

## HINDUSTAN ZINC LIMITED

Yashad Bhawan, Ext.-CRDL  
P.O. Zinc Smelter, Debari – 313 024  
UDAIPUR, (RAJ.)  
Tel. No. 0294 – 2652159, 2652143

### **NOTICE OF INVITATION OF TENDER FOR CHA, CFS ACTIVITIES AT JNPT/DELHI / MUMBAI(AIR and Sea cargo) / MUNDRA PORT/ICD Patparganj/ICD Jaipur & TRANSPORTATION TO HZL UNITS**

Tender No. HZL/CHA & CFS/2023-2025/01

Date: 02.05.2023

**LAST DATE OF SUBMISSION: 15<sup>th</sup> May' 2023**

M/s \_\_\_\_\_

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Dear Sir(s),

1. Sealed tenders are invited for CHA and CFS activities at JNPT/Mundra/Mumbai/Delhi Ports/ICD Jaipur/ICD Patparganj for import of HZL consignment for the period of two years (July '2023 to June '2025) as specified under "Scope of Work" appended hereto.
2. Import consignment include all the consignments required as per HZL operation or Mining requirement (Capex items & EQ's)
3. Transportation from above specified ports to HZL units based at Rajasthan & Pant Nagar.
4. Tenders must be submitted in sealed envelope only superscripted on the face thereon "TENDER FOR.... & TENDER NO. .. to reach the address given below on or before the closing hours of 15<sup>th</sup> May'2023.
5. EARNEST MONEY: -
  - (i) Participating tenderers must deposit Earnest Money Deposit (EMD) of Rs.2,00,000/- (Rupees Two lacs only) in the form of Demand Draft in favour of "HINDUSTAN ZINC LIMITED", payable at Udaipur, Rajasthan.
  - (ii) Cheque, Bank Guarantee (B.G.) or any outstanding payment with Hindustan Zinc Limited (HZL) shall not be accepted / considered as EMD.
  - (iii) The amount of EMD deposited is liable to be forfeited if successful tenderer(s) do not accept the work awarded.
  - (iv) The EMD amount will not attract any interest and the EMD amount will be returned to unsuccessful tenders after finalization of Work Order.

Yours sincerely,  
For **Hindustan Zinc Limited**

Authorized Signatory

**Address to submit the tender**

Head – Logistics  
HINDUSTAN ZINC LIMITED,  
C.R.D.L Building,  
P.O: Zinc Smelter, Debari-313024  
Udaipur (Raj.)

Enclose :- Scope of work, terms & conditions and price bid template.

## **SCOPE OF WORK, TERMS AND CONDITON FOR CHA, CFS & TRANSPORTATION END TO END ACTIVITY**

### **SCOPE OF WORK-**

1. SOW includes import consignment clearance and transportation majorly from NHAVA SHEVA / DELHI/MUMBAI(AIR and Sea cargo)/ICD Patparganj/ICD Jaipur & Mundra port to HZL unit.
2. Service provider will be engaged for clearance + handling and transportation at above mentioned port to HZL units located at Rajasthan ( chanderiya , Dariba , Debari ( Udaipur), Zawat , Kayar ,TVSS & Uttarakhand( Pantnagar).In case requirement arises to clear the consignment & Transportation from some other port that will be done at actual basis.
3. CHA has to examine the shipping docs of importable items and suggest classification HS code, identifying clearance requirement, such as EPCG License, NOC etc ,arrange them and perform all the activities required for faster clearance and OOC from custom. CHA will also update free days for imported consignment as soon as he receives the docs.
4. Tracking of ETA of consignment at port and coordination with shipping lines for early issuance of DO. In case we incur additional cost owing to delay at CHA end cost would be recovered from their account.
5. CHA will take shipping line/CFS bills in their name and clear immediately, which will be reimbursed by HZL on presentation of actual bills/ sufficient documentary proof.CHA would provide 14 free storage days at CFS for FCL and Capex consignment.
6. SIT certificate to be provided by CHA on monthly basis as per HZL requirement. Along with SIT CHA will also maintain demurrage/detention details and provide same whenever required by HZL.
7. Informing HZL officials in case of any delay and non-receipt of docs. Follow up with HZL team for check list approval and share ETA details
8. Scrutiny of shipping documents for correctness and confirmation that the available shipping docs are enough for achieving timely custom clearance. Informing HZL officials immediately in case of any discrepancy in documents or any additional document is required.
9. Receiving original shipping documents from HZL /Coordinate with freight forwarder in receiving shipping docs
10. Preparation of checklist and getting same approved from HZL before filing of IGM by shipping line. However the checklist approved by HZL does not grant any waiver to CHA from its contractual responsibility of consignment clearance any objection encountered during custom clearance (even though checklist approved by HZL ) shall be resolved by CHA
11. Timely processing the required Customs documents and obtaining necessary permissions/ NOC for clearance of cargo.
12. Noting of BOE, Monitoring of BOE , liasoning with custom officials for completion of BOE
13. Resolving any query raised by customs/DGFT. Closure of any notices received from DGFT/CUSTOM or any other govt dept and submission of reply with all the details.

14. CHA will intimate HZL team for duty payment and also perform all other activities/ doc submission required for custom clearance, DO and transportation.
15. CHA shall update each consignment status on daily basis in HZL given format. LCL shipment planning required daily basis by CHA and share with HZL in given format.
16. CHA shall arrange for collection of delivery order from shipping line and getting the consignment examined at port and ready for dispatch within two working days. If any consignment requires urgent dispatch from port CHA will extend full support and arrange immediate dispatch.
17. Necessary arrangements shall be made by CHA for survey and inspection of material for Capex consignment. In case any transit loss or damage penalty would be imposed on CHA as per HZL discretion.
18. Any other associated work or services not mentioned here specifically but necessary for achieving for successful consignment clearance & transportation are also included in the scope
19. Safe and secure delivery of consignment as per packing list without any qty loss or damage
20. CHA shall intimate transporter LR no vehicle registration no, driver mobile no for every consignment getting dispatched from port on the same day of its dispatch. Details will be provided by CHA to concern store team on mail with all relevant docs.
21. A copy of BOE and shipper invoice should be sent along with the consignment while transportation of material to HZL project site.
22. Coordination with insurance agent if any. Providing surveys or examination reports whenever required.
23. Arranging for loading of consignment on vehicle at port and return of empty container from HZL sites with VDSS compliance and safety. In case of To and Fro transportation( while carrying container to return back transporter should not carry any return load , no delay or damage penalty is acceptable by HZL while return of container, if there is any damage in container that should be intimated timely and to be taken up directly with shipping line as soon as container received)
24. Service provider shall give advance intimation 1 day of reaching of empty container at port to respective agency, CHA shall make all necessary arrangements and return empty container on same day.
25. Service provider will issue bank approved lorry receipt (L/R) for all the vehicle used for transporting the consignments from ports to HZL unit
26. CHA shall inform regarding the loading of consignment at port , consignment arrival at site , depositing of empty containers at regular basis, acknowledgement of empty container receipt by shipping line on daily basis
27. CHA will extend full support & help in new development , automation etc , providing new ideas for betterment & cost saving.
28. **EPCG license & closure-**
  - CHA shall apply EPCG license online and get the draft ANF -5A confirmed from HZL before final submission.
  - CHA shall submit original EPCG license application to HZL for signature.

- CHA shall submit EPCG license application to DGFT and liaison with DGFT for timely issuance of EPCG license
- Post issuance of EPCG license, CHA shall arrange license bond.
- Also arrange bond registration for those cases EPCG already availed.
- Submission of EPCG license at custom and arranging the registration of same
- Complete/Unutilized / partially utilized & New EPCG license Closure & Bond Cancellation
- All related activity included which is required in order to achieve successful BE filing under EPCG
- All activities required for EPCG Closure
- CHA shall keep track of the value of license utilized, including impact of currency fluctuation on the balance license value and provide reco whenever they receive requirement from HZL / monthly basis.
- Any other associated work or services not mentioned here specifically but necessary for getting EPCG license and its closure are also included in the scope. No additional cost would be paid for same.
- Closure of Notices/ Queries etc from DGFT /Customs and other Govt Departments

## **29. Application for NOC**

- Preparation of application for NOC from DGFT, delhi
- CHA shall get original application signed from HZL and shall liaison with DGFT for early issuance of NOC
- Payment on at actual receipted basis.

## **30. Receipt of installation certificate from Chartered Engg**

CHA shall coordinate with HZL to obtain commissioning date of a particular consignment and shall obtain Chartered Engg Certificate for each consignment.

CHA shall submit following to HZL

- Original IC
- Copy of relevant BOE
- Copy of relevant supplier invoice
- Copy of EPCG license

## **31. Custom clearance charges for Capex-**

- Capital Goods Custom clearance with issuance of EPCG license agency charges- License application preparation & availment , Registration& custom clearance)

(Shipping line charges, CFS charges & other statutory charges will be at actual basis and additional to quoted rate under this head, all other cost inclusive and no additional cost will be paid)

- Custom clearance without EPCG license agency charges - single rate for clearance to be quoted (Shipping line charges , CFS charges & other statutory charges will be at actual basis and additional to quoted rate under this head, all other cost inclusive and no additional cost will be paid)
- Installation certificate- quotes quired for old consignment which are already custom cleared and CHA arranging only IC. CHA Shall Submit the Installation Certificates in DGFT and Customs within stipulated time
- CA Certification of ANF 5B , Appenic 5C and Average Export Obligation for EPCG Redemption Application
- Preparation of Redemption Applications and getting the EODC issued
- Bond Cancellation of those EODC issued.
- All statuary charges, CFS charges & Shipping line charges will be paid at actual , all other cost required to achieve successful custom clearance included in above quoted rates for capex consignment.
- No other charges shall be paid extra for Capex consignment clearance. CHA will take shipping line/CFS bills in their name and clear immediately, which will be reimbursed by HZL on presentation of actual bills/ sufficient documentary proof. CHA would provide 14 free storage days at CFS for FCL and Capex consignments.
- Any statuary variation with respect to existing taxes , charges , duties & levies will be under HZL account on relevant docs presentation.

### **32. CAPEX TRANSPORTATION-**

- Transportation charges subject to deduction / adjustment as per Annexure I. Rate shall be quoted in Annexure I format, freight rate per vehicle basis.
- Any of the line items defined in annexure I can be used to any extent or cannot be used at all as per owner's requirement. Vehicle placement is according to the weight & dimension of consignment.
- Safe and secure transportation of capex consignment in container or without container i.e after destuffing from the **"ports at Mumbai sea port /JNPT/Airport)/Mundra port to HZL sites as notified"** and return of empty containers to designated ports/shipping line as per Annexure I
- CHA shall extend full cooperation during loading and unloading at port, unloading at site and all transit clearance & statuary charges are included in scope of transporter. However, transit insurance excluded & same shall be arranged by owner.CHA will provide dispatch details to concerned team with all relevant doc
- CHA will issue bank approved lorry receipt (LR) for the vehicle used for transporting the consignment from port to HZL site.
- CHA will provide the required details by email to HZL regarding the loading of consignment at port, consignment arrival at site , depositing of empty containers on regular basis and acknowledgement of receipt of empty containers by shipping line on daily basis.
- Transporter shall ensure weighment of consignment at HZL's project site, on HZL weighbridge at the time of unloading of cargo. Payment shall be processed only as per HZL weighbridge slip. If

any case due to odd dimension transporter fails to receive HZL weighbridge slip then payment will be done only after complete verification/ provided no shortages are there.

- Vehicle deployed for transportation shall comply with all safety regulations prescribed by RTO department and shall also have reverse horn, reverse light, seat belt etc. The driver must be wearing minimum prescribed PPE as per HZL norms.
- Rate of 2x20' containers (on one trailer) will be same as 1x40' container.
- For 20' and 40' FR the base height of FR should be added to the cargo height at the time of calculation of freight rates
- For serial no 1 to 6, 8,10,32 to 36, 39 & 42 for any single oversized consignment/load upto dimensions 50'x10'1x10' and 40'x12'x11' the penalty/challan/ RTO charges if any shall be reimbursed to CHA at actual against documentary evidence. In addition to above infringement shall be paid extra on the respective base rate mentioned under Annexure I as under
  - 5% extra of freight rate for every 1 Feet increase in the length or part thereof.
  - 5% extra of freight rate for every 1 Feet increase in the width or part thereof.
  - 5% extra of freight rate for every 1 Feet increase in the height or part thereof.
- For containerized cargo, additional weight of 2.2 MT for 1x20 , 3.7 MT for 1x40 , 2.75 MT for 1x20 FR & 4.9 MT for 1x40'FR shall be added to the weight mentioned in HZL weighment slip for payment calculation
- Freight Rate will be firm & fixed till the period of contract. However, HZL will make changes in its Basic Freight Rate against escalation in Diesel price as per formula given below. HZL shall increase/ decrease its Basic Freight Rate by 0.30% proportionately for every 1% change in diesel price. Base diesel price shall be declared price of IOCL at respective state capital.
- Transportation charges are inclusive of all the expenses like road taxes, permit expenses, L R charges, FOV charges and handling charges etc.
- CHA to ensure necessary forms (road permit, other shipping docs) carried along consignment.
- HZL shall not entertain any claim whatsoever in this regard, except those related to statutory variations or imposition of new taxes, duties and levies. In case of any post ordering statutory change in tax structure with effective date as base date due to imposition /withdrawal of any new /existing tax, duty or levy by the statutory authorities through enactment of new law or amendment in existing law the extra cost implication /saving affected shall be to the HZL account.
- CHA shall inform the owner about such changes, well in time alongwith necessary supporting documents of such changes so that owner or his representative can examine it independently. Any loss to either party, due to information delay shall be borne by CHA

#### **TRANSIT TIME-**

- CHA has to ensure transportation of Capex consignment strictly as per following transit time(day of loading /unloading at port /Project site are excluded but holidays are included).

S no.	Destination	Mumbai sea/Air/JNPT		Mundra	
		Transit time one way (days)	Transit time two way(days)	Transit time one way (days)	Transit time two way(days)
1	HZL RD/SK	4	8	3	6
2	HZL RAM	4	8	3	6
3	HZL KAYAR	5	10	3	6
4	HZL ZAWAR	4	8	2	4

- Consignment size greater than 20x8x8 or 40x8x8 transit time shall be 8 days (1-way) and 14 days (2-way). For movement on hydraulic trailers transit time 15 days (1-way).
- In case of any delay in transit of normal consignments (size upto 20x8x8 or 40x8x8 ) LD shall be applicable as follows
- Rs 1000/20' container and Rs 1500/40' container per day of delay for the 1st 7 days and for the delay beyond 7 days Rs2000 /20' container and Rs 3000/40' container per day of delay.
- In case of non-containerized cargo Rs 2000 per day of delay for the 1st 7 days and for delay beyond 7 days Rs 3500
- In case any delay in transit of heavy consignment( size greater than 20x8x8 or 40x8x8 ) LD shall be applicable as follows
  - Delay for 1st 7 days
  - Upto 22 MT's -Rs2000 per day
  - 22MT -26 MT -Rs3000 Per day
  - >26 MT -Rs 4000 per day
  - Delay beyond 7 days
  - Upto 22 MT's -Rs3000 per day
  - 22MT -26 MT -Rs4000 Per day
  - >26 MT -Rs 5000 per day
- In case delay in loading and unloading for reason attributed to HZL, such days delay shall not be considered for the purpose of LD calculation
- In case of delay in placement of vehicle more than 2 days of receipt of intimation from HZL, HZL reserve the right to get the consignment transported by deploying another transporter and levy penalty as per HZL discretion on transporter for non-placement of vehicle and to be recovered from pending payment from transporter/CHA
- Any delay in lifting the consignment due to reason attributed to CHA, the port demurrage or any other additional cost will be recovered from CHA account
- CHA should be able to mobilize at least 20 trailer at the same time for transportation

### 33. PAYMENT TERMS-

- Transportation bills(capex /operation )- 100% payment will be released within 21 days from the date of safe receipt of material at site subject to submission of correct invoice and all relevant documents (certified LR , BE etc) and also subject to the deposit of empty containers to the shipping line at the designated port in case of container transportation.
- Custom clearance Bills- Price is firm and fixed for clearance services during the period of contract. Payment shall be made within 21 days after dispatch of custom clearance of goods from port.
- Capex consignment- Single invoice for mentioning items agency charges, CFS charges, shipping line charges. Statutory charges, no other additional cost would be paid. CFS charges, shipping line charges. Statutory charges will be payable on actuals basis on submission of original receipts from Shipping Line/port/ government agencies and should be invoiced in name of CHA and would be reimbursed by HZL on presentation of original bills.
- For receipt of installation certificate for consignment which are not custom cleared by CHA-Payment shall be made upon submission of installation certificate
- Operational consignment- For operational consignment all statutory charges viz. Stamp Duty, Port dues, Port handling charges, THC, shipping line charges, CFS charges,etc. at destination port will be payable on actuals basis on submission of original receipts from Shipping Line/port/ government agencies and should be invoiced in name of CHA and would be reimbursed by HZL on presentation of original bills.
- In case demurrage /detention is attributed to HZL, same shall be reimbursed to CHA against submission of invoice and documentary evidence.
- Capping -To & fro transportation charges can not be more than 1.2 times of the regular charges.
- Quantum may vary as per HZL requirement and payment will be made as per actual services.
- GST will be paid extra as applicable
- E way bill shall be created by CHA

#### **34. SECURITY DEPOSITE-**

- On award of contract CHA shall submit bank guarantee towards security deposit for an amount of 5 lac.
- Bank guarantee shall be valid up to 3 year from the date of contract. Bank guarantee shall be as per HZL format , unconditional , irrevocable & from a scheduled bank of national repute as approved by HZL.

#### **35. CONTRACT PERIOD-**

The contract period will be from 01st July' 2023 to 30<sup>th</sup> June'2025 and extendable by another year on mutual consent.



Acceptance on GTC and VDSS(NO-GO) compliance is mandatory for participation( both docs enclosed with tender document)

**(Please quote your rate in Annexure I & II)**