to quote basic price and applicable GST. The Commercial bids of only technically qualified bidders approved by BEML Limited shall be opened subsequently.

slno	Description	Price
01	REGISTRATION OF MEIS SCRIPS AT VARIOUS PORTS	QUOTE ONE LUMPSUM PRICE

**The above said commercial bid shall be submitted in Sealed envelope duly superscribing the Bid Invitation No. Ref: CM/C &F/Agent/Meis Scrrips/2021, Closing date 20.10.2021 Time 14:00 Hrs at the top of the envelope. The words "COMMERCIAL BID" shall also to be written in bold letters at the top of the envelope. The name and address of the bidder shall be printed or written legibly on the left hand bottom corner of the envelope.**

### 3. Terms and Conditions

The quotation should be complete in all respects and free from ambiguity.

Price should be quoted in Indian Rupees only

FAX / EMAIL quotations not accepted

Indicate all applicable taxes and duties separately

**Payment terms:** Payment will be made on 60<sup>th</sup> day from the date of receipt and acceptance of registered scrrips at our International Business Division (BEML Soudha)

**Delivery Lead Time:** To be delivered within 15 days from the date of Purchase Order.

**Delivery Terms:** FOR DESTINATION – BEML LTD, Bangalore.

**Validity of quotation:** 90 days from the date of opening of the tender.

**Insurance:** Freight, forwarding charges to your account.

**Right of Buyer:** BEML reserves the right to accept or reject any bid in part or full without assigning any reason which shall be binding on the bidder

**Termination:** BEML shall exercise the option to terminate the contract within one month notice in the event of Non-Performance/Poor Performance and en-cash the EMD. BEML also reserve the right to review and modify the contract at any point of time during the contract period.



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**Liquidated Damages:** If the Supplier exceeds any agreed delivery date (s) or period(s), purchaser shall levy LD for such delay @0.5% per week (7days) and part thereof, subject to a maximum of 5% of the value of the delayed portion of the Purchase Order.

**Risk Purchase Clause:** In the event of Non Performance of the order, BEML reserves the right to avail the services from alternate source at the bidder risk and cost apart from recovery/encash of EMD/PBG.

Canvassing by tenderers in any form including unsolicited letters on tenders submitted or Post tender corrections shall render their tender liable for rejection.

Incomplete offers are liable for rejection.

Offers not confirming to the above terms are liable to be ignored.

**Kindly Note:**

- a) If taxes are not mentioned separately in the item data/bidders remarks, it will be considered as the price quoted is inclusive of GST.
- b) If validity of the offer is not mentioned in the bidder's remarks, it will be considered as per terms and conditions of the tender enquiry.
- c) If payment terms is not mentioned in the bidders remarks, it will be considered as per terms and conditions of the tender enquiry
- d) If minimum deliver schedule is not mentioned in the bidder's remarks, it will be considered as per terms and conditions of the tender enquiry.

Ref: CM/C &F/Agent/Meis Scrips/2021

Date 05.10.2021

Annexure –'A'

General Data in respect of your Company (i.e company profile).

Sl. No.	Description	To be Filled and/ or documents to be uploaded
1	Name of Bidder	
2	Company Address	

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	Telephone no: Contact Person Mobile No. e-mail ID.	
<b>3</b>	Bank account numbers with Banker's Name, Address & Contact Number:	Bank account number :-  Bank Name :-  Address :-  IFSC code:
<b>4</b>	PAN Number	
<b>5</b>	GST Number	
<b>6</b>	Description of Business & Business background	

I / we hereby certify that all the information given above is factual.

Signature with date of Authorized signatory

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Firm's Seal: \_\_\_\_\_

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Annexure –'B'

**UNDERTAKING**





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This is to certify that \_\_\_\_\_ (Name of the Firm) has not been banned / black listed / debarred from Trade by any Central /State Govt. Dept. / Autonomous Institution / PSUs in India at the time of bidding.

I / we hereby certify that all the information given above is factual.

Signature with date of Authorized signatory

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Firm's Seal: \_\_\_\_\_

Ref: CM/C &F/Agent/Meis Scrips/2021

Date 05.10.2021

Annexure –'C'



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### **UNDERTAKING**

To:

The Asst. General Manager (Corporate Materials),

M/s. BEML LTD

Bangalore-27

Dear Sir,

Having examined the receipt of which is hereby duly acknowledged, we, the undersigned, hereby confirming that we read, understood and accepting all the terms & conditions available in the tender. Further, we indicate that upon selection, we will execute the assignment as per the tender terms and conditions at the time of bidding.

Signature with date of Authorized signatory

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Firm's Seal: \_\_\_\_\_

Ref: CM/C &F/Agent/Meis Scrips/2021

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**Annexure –'D'**

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### **SCOPE OF WORKS**

The terms and conditions of the tender document are as below: -

1. Scope of Work:

Obtaining MEIS scrips from BEML (as per Annexure – B) and getting the same registered in the respective customs port as mentioned in the MEIS Scrips (ICD Whitefield Bangalore, Chennai Sea Port, Ennore Port and Petrapole Road port) for utilization.

2. Eligibility Criteria:

- a) Bidder should have valid Customs House Agent (CHA) license (or) CHA License of the party engaged by them.
- b) Bidder should have PAN Card.
- c) GST registered CHA only can apply
- d) The Bidder must be in the business of providing similar services to various organizations of repute including Govt and PSUs.
- e) The bidder should have average annual turnover of Rs 2 lakhs during the previous 2 years.

3. Documents required to be submitted:

- (a) Bidder should furnish a copy of valid Customs House Agent (CHA) license or valid CHA License of the party engaged by them.
- (b) Bidder should furnish copy of PAN Card issued by the Income Tax Department.
- (c) Bidder should furnish copy of GST tax registration certificate.
- (d) The Bidder must be in the business of providing similar services to various organizations of repute including Govt and PSU. Bidder should furnish copies of Work Order/ Contract/Experience certificate.
- (e) The bidder should have average annual turnover of Rs 2 lakhs during the previous 2 years. Audited financial statement for the previous 2 years to be submitted.( only relevant pages of Profit & Loss statement and Balance Sheet to be furnished)

4. Selection of L1 party



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L1 shall be determined based on fulfillment of eligibility criteria and complete documents furnished as per sl no 3 & 4 respectively and the lowest rates quoted as per ANNEXURE-A..

Offers with non-compliance of any of the tender conditions stated above and incomplete, conditional and ambiguous tenders are liable for rejection.

Signature with date of Authorized signatory

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Firm's Seal: \_\_\_\_\_

Ref: CM/C &F/Agent/Meis Scrips/2021

Date 05.10.2021

Annexure-'E'

**Special Conditions arising out of implementation of GST**  
**(Which is to be signed and submitted along with the offer)**

**Tax Indemnity clause**

1. The supplier of Goods / Services shall comply with all the procedural requirements and relevant provisions under GST Law so as to enable BEML Limited (BEML) to avail Input Tax Credit (ITC) in a timely manner. BEML has the right to recover tax loss along with consequential interest and penalty suffered by BEML due to any non-compliance of tax laws by the supplier. Any GST liability arising on the supplier on account of loss of GST credits for reasons such as failure of the supplier to provide the details for raising invoice with necessary particulars, delay in payment of consideration beyond stipulated time period and the interest thereon would be on the suppliers themselves and BEML shall not be liable to compensate the same.
2. The supplier shall ensure that the Taxes which have been collected / with-held on behalf of BEML have been duly paid / will be paid to the Government account within the due dates specified under various Tax Laws in India and Rules made there under. It may please be noted that if BEML is not able to avail any tax credit due to any short coming on the part of the supplier (which otherwise should have been available to BEML in the normal course), then the supplier at his own cost and effort will get the short

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- coming rectified. If for any reason the same is not possible, then the supplier will make 'good' the loss suffered by BEML due to the tax credit it lost in that transaction.
3. Under the GST Law, any economic or tax benefit arising out of the implementation of GST is mandatory and required to be passed on to BEML by the supplier. Similarly, the benefits enjoyed by the supplier and other players in the supply chain are also required to be passed on to the supplier by them, which in turn shall be passed on to BEML by way of price reductions. The suppliers shall indemnify BEML against any direct or indirect loss arising out of not passing on the aforesaid benefits. As responsible suppliers of BEML, the responsibility to pass on the above benefits vests with the supplier and BEML reserve the right to seek the manner in which such benefits is passed on to BEML.
  4. Any amount paid to the suppliers including job-workers / sub-contractors shall be first attributable to the GST Tax charged in the invoice and the balance shall be considered towards the 'value' of supply of goods / services.
  5. Timely provision of invoices / Debit Note / Credit Note: The supplier has to timely provide invoice / Debit Note / Credit Note to enable BEML to claim tax benefit on or before stipulated time period as per GST Law. All necessary adjustment entries (Credit Note, Purchase Returns, Debit Notes) shall be made before September of the succeeding Financial Year.
  6. HSN for goods shall be specifically included to avoid disagreement on classification at a later stage.
  7. BEML shall identify the Place of supply to enable to avail the GST credit at right location.
  8. Advance payment if any made before supply of goods/services or raising of invoices, would attract GST. In case of receipt of advance, the supplier undertakes to raise the necessary statutory document. Further the supplier declares to raise the prescribed documentation governing the movement of goods.
  9. Any known discount shall form part of terms of the agreement to enable Supplier / BEML to claim tax adjustment.
  10. THREE copies of the invoices are mandatory and need to be provided by the suppliers and wherever the law requires, an Electronic Reference Number for each invoice should be provided. Further, the invoices for supplies shall clearly bear the GSTIN No. / UID No. along with purchase order number and date accompanied by despatch advice and date of packing list.
  11. Wherever applicable, BEML has the right to deduct "Tax deducted at source" at the rate prescribed under the GST law and remit the same to the Government of India.
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12. Any local levies and or other charges levied by any Central / State / Local authorities wherever applicable shall be extra and supplier shall be liable to discharge the same.
13. The supplier shall be responsible to issue documents required for movement of goods and the logistic partner shall not be liable for any loss arising due to confiscation of goods by government agencies on account of lack of proper documents, deficiencies in documentation or any wrong declaration.
14. Any Liability arising out of dispute on the tax structure, computation and payment to the Government will be to the Supplier's account.
15. Where the supply of goods / services are liable to GST under reverse charge mechanism, then the supplier should clearly mention the category under which it has been registered and also that "the liability of payment of GST is on the Recipient of Service".
16. The invoice should be clearly specified with any abatement, if any claimed or otherwise from the Taxable Value, while calculating the GST.
17. The Bid evaluation criteria will include but not limited to 'GST Compliance rating' when introduced and operational by GSTN. The Purchase Order shall be void, if at any point of time the supplier is found to be a blacklisted dealer as per GSTN rating system and further no payment shall be entertained.

Signature with date of Authorized signatory

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Firm's Seal: \_\_\_\_\_



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