



TRAFFIC DEPARTMENT

**NOTICE FOR EMPANELMENT OF EXPORTER/SHIPPER FOR ALLOTMENT OF
MANUAL AND MECHANICAL IRON ORE/ IRON ORE PELLET PLOTS INSIDE
PORT PROHIBITED AREA**

Paradip Port Trust invites applications in the prescribed format from the Exporters/Shippers, for getting them empanelled for allotment of manual and mechanical iron ore/ iron ore pellet plots inside port prohibited area for a period of one year from the date of issue of empanelment order.

The format along with the details regarding eligibility criteria and other terms and conditions can be obtained from PPT's website www.paradipport.gov.in under "Empanelment of Exporters/Shippers" in "Circular & Notices of Traffic Department".

The Exporters/Shippers willing to get empanelled shall submit their applications in prescribed format along with relevant enclosures / documents etc. through CPP Portal <https://eprocure.gov.in/eprocure/app>, on or before 23.09.2021.

**Sd/-
Traffic Manager (I/c)
Paradip Port Trust**

No : TD/TM/GEN-235(Vol-IV)/2020-PT-I/1631

Date: 25.08.2021

1.0 **REGISTRATION:**

- (i) Applicants are required to enroll on the e-Procurement module of the Central Public Procurement Portal by using the “Online Bidder Enrollment” option available on the home page. Enrollment on the CPP Portal is free of charge.
- (ii) During enrollment/registration, the applicants should provide the correct/true information including valid email-id & mobile No. All the correspondence shall be made directly with the applicants through e-mail-ID provided.
- (iii) As part of the enrolment process, the applicants will be required to choose a unique username and assign a password for their accounts.
- (iv) For empanelment possession of valid Digital Signature Certificate (Class III Certificates with signing key usage) is mandatory which can be obtained from SIFY/V-Sign /e-Mudhra or any Certifying Authority recognized by CCA India on e-Token/Smart Card.
- (v) Upon enrolment on CPP Portal for empanelment, the applicants shall register their valid Digital Signature Certificate with their profile.
- (vi) Only one valid DSC should be registered by a applicant. Applicants are responsible to ensure that they do not lend their DSCs to others which may lead to misuse and should ensure safety of the same.
- (vii) Applicants can then log into the site through the secured login by entering their user ID /password and the password of the DSC / e-Token.

Note: Those who have already enrolled need not go through this step.

2.0 **PREPARATION FOR SUBMISSION OF EMPANELMENT REQUEST:**

- (i) For preparation of empanelment, applicants shall search the Empanelment Notice from published Empanelment Notice list available on site and download the complete empanelment notice and should take into account corrigendum, if any, published before submitting their empanelment. After selecting the empanelment notice same shall be moved to the ‘My favorite’ folder of bidders account from where applicant can view all the details of the empanelment notice.
- (ii) Applicants shall go through the empanelment notice carefully to understand the documents required to be submitted as part of the bid. Applicants shall note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations

from these may lead to rejection of the empanelment. PPT reserves the right to ask for shortfall documents, if any, from the bidders.

- (iii) Any clarifications if required they have to go through the contact details given in the empanel notice.
- (iv) Applicants should get ready in advance for the empanelment documents to be submitted as indicated in the empanelment notice/schedule in PDF/xls/rar/zip/dwf formats.

3.0 **SUBMISSION OF APPLICATION FOR EMPANELMENT**

- (i) Applicants should log into the site well in advance for empanelment application submission so that he/ she upload the empanelment application in time i.e. on or before the empanelment submission time.
- (ii) Applicants should deposit the Empanelment Registration Fee as per the instructions specified in the Empanelment Notice.
- (iii) While submitting the empanelment application online, the applicants shall read the terms & conditions (of CPP portal) and accepts the same in order to proceed further to submit their empanelment application.
- (iv) Applicants shall digitally sign and upload the required empanel documents one by one as indicated in the empanelment notice according to specified cover.
- (v) Applicants shall note that the very act of using DSC for downloading the empanelment document and uploading their applications is deemed to be a confirmation that they have read all sections and pages of the empanelment notice without any exception and have understood the complete empanelment notice and are clear about the requirements of the empanelment notice.
- (vii) After the empanelment application submission (i.e. after Clicking “Freeze Bid Submission” in the portal), the applicants shall take print out of system generated acknowledgement number and keep it as a record of evidence for online submission of empanelment application.
- (viii) Applicants should follow the server time being displayed on applicant’s dashboard at the top of the tender site, which shall be considered valid for all actions of requesting, empanelment application submission, empanelment opening etc., in the e-tender system.
- (ix) All the documents being submitted by the applicants would be encrypted using PKI (Public Key Infrastructure) encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized

persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology.

4 EMPANELMENT NOTICE VALIDITY:

The validity of Empanelment Notice shall be 90 days from the date of opening of empanelment request online.

5.0 SUBMISSION OF OFFER: -

The empanelment shall be submitted online in Two cover system duly scanned and digitally signed by the authorized representative of the bidder as follows:

(A) Cover -1 (FEE)

Online applications should be submitted containing original scanned copy of following document in Cover-1.

- i) Scanned copy in support of the deposit of empanelment registration fees.

The empanelment registration fees by National Electronic Fund Transfer (NEFT)/ Real Time Gross Settlement (RTGS) only to the account as mentioned below.

Account No. : **0254104000169615**
In Favour of: Paradip Port Trust
Type of Account: Saving
Branch: IDBI Bank, Paradip
IFSC: IBKL0000254

(B) Cover-2 (Technical Documents) shall comprise the documents for eligibility criteria for pre-qualification as mentioned in the Empanelment Notice

- a) Notarized copy of Valid Certificate of Importer-Exporter Code (IEC) issued by Director General of Foreign Trade under Ministry of Commerce & Industry, Govt. of India.
- b) Notarized Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Registrar of Firms etc. In case of Proprietorship a notarized affidavit of sole Proprietorship.
- c) Notarized copy of PAN card.
- d) Notarized copy of GST certificate.

- e) No dues certificate from the Port (Estate Wing & Traffic Dept.) as on the preceeding to the month of floating of circular/ submission of application for empanelment.
- f) Copy of payment details of Rs.10,000/- towards empanelment registration fees.
- g) Contact details like contact person, address, telephone nos. and e-mail ID's of the exporter/shippers.
- h) A notarized affidavit that the Exporter/Shippers haven't been black listed by any institution of the Central / State Govt. / any PSU.
- i) A vendor data sheet where the firm has to enter the Name, Contact Person, Number/Code of all statutory documents etc.

6. SUBMISSIONS, OPENING & EVALUATION:

- 6.1 The request should be submitted online at website <http://eprocure.gov.in/eprocure/app> only, by the due date mentioned in Empanelment Notice. The Server Date & Time as appearing on the website <http://eprocure.gov.in/eprocure/app> shall only be considered for the cut-off date and time for submission of bids. Offers sent through post, telegram, fax, telex, e-mail, and courier or by any other mode will not be considered. In case of date of opening is declared as holiday empanelment requests will be opened on next working day.
- 6.2 In the E-procurement Portal, it is allowed to modify the application any number of times before the final date and time of submission. The applicant shall have to log on to the system and resubmit the documents as asked for by the system. In doing so, the applications already submitted by the applicant will be removed automatically from the system and the latest application only will be admitted. But the applicant should avoid modification of application at the last moment to avoid system failure or malfunction of internet or traffic jam or power failure. If the bidder fails to submit his modified application within the designated time of receipt, the application already in the system shall be taken for evaluation.
- 6.3 Only those applicants shall be considered qualified by the PPT, who submits requisite Enrolment Registration Fee & documents accept all the terms & conditions of the empanelment notice unconditionally and meet the qualifying requirement stipulated in the empanelment notice. The decision of the PPT shall be final and binding in this regard.
- 6.4 The applicants shall bear all cost associated with the preparation & submission of its application and the PPT will in no case be responsible or

liable for these cost, regardless of the conduct or outcome of the empanelment process.

- 6.5 Empanel request opening dates are specified during empanelment creation or can be extended vide corrigendum.

Note: Any addendum/corrigendum thus issued shall be notified in the website <https://eprocure.gov.in/eprocure/app> and in the Empanelment Notice board of PPT.

- 6.6 After opening of the Empanelment Request, the original documents **if required** will be verified at the offices of the undersigned.

- 6.7 After evaluation of applications, all the applicants will get the information regarding their eligibility on website. Thereafter, a system generated e-mail confirmation will be sent to all successful applicants. The applicants can check the same from the portal.

7.0 ISSUE OF CERTIFICATE OF EMPANELMENT & ALOTTMENT OF VENDOR CODE.

- 7.1 The applicants whose application has been accepted as per the Empanelment Notice will be notified for the award by the PPT prior to expiration of the Empanelment Notice validity period through the “Office Order”.

- 7.2 The period of empanelment of the applicants will be for a **maximum period of One (1) year.**

- 7.3 The applicants shall promptly check their e-mail box registered with CPP Portal for receipt of any information/clarification/ correspondence in respect of their applications. PPT shall not be responsible for non-receipt/failure of e-mail to the applicants.

- 7.4 PPT reserves the right to cancel the notice without assigning any reason thereof.

- 7.5 Applicants who have not submitted their application as per Empanelment Notice will not be considered.

- 7.6 Canvassing whether directly or indirectly, in connection with applications is strictly prohibited & the applications submitted by the applicants who resort to canvassing will be liable for rejection.