



# TRAVANCORE TITANIUM PRODUCTS LIMITED

Kochuveli, Thiruvananthapuram 695 021

TTP/CD/RM/JL-65/RT.Sul./ CHA/2025-26

30.12.2025

## **Re-Tender Notice**

**Name of work: Customs clearing & Transportation of Sulphur from Cochin / Tuticorin Port to TTPL.**

Due date: **09/01/2026** up to 12 Noon (last date of submission of tenders).

Sealed tenders are invited from **experienced and eligible Customs Clearing & Forwarding (CHA) and Transport Contractors** for **customs clearance and inland transportation of imported Sulphur from Cochin/Tuticorin Port to TTPL's site at Trivandrum.**

### **1. SCOPE OF WORK:**

The scope includes, but is not limited to, the following:

#### ***1.1 Customs Clearing***

- Filing of Bill of Entry and all statutory documentation
- Liaison with Customs, Port Trust, Steamer Agents, and other authorities
- Payment coordination of customs duty
- Handling of customs examination and sampling
- Clearance under applicable import regulations
- Port handling coordination till cargo release

#### ***1.2 Transportation***

- Arrangement of suitable bulk trucks
- Safe transportation of Sulphur from Cochin/Tuticorin Port to TTPL site
- Compliance with all transport and safety regulations
- Transit insurance
- Timely delivery as per TTPL's dispatch schedule

### 1.3 Other Responsibilities

- Prevention of spillage and contamination
- Weighment at Port and destination
- Submission of delivery challans, weighbridge slips, and invoices
- Compliance with environmental and safety norms

## 2. MATERIAL DETAILS

- Description: Bright Yellow Crude Sulphur
- Packing: 1 MT HDPE Jumbo Bag
- Estimated Quantity: 500 MT

TTPL shall not guarantee any minimum quantity/value during the duration of the original or extended contract and the successful bidder(s) shall not be entitled to demand any charges whatsoever or any other loss or damage of whatsoever nature from TTPL for non utilization of the said work called for wholly or in part.

### 3. Instruction to Bidders (ITB)

**3.1** All bids must be submitted physically at “**Head of Department (Commercial), Travancore Titanium Products Ltd.,, Kochuveli, Titanium P.O, Thiruvananthapuram-21, Kerala**” before **09/01/2026 12.00 Hrs.** with super scribing tender title, tender reference no. and due date.

**3.2** Bidders must submit their offer in two separate sealed envelope parts:

- **Part-I: Techno-Commercial Bid (Cover A):** Shall contain all documents related to eligibility, experience, technical capability, and acceptance of terms (excluding price).
- **Part-II: Financial Bid (Cover B):** Shall contain only the price quotation as per the prescribed Bill of Quantities (BOQ) Schedule of Rates.

### 4. Eligibility Criteria (Minimum Pre-qualification)

The bidder must meet the following mandatory criteria and furnish documentary proof:

- 4.1 CHA License:** Must possess a valid **Customs House Agent (CHA)** license issued by the Commissioner of Customs, permitting operations at **Cochin Port (Kochi)/Tuticorin**. *Copy of valid license to be enclosed.*
- 4.2 Experience:** Should have a minimum of **three** years of experience in Customs Clearing and transportation of **Bulk Cargo** (preferably Sulphur, Coal, Fertilizers, or similar bulk materials) at any major Indian port, with a minimum quantity of **500MT** Metric Tons (MT) in any one of the last **three** financial years. *Work Order/Completion Certificate copies to be enclosed.*

- 4.3 Financial Turnover:** Minimum average annual turnover of **Rs.10,00,000/-** for the last three financial years. *Audited Balance Sheets/CA Certificate to be enclosed.*
- 4.4 Transportation Capability:** Must own or have assured access to a fleet of adequate capacity trucks suitable for the safe transportation of bulk Sulphur. *List of owned/assured vehicles to be enclosed.*
- 4.5 Registration:** Valid PAN, GST Registration, and MSME/NSIC certificate (if applicable).
- 4.6** The firms / persons with whom Government transactions have been banned / black listed / suspended due to any reason will not be eligible to participate in the tender. The self declaration as per **Annexure A** to be submitted in the letter head of the Bidder

## **5. Earnest Money Deposit (EMD) and Tender form Cost**

- The EMD of Rs.5,000/- +GST and Tender Form Cost Rs.500/- +GST must be submitted in the form of a **Demand Draft/Banker's Cheque** favouring **Travancore Titanium Products Ltd.,** payable at **Thiruvananthapuram.**
- The EMD of the unsuccessful bidders will be refunded after the contract award.
- EMD will be forfeited if the bidder withdraws their bid or fails to accept the contract award.
- Eligible exemptions are allowed for MSME firm registered under MSMED act 2006.

## **6. Terms and conditions of the contract**

- 6.1** The Contractor shall be solely responsible for Pre-filing/filing of **Bill of Entry (BoE)** and all customs documentation promptly
- 6.2** Coordination with Customs, Port Authorities, Shipping Agents, Surveyors etc.
- 6.3** Obtaining necessary permits and clearances, including DGFT permissions, if applicable
- 6.4** Payment of all penalties/demurrages incurred due to the contractor's fault
- 6.5** Obtaining **Out of Charge (OOC)** and **Delivery Order (DO).**
- 6.6** Strict adherence to all **safety and environmental guidelines** for handling hazardous bulk cargo (Sulphur)
- 6.7** Source of material is from **Cochin/Tuticorin Port (Wharf/Berth/Storage Area)**
- 6.8** The contractor must provide **suitable open-top trucks** with tarpaulin covers to prevent spillage and wetting of the cargo during transit
- 6.9** Transportation shall be done with maximum urgency to ensure timely clearance and avoid Port Congestion Charges/Ground Rent
- 6.10** The contractor must ensure compliance with all Indian Customs Acts, Port Rules, Motor Vehicles Act, Environmental Laws, and any specific safety regulations related to Sulphur handling (IMDG, Fire Safety)
- 6.11** All labour and personnel engaged shall have valid Personal Protective Equipment (PPE) and be trained in handling hazardous cargo

**6.12** The prices quoted in the Financial Bid must be firm and fixed for the entire contract period inclusive of all statutory levies, tolls, and other overheads.

**7. Payment Terms:**

Payment shall be released within **30** days from the date of submission of the invoice along with supporting documents (Copy of Bill of Entry, Truck Challans, Proof of Delivery/Weighment Slip, etc.).

**8. General Terms and Conditions:**

1. The bidder shall submit Tender document duly filled and signed along with the enclosures mentioned in the tender document within the time stipulated in the tender notice. Bids should bear the signature of the bidder in all pages.
2. The bidder shall remit the tender form cost and EMD as given in the tender document. The bids without remitting tender form cost and EMD will be rejected.
3. The rate quoted shall be exclusive of GST and the GST applicable should be mentioned at the space provided in the Price format. If the bidder is below the threshold limit of GST that should be mentioned in the price format and a self declaration shall be submitted with the tender.
4. The tender must be firm for a period of three months from the date of opening of the tender or till the tender is decided, whichever is earlier during which period the bidder will not be free to withdraw the tender. Any such withdrawal will be entailed to forfeiture of the Earnest Money Deposit(EMD) and also result in the tenderer being made liable for the losses and damages sustained by the company in rearranging the work.
5. It is no binding on the company to accept the lowest offer. The company reserves the right to cancel/postpone the tender or to reject any or all offers without assigning any reason.
6. The tenderer should remit the Earnest Money Deposit (EMD) mentioned in this document in cash/DD and proof of thereof should be enclosed along with the tender. Other mode of remittance will not be accepted.
7. If any irregularity or fraudulent behavior is noticed on part of the contractor / his agents / representatives or the crew of the vehicle engaged by the contractor for the performance of the contract, the company reserves the right to take all suitable action deemed fit against the contractor and those concerned.
8. The Contractor will be responsible for meeting all the requirements of the various labour enactments applicable from time to time and should indemnify and keep indemnified the company against all losses and damages sustained by the company in this regard at all times.
9. The Contractor should comply with all relevant formalities under contract labour (Regulation and Abolition) Act 1971, such as display of rate of wages, date, place and time of payment of wages, date of payment of unpaid wages etc. they should also intimate the time, date and place of disbursement of wages to the supervisory Officer nominated under the above act for certification of payment to contract workers.
10. The Contractor should strictly adhere to the Safety Rules prevailing in the company failing which penalty as decided will be imposed. The Company is in no way responsible for any injury, disability or death of contractor's workmen due to non-compliance of safety regulations. TTPL will not pay any compensation in this regard. **All the PPE's to the employees for the execution of the work is under the scope of contractor**
11. The workers engaged by the contractor shall wear the ID cards provided from the Main Gate Security persons and displayed same while on work.

12. The Contractor should fix a display board on the materials of their own kept within the Company premises indicating the names of the contractor and Work Order No.
13. The work should be completed within the time limit given by the Officer in charge of the work.
14. The Company reserves the right to cancel the work order forfeiting security deposit if the work is not started within the time stipulated in the work order and also to terminate the contract at any time if the work is not done with proportionate progress to the satisfaction of the company officials and in all such cases the company will be at liberty to get the work done in any manner that the company thinks fits and all losses and damage sustain by the company in this regard will be recovered from contractor and his assets.
15. Company reserve the right to accept/reject any of the tender after evaluation with or without assigning reason no matter whether a Tenderer has quoted the lowest rate. All questions/disputes arising out of in connection with this shall be decided by the Managing Director of the company and his decision thereof shall be final and binding to all tenderers.
16. **Jurisdiction:** Any dispute or questions relating to or arising out of the finalization of this tender, if remains, shall be subject to the executive jurisdiction of the courts at Thiruvananthapuram.
17. **Agreement:** The liability of contractor/bidder under this contract will commence on the date specified in the letter of Intent/ Work order. The successful bidder shall be required to execute an agreement with TTPL if the contract value is above Rupees One lakh, immediately from the date of issue of work order for carrying out the work according to the terms and conditions of the contract given along with work order. The agreement shall be executed on Rs. 200/-Stamp paper and shall be in the proforma as specified by TTP. The provision contained in tender papers and other documents exchanged between the Bidder and TTP shall form part of the contract. The Earnest Money Deposit is liable to be forfeited in case the contractor fails to execute the Agreement within the stipulated period as mentioned above.
18. **Security Deposit:** The successful tenderer shall provide a Security Deposit equal to **5%** of the contract value immediately from the date of issue of work order for the due performance of the contract. The EMD of the successful tenderer shall be adjusted against the Security Deposit. Balance amount, if any, shall be remitted by means of a Demand Draft payable at Thiruvananthapuram or as Bank Guarantee from a nationalized /scheduled bank. The Security deposit shall not bear any interest and shall be released only after successful completion of all contractual obligations including guarantee period.
19. **Liquidated damages:** In case of any delay in the execution of the Order beyond the stipulated date of work schedule including any extension permitted in writing, the TTPL reserves right to recover from the contractor a sum equivalent to 0.5% of the total value of the delay for each week of delay and part thereof subject to a maximum of 10% of the total value of the Order. Alternatively, the Company reserves the right to execute the work from elsewhere at the sole risk and cost of the contractor and recover all such extra cost incurred by the company in execution of work by the above procedure.
20. Evaluation of Bids: The evaluation of the bids will be based only on the documents submitted.
21. **Deductions:** All statutory deductions will be made from the contractor's bill as per rules. The Contractor shall remit ESI and PF amount and the proof of remittance shall be furnished whenever company insists.

22. If the successful bidder fails to remit SD and execute agreement with the stipulated time, TTP will arrange the work with L2 bidder or with any other source at the risk and cost of the successful bidder if required.
23. Bids without signature in all pages of tender document/bids in incorrect tender document or format/bids without EMD and tender cost will be rejected.
24. In case of any matters pertaining to this tender document and award of contract, which are not incorporated/ specified therein, in such cases guidelines of CVC/Kerala Store Purchase Manual shall be applicable.
25. Bids without remitting EMD and tender form fee will be rejected.
26. The successful bidder shall be held responsible for any penalty imposed on them on Violation of statutory requirements/safety regulations and such penalties shall be met by the successful bidder themselves. The Workmen should follow the safety rules and regulations prevailing at TTPL from time to time. The contractor is liable to pay penalty of Rs.500/- for safety protocol violation / incident.
27. Conditional tenders will not be accepted.
28. Documents to be submitted along with the tender
  - a. Company Profile, Contact Person, GSTIN, PAN
  - b. Valid Customs House Agent License for Cochin/Tuticorin Port
  - c. Copies of Work Orders/Completion Certificates for similar bulk cargo handling
  - d. Audited Financial Statements and CA Certificate of Turnover
  - e. Self Declaration in Annexure A
  - f. Financial Bid in given format separate sealed cover
29. Tender Form Cost: Rs.500/- plus GST ie. Total Rs. 590/-.
30. Earnest Money Deposit (EMD) : Rs. 5,000/- + GST ie.Total Rs.5,900/- (refundable)
31. Exemption in Tender Form Cost and EMD is as per Govt. rules.
32. Due date of Submission of tender : **09/01/2026 up to 12.00 Noon.**

for TRAVANCORE TITANIUM PRODUCTS LIMITED



**Head of Department (Commercial)**

## PARTICULARS OF TENDERER

1. Name of the Bidder:
2. (a) Registered office address of the Bidder:  
(b) Address for correspondence:
3. Mobile Nos.:
4. E-mail address:
5. Status of the tenderer (Individual, Prop. firm, Partnership, Ltd. Company, Co-operative Society, Other):
6. Registration No.:
7. Year of establishment:
8. Permanent Account No. (PAN issued by Income Tax Dept.):
9. GST Registration No:
10. ESI Registration No:
11. PF Registration No:
12. MSME Registration No.(if applicable):
13. Name and address of Proprietor/ Partners/ Directors:

### **DECLARATION**

We confirm that we have read and understood all tender conditions and we accept all tender conditions in its entirety.

Date:

Signature:

Name of Person signing:

Tenderer's Name and address with seal:

### **Price Proforma**

<b>Sl. No</b>	<b>Description of Service</b>	<b>Unit</b>	<b>Cochin Port</b>	<b>Tuticorin Port</b>
			<b>Rate per Unit Excluding GST</b>	<b>Rate per Unit Excluding GST</b>
<b>1.</b>	<b>Customs clearing , Documentation and Transportation</b>	<b>Per MT</b>		

GST Registration No. :

EMD Remittance details:

Signature of the Tenderer:

Name & Address. :

Phone no. :

Mobile No :

Fax No :

E Mail :



Sl. No.	Description of Service	Unit	Rate per Unit (INR)	GST Rate (%)	Total Rate (INR)
<b>A</b>	<b>Customs Clearing, Documentation and Transportation charges</b>				
1.	CHA Service Charge (Per Bill of Entry/Vessel)	Lumpsum	[Rate A1]	[GST %]	[Total A1]
<b>B</b>	<b>Handling, Stevedoring &amp; Port Charges</b>				
1.	Handling/Stevedoring Supervision & Coordination (Per MT)	MT	[Rate B1]	[GST %]	[Total B1]
2.	Reimbursement/Escrow for Statutory Port Charges/Dues (Quoted as 'Actuals', but list common expected charges)	Actuals	N.A.	N.A.	N.A.
<b>C</b>	<b>Road Transportation</b>				
1.	Transportation from Cochin Port to [Destination 1 Name] (Per MT)	MT	[Rate C1]	[GST %]	[Total C1]
2.	Transportation from Cochin Port to [Destination 2 Name - if multiple] (Per MT)	MT	[Rate C2]	[GST %]	[Total C2]
<b>D</b>	<b>TOTAL LUMP-SUM RATE (For Comparative Evaluation)</b>	<b>MT</b>	<b>[Sum of A1 (prorated) + B1 + C1]</b>		

*\* GST will be paid extra at the applicable rate.*

GST Registration No. :

EMD Remittance details:

Signature of the Tenderer:

Name & Address. :

Phone no.

: Mobile No

:Fax No

:E Mail

:

