



**Invitation for Tenders**  
**For**  
**Engaging Clearing &**  
**Forwarding Services for**  
**Imported Table Eggs**  
**Consignments**

**Tender No: STC/EF/2023/CF/03**

*( Tender Document Fee Rs.2500)*

**Sri Lanka State Trading (General) Corporation Ltd.**  
100, Nawam Mawatha,  
Colombo 02

**Tel : 0112422341 / 0112440880**

## **BIDDERS GENERAL INFORMATION SHEET**

Name of the Company/Organization	
Main Function/s of the Company	1.  2.  3.
Registered Address	
Contact Details Telephone No/Fax	
Directors' Names and Addresses	1.  2.  3.  4.  5.
Email Address	
Website	
Company Registration Number ( <b>Required to attach BR Copy</b> )	
Year of Registration	
Number of Staff	
Number of Staff assign to this tender (CHA Pass Copies Required for minimum 3 Whaf Executives)	

## **1. Responsibilities of the Bidder:**

- a. The bidder is liable for clearing & forwarding of Imported Table Eggs consignment at the Colombo Port and for the safe delivery, unloading and stacking of the same at the Nominated Warehouses.
- b. Bidder is responsible for any type of damages and losses that may occur during the transportation of consignments from the Port to the respective warehouses. (should submit Insurance Certificate for Cargo Transit Cover for goods)
- c. Bidder should pay all the government Charges and legal fees prior to the registration including Custom Duty, Department of Import and Export Control Charges, Sri Lanka Ports Authority Charges and Quarantine & Sampling Charges etc... and reimburse from Purchaser
- d. The Bidder should not be blacklisted by any Government or Private Institute in order to carry out the clearing, transporting and unloading of the food cargo from the Port to respective warehouses.

## **2. Eligibility of the Bidder**

- a. The bidder should possess registered certificates from Sri Lanka Customs and Sri Lanka Ports Authority for the year 2023 for clearing and forwarding of consignments (certified copies should be attached).
- b. The bidder should have functioned as a clearing and transportation company for at least for 05 years period.
- c. If the bidder registered under the VAT scheme (copy of VAT Certificate should be attached).
- d. The bidder should submit proof of financial capacity to perform the service minimum Rs. 10 million. (Letter from Bank should be attached).
- e. Successful completion of a project of similar nature and complexity and value not less than 5 million. Evidence should be attached.

## **3. Other**

- a. Eligible bidders before signing the agreement should submit Valid Performance Bond value of Rupees Five Million (Rs. 5,000,000.00). It should be obtained from any commercial bank registered under The Central Bank of Sri Lanka. Performance Bond should be valid after 6 months from the offer date.

- b. Selected bidder has to sign an agreement with the Sri Lanka State Trading (General) Corporation Ltd.
4. Experience in handling/operating Food Items similar capacity cargo and other cargo with details of documentation evidence.

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#### **5. Required Documents (Mandatory)**

- a. Certified copy of Business Registration Certificate ( In terms of Company Act No.07 of 2007 )
- b. Certified copies of registration certificates at Sri Lanka Customs and Sri Lanka Ports Authority
- c. Certified Copy of VAT registration certificate
- d. Documents to prove the experience as Clearing and transportation Company/Agent for last five years.  
(Service certificates and service agreement are required to be submitted)
- e. A document should be stating whether clearance is done by the Proposing Company  
Or sub-contractor or through an accredited agent. If it is handled by an agent, the agreement should be signed with the agent. The agreement should be submitted.
- f. A letter from bank should certify financial capacity to perform the above service.
- g. Proof of Having at least 8Nos of 45Feet Prime Mover Trucks for transportation  
( Required to submit copies of Registration Certificate along with recent revenue license)

## Section I. Instructions to Vendors

A:General	
1.Scope of Bid	1.1 The Purchaser named in the Data Sheet invites you to submit a Tenders for Services Requested in Section III, Section IV Offer Sheet. Tender after expressing the intention as above.
B:ContentsofDocuments	
2.Contents of Documents	<p>2.1 The documents consist of the Sections indicated below.</p> <ul style="list-style-type: none"> <li>• Section I. Instructions to Vendors(ITV)</li> <li>• Section II. Data Sheet</li> <li>• Section III. Requirements</li> <li>• Section IV. Offer Sheet</li> <li>• Section V. Tender submission Form(s)</li> </ul>
C:Preparation of Tender	
3.Documents Comprising your Tender	<p>3.1 The Tender shall comprise the following:</p> <ul style="list-style-type: none"> <li>(a) Tender Submission Form and the Offer Sheet;</li> <li>(b) Requirements</li> </ul>
4.Tender Submission Form and Price Schedules	<p>4.1 The vendor shall submit the tender price in Offer Sheet using the form furnished in Section iv. This form must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.</p> <p>4.2 Alternative offers shall not be considered. The vendors are advised not to quote different options for the same item but furnish the most competitive among the options available to the bidder.</p>
5.Prices	5.1 The price to be quoted in the Offer Sheet shall be the final price of the Tender.

	<p>5.3 The applicable VAT shall be indicated separately.</p> <p>5.4 Prices quoted by the vendor shall be fixed during the vendor's performance of the Contract and not subject to variation on any account. A Tender submitted with an adjustable price shall be treated as non-responsive and may be rejected.</p>
6.Currency	6.1 The vendors shall quote only in Sri Lanka Rupees.
7.Document Evidence for Company Strength	7.1 The vendor shall furnish as part of its Offer, Financial Details , Staff Details , Previous Records & Proof of engaging services for clearing of perishable products or Sensitive products in high volumes during last 3 Years.
8.Period of Validity of Tender	8.1 All tenders shall remain valid for the period of Ninety (90) days after the Tender submission deadline date.
9.Format and Signing of Tender	9.1 The Tender price shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the vendor.
<b>D:Submission and Opening of Tender</b>	
10. Submission of Tender	<p>10.1 Vendors may submit their Tenders by hand in sealed envelopes addressed to the Purchaser bear the specific identification of the contract number, and placed in the tender box provided.</p> <p>10.2 If the Tender is not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the Tender</p>
11.Deadline for Submission of Tender	11.1 Tender must be received by the Purchaser at the address set out in Section II, "Data Sheet", and no later than the date and time as specified in the Data Sheet.

12.Late Bids	12.1The Purchaser shall reject any Tender that arrives after the Deadline for submission of quotations, in accordance with ITV Clause11.1above.
13.Opening of Tenders	13.1 The Purchaser shall conduct the opening of Tender in published address, date and time specified in the Data Sheet. 13.2 A representative of the bidders may be present and mark its attendance.
<b>E:Evaluation and Comparison of Tenders</b>	
14.Clarifications	14.1 To assist in the examination, evaluation and comparison of the Tenders, the Purchaser may, at its discretion, ask any vendor for a clarification of its quotation. Any clarification submitted by a vendor in respect to its tender which is not in response to a request by the Purchaser shall not be considered.  14.2 The Purchaser's request for clarification and the response shall be in writing.
15. Responsiveness of Tenders	15.1 The Purchaser will determine the responsiveness of the Tender to the documents based on the contents of the Tenders received.  15.2 If a Tender is evaluated as not substantially responsive to the documents issued, it may be rejected by the Purchaser.
16.Evaluation of Tenders	16.1 The Purchaser shall evaluate each Tender that has been determined, to be substantially responsive.  16.2 To evaluate a Tender, the Purchaser may consider the following: The Price as quoted; Capacity , Financial Strength, Assets to perform assigned contracts under this tender , Price adjustment for correction of arithmetical errors; price adjustment error due to discounts offered will be considered disqualification.  16.3The Purchaser's evaluation of a Tender may require the consideration of other factors, in addition to the Price quoted. These factors may be related to the characteristics, performance, and terms and conditions of related service.

17. Purchaser' Right to Accept any Tender and to Reject any or all Tenders	17.1 The Purchaser reserves the right to accept or reject any Tender, and to annul the process and reject all Tenders at any time prior to acceptance, without thereby incurring any liability to bidders.
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F: Award of Contract	
18. Acceptance of the Tender	18.1 The Purchaser will accept the Tender of the vendor whose offer has been determined to be the <b><u>lowest evaluated bid</u></b> and is substantially responsive to the documents issued.
19. Notification of acceptance	19.1 Prior to the expiration of the period of validity of quotation, the Purchaser will notify the successful vendor, in writing, that its Tender has been accepted.



## Section II: Data Sheet

ITV Clause Reference	
1.1	The Purchaser is <b>Sri Lanka State Trading (General ) Corporation Ltd.</b> Address: <b>No . 1 0 0 , N a w a m M a w a t h a , C o l o m b o 0 2</b>
11.1	Address for submission of Tender is <b>Chairman,</b> <b>Sri Lanka State Trading (General ) Corporation Ltd,</b> <b>No. 100, Nawam Mawatha, Colombo 02</b> Deadline for submission of quotations is <b>25.07.2023 at 10.30 a.m.</b>
13	The Tenders shall be opened at the following address:  <b>STC Head Office, Sri Lanka State Trading (General ) Corporation Ltd,</b> <b>No. 100, Nawam Mawatha, Colombo 02</b>

### (Section III. Conditions of the Contract)

#### **1) Reimbursed Charges**

Statutory Charges, Customs OT Charges & Standard Arriving terminal Charges, Delivery Order Charges will be paid on actual basis on submission of payment receipts

#### **2) Major Requirements**

It is Mandatory to have 43ft Prime Mover Trucks for transporting 40FT Reefers (Table Eggs) at Least 4FCLs to 8 FCLs at once ( All the Containers must move to plugging yard location within 3-4 Hours of maximum time after unplugging) - **Required to Attach Vehicle Book Copies**

#### **3) Car Chits & Weight Chits Requirements**

Need to Generate car chits for each and every 40FT Reefer FCL with original and 3 Carbon Copies including following information. (Lorry Number , Driver name , Name of the Clearing Wharf , Container Number, Seal Number, Weight ,Time of Loading, Time of Arrival at the Destination. Received by ( Officer)) - **Required to Attach a Sample Car Chit**

#### **4) Payment Conditions**

Payments will be done within 14Days after completion of above criteria.

#### **5) Performance Bond Requirement**

All Successful bidders required to submit un-conditional performance bond valid for period of 6months (180days) from a bank operating in Sri Lanka approved by the Central Bank (No insurance bonds considered)

**6) Tender Fee Rs. 2500/=** Required to Pay Online or Manually at the Cashier - **Required to Attach the Receipt to the tender**

**Accepted all above terms & conditions in the Tender and tender form for clearing and forwarding of Table Eggs 40ft containers.**

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Name & Signature of Authorised officer Clearing Agent

(Place Official Stamp Here)

Date: .....

Company Name & address: .....

Contact Numbers .....

emails: .....

### (Section IV Offer Sheet)

#### Clearing & Forwarding Services for Table Eggs Consignments

Agent is required to get customs document submission and clearance within 1 day after collecting copy shipping documents from the Sri Lanka State Trading (General) Corporation Ltd.

(A) Clearing of Table Eggs Consignment 40FT Reefers	Rate per Consignment BL
1) Agency Fees (Minimum 3 Wharf Officers required for a consignment)	
2) Customs Documentation charges (D-Branch & Longroom )	
3) RCT Reroute & Out panel Examination Charges (Reroute will be done by DDC, with help of 3 out panel officers)	
4) Combine Inspection and Transport Charges Including Transport Charges for above officers, from their office to Nominated yard and back to their offices (Quarantine 4 Officers-Que Road, Food Inspector 1Nos- from RCT to MRI LAB Borella, Customs Appraiser 1Nos-RCT, STC Wharf 1nos – Nawam Mawatha)	
5) Sample Drawing Labor Charges ( 4Nos Labors Required at the time of drawing table egg sample boxes from containers)	
6) Cooler Truck Charges (Cooler Buddy for sample delivery From Nominated Yards below to VRA Lab at Polgolla, Kandy. (0 C-4C temp)	
(B) Forwarding of 40FT Reefers	Charges for 40FT FCL
1) <b>Transport Charges</b> – Forwarding From Port to Spectra Logistics Yard ,300 1/MU 125, Muthurajawela Industrial Zone, Wattala.	
2) <b>Transport Charges</b> – Forwarding From Port to Emergent Cold Yard ,309/7 Negombo Rd, Welisara.	
3) <b>Transport Charges</b> – Transfer From Spectra Logistics Yard to Emergent Cold Yard	
4) <b>Labor Charges for Unload or Transfer 40FT Reefer</b> (1312Nos 22kg Boxes in a 40FT Reefer)	
5) <b>Weighing Charges per Container</b> (Reputed Weighing Service only, (will be paid on Submission of final Weighing chit)	

I the undersigned, offer to execute and complete such work and remedy defect therein in conformity with the **Section V-ii. Conditions of the Contract**

## Section V

### Tender Submission Form

[The Vendor shall fill in this Form in accordance with the instructions indicated.

No alterations to its format shall be permitted and no substitutions will accepted.]

Date: 25/07/2023

**Chairman / MD,**

**Sri Lanka State Trading (General) Corporation Ltd.**

**No. 100, Nawam Mawatha, Colombo 02**

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the document issued;
- (b) We agree to clearing, transporting and unloading in conformity with the documents issued.  
The total price of our quotation including any discounts offered at **(Section IV. Offer Sheet)**
- (c) Our quotation shall be valid for the period of 90Days , time specified in ITV Sub-Clause 8.1,from the date fixed for the tender submission deadline in accordance with ITVSub-Clause 11.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (d) We understand that this tender, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us.
- (e) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.
- (f) Agreed to Fulfill **“1. Responsibilities of the Bidder” & “Section V-ii. Conditions of the Contract”** and take full responsibility of cargos assigned under this tender or related contract.

Signed:

Name:

Dated: