



Core-1, Scope Complex, 7 Institutional Area, Lodhi Road, New Delhi-110 003 (INDIA)

Phone No. +91 11 24362200, Fax +91 11 24364587

PAN NO.AAACM1433E

**CIN L51909DL1963GOI004033**

**INVITATION FOR EXPRESSION OF INTEREST FOR EMPANELMENT OF SURVEYOR FOR IMPORT OF  
PULSES AT VARIOUS PORTS OF INDIA**

**EXPRESSION OF INTEREST NO. MMTC/CO/ AGRO/SURVEYOR/2015-16/01**

**DTD 08 JULY 2015**

**CLOSING ON 17.07.2015 AT 1500 HRS IST**

***COPY OF DETAILS OF EXPRESSION OF INTEREST CAN BE OBTAINED FROM GENERAL MANAGER(AGRO)  
OR CAN BE DOWNLOADED FROM OUR WEB SITE:***

**[www.mmtclimited.gov.in](http://www.mmtclimited.gov.in)**

**&**

**<http://eprocure.gov.in>**



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**1. INVITATION FOR EXPRESSION OF INTEREST FOR EMPLANELMENT:**

MMTC LIMITED, Corporate Office, Core-1, Scope Complex, 7 Institutional Area, Lodhi Road, New Delhi-110 003, invite applications for empanelment as SURVEYOR/INSPECTION AGENCY for imported pulses in containers /bulk vessel as per the terms and conditions prescribed hereunder.

**2. ELIGIBILITY**

- a) Applicants should have work experience for not less than 5 (five) years supervising/inspection/quality determination of imported pulses in bulk and in containerized cargo. Proof of experience for having handled food grains/pulses cargo should be furnished with full details like Party name, vessel, commodity, quantity etc.
- b) Applicant should be familiar with the Phytosanitary, PHQ and FSSAI requirements at both the originating countries and in India for Agri Commodities
- c) Applicant should have valid accreditations with NABL
- d) Applicants should have their own Office set up at various Indian Ports
- e) Applicants should have their own set up and facilities for testing at various originating ports of Pulses in countries like Myanmar, Mozambique, Australia, Canada, etc.
- f) Should be familiar with the Product, harvest, quality, trade of the Pulses and should be in a position to provide market information from exporting countries.
- g) Applicant should be familiar with the Geographic location of all CFS for containerized cargo. Surveyor should not have been black listed / debarred by any of the Govt. Company/ Department and /or Public Sector Enterprise/ Undertaking etc. If any of the applicant, found to be black listed/debarred by any of the Govt Company/ Department and / or Public Sector Enterprise/Govt Company/ Department and / or Public Sector Enterprise/taking, will lead to cancellation of application/contract if any, and all expenses incurred in the process of supervising till appointment of new surveyors shall be recovered, and party also will be liable to be blacklisted by MMTC.
- h) Application form at Annexure-I duly filled in along with all supporting documents to be submitted.

### **3. SUBMISSION OF APPLICATIONS :**

Application, complete in all respects (Filled-up and duly signed by Director/authorized signatory) as per Annexure I, should be submitted in sealed envelope to General Manager(Agro), MMTC Ltd., Core-1, Scope Complex, 7 Institutional Area, Lodhi Road, New Delhi-110 003,

### **4. SCOPE OF WORK :**

#### **I. LOAD PORTS**

1. They will supervise the quality of the pulses while stuffing into bags so as to ensure that it matches with MMTC's contractual specifications and submit a written report.
2. The inspection agencies would be required to inspect containers of the vessel before loading of bags. Supervise container stuffing, witness scaling of containers and certify the same containers have been loaded in the vessel.
3. They will be required to issue certificate of sampling/analysis giving briefly the methodology adopted. The analysis certificate must reach MMTC's Regional Offices concerned/CO within the stipulated period

#### **II. DISCHARGING PORTS**

##### **A. RECEIVING OF CONTAINERISED BAGGED CARGO.**

- i. Supervision of Weighment of Containers at nominated weighbridge.
- ii. Inspection of godowns, sampling of damaged/weevilled cargo.
- iii. Supervision of segregation of cargo, sample analysis etc
- iv. Supervision of Unloading at godowns.
- v. Supervision of De-stuffing and / or Unloading of cargo at nominated warehouses
- vi. B/L wise de-stuffing report to MMTC with moisture content.
- vii. Periodical report of stock position.
- viii. Maintenance of separate stock register, which shall be made available to MMTC's Representative.
- ix. To maintain close liason with shipping agent to know in advance about arrival of the containers.

##### **B. RECEIVING OF CONTAINERISED CARGO (LOOSE IN BULK)**

- i. Weighment of Containers at nominated weighbridge.
- ii. Supervision of De-stuffing of containers and Bagging at godown/ open plot/ shed
- iii. Supervision of Delivery from godown/ open plot/ shed to nominated godowns.
- iv. Weighment supervision of trucks loaded with bagged cargo at nominated weighbridge
- v. Inspection of godowns, sampling of damaged/weevilled cargo, supervision of segregation of cargo, sample analysis etc.
- vi. Supervision of Unloading at godowns.
- vii. Supervision of Unloading of bagged cargo at nominated godowns.
- viii. B/L wise de-stuffing report to MMTC with moisture content.

##### **C. RECEIVEING OF BULK VESSEL:**

- i. Draft Survey – Initial, interim (if required) and Final Draft Survey
- ii. Break Bulk Survey – Report on the condition of cargo upon opening of the hatches, record / condition of seals if hatches are sealed.

- iii. Barge Inspection – Inspection of Barges nominated to receive the cargo in Bulk from the Vessel.
- iv. Loading supervision of cargo from mother vessel to Barge, Draw representative samples from the cargo received into Barges.
- v. Discharge supervision of Cargo from Barge to Trucks for warehousing after weighment at port Weigh Bridge.
- vi. Bagging of the Cargo arrived into the warehouse.
- vii. Daily updates from Arrival of vessel to completion of Bagging.
- viii. Receiving PP Bags for bagging
- ix. Weighment of the bagged cargo.
- x. Delivery of the made-up Bags from the main warehouse to various warehouses.
- xi. Warehouse-wise receipt details.
- xii. Daily updates from receiving PP Bags to various warehouse-wise details of the cargo.
- xiii. Issuance of Reports / Certificates, as per requirement.

**D. DELIVERY FROM WAREHOUSES, JETTY ETC**

- i. Surveyor shall ensure that all Deliveries are made in accordance with the Delivery Order/ Release Order issued by MMTC.
- ii. Surveyor shall be wholly responsible if any excess delivery than the quantity for which DD/RO is issued; any loss due to negligence of surveyor in supervision of delivery shall be to surveyors account.

**E.** PP Bags analysis for Total Weight Size Measurements and Count (Denier),

**F.** Final report on completion of delivery and / or receiving mentioning Moisture content at the time of delivery and receiving.

**G.** Periodical report of stock position.

**H.** Maintenance of separate stock register, which shall be made available to MMTC's representative.

**I.** Sufficient manpower to be deployed for each operation.

**J.** The above scope of work is not exhaustive and includes any other job related to the operation.

**The SCOPE of work may also include other related assignment.**

**5. REPORTS / CERTIFICATIONS :-**

Daily reports of receiving deliveries and stock shall be forwarded through E-mail as per format shown below before 12:00 noon every day.

- Format for receiving:-

Date	B/L No.	Container No.	B/L Qty.		Received Qty.		Godown
			Qty. in MTs	Bags	Qty. in MTs	Bags	

- Format for delivery:-

Date	Commodity	Party Name	DO No.	Opening	Quantity	Closing	Truck No.	Godown
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				Bags	Weight	Bags	Weight	Bags	Weight		

- Format for stock:-

Date	Warehouse	Commodity –Quality	Opening stock of Month		Receiving		Delivery		Closing Stock	
			MTs	Bags	MTs	Bags	MTs	Bags	MTs	Bags

- a) In case of delay in submission of reports/certificates in original beyond 10 working days, penalty will be imposed on surveyor as follows:-

Sr. No.	Period	Penalty
1.	11 <sup>th</sup> to 15 <sup>th</sup> day	Rs 500/- per report/ certificate
2.	16 <sup>th</sup> to 30 <sup>th</sup> day	Rs 750/- per report/ certificate
3.	Beyond 30 <sup>th</sup> day	Rs 1000/- per report/ certificate

- b) Reports of receipts/deliveries to be submitted daily and also periodically as per requirement of MMTC as and where requisitioned.

#### 6. VALIDITY:

The empanelment, if any, made by MMTC at its discretion under this Expression of Interest will remain valid for a period of one year and thereafter same can be extended by mutual consent..

#### 7. GENERAL TERMS:

- Applications incomplete or deficient, received late and/or not accompanied by all supporting documents shall not be accepted.
- From among the empanelled Surveyors, Price/Rate Bids will be invited separately for specific jobs and will be awarded based on the competitiveness of the Price/Rate Bids.
- MMTC reserve the right to accept or reject any or all applications or modify the terms to suit its requirements without assigning any reasons thereof.
- MMTC is not bound contractually or in any other way to any prospective bidder in this Expression of Interest. MMTC is not liable for any cost or compensation in relation to the consideration of this Express of Interest.

## **8. ARBITRATION:**

Any dispute or difference in respect of any matter relating to or arising out of the Contract will be settled in accordance with the Rules of Arbitration of Indian Council of Arbitration, New Delhi and the award made in pursuance thereof shall be final and binding on the parties. The venue of the Arbitration will be New Delhi

General Manager (Agro)

Place : New Delhi

Date : \_\_\_\_\_

**APPLICATION FOR EXPRESSION OF INTEREST FOR EMPANELMENT OF SURVEYOR FOR IMPORT OF PULSES AT VARIOUS PORTS**

1.	Name of the Company with full address	
2.	Name of Contact person Designation Telephone Fax No. Email	
3.	Profile of the Company	
4	Copy of PAN Card, Service Tax Registration Certificate, VAT/CST etc.*	
5.	Details of office set-up/laboratory facilities at various originating ports of Pulses in countries like Myanmar, Mozambique, Australia, Canada etc.	
6.	Proof of past work experience for not less than 5 (five) years having handled food grains, supervising/inspection/quality determination of imported pulses in bulk and in containerized cargo, should be furnished with full details like Party name, vessel, commodity, quantity etc.	
7.	Applicant to certify that they/he are/is familiar with the Phytosanitary, PHQ and FSSAI requirements at both the originating countries and in India for Agri Commodities	
8.	Applicant should have valid accreditations with NABL. Self attested copy be furnished.	
9.	Undertaking to submit analysis reports as per Tender requirement	
10.	Details of office set-up/laboratory facilities at discharge port/s:	
11.	Applicant to certify that they/he are/is familiar with the Product, harvest, quality, trade of the Pulses and should be in a position to provide market information in the exporting countries.	
12.	Certificate that Applicant is familiar with the Geographic location of all CFS for containerized cargo.	

13.	<p>Surveyor should not have been black listed / debarred by any of the Govt. Company/ Department and /or Public Sector Enterprise/ Undertaking etc. If any of the applicant, if found to be black listed/debarred by any of the Govt Company/ Department and / or Public Sector Enterprise/Govt Company/ Department and / or Public Sector Enterprise/taking, will lead to cancellation of application/contract if any, and all expenses incurred in the process of supervising till appointment of new surveyors shall be recovered, and party also will be liable to blacklisted by MMTC.</p>	
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\*attested copy to be attached

Signature:

Name:

Designation:

Seal of Firm/Company:

Place:

Date: