

WANTED LIAISON AGENTS FOR SIFL

Offers are invited for engaging liaison agents for STEEL AND INDUSTRIAL FORGINGS LTD, THRISSUR, KERALA to work in North West and North East Region consisting Maharashtra, Gujarat, Andhra Pradesh and West Bengal.

TERMS AND CONDITIONS

1. Offerors may please note that separate offers are invited for each State region and therefore requested to submit offers accordingly.
2. The basic qualification for registration as Liaison agents shall be an Indian Citizen residing at same region as detailed above and **should have not less than 10 years liaison work experience/Marketing experience** in the forging industries/ forging market/ forging products in a medium/large Public sector in a State/ Central Government Forging unit/Heavy Engineering/Aeronautical Segment.
3. Marketing Agencies/ Companies/ firms located at the same region having experience as above.
4. The offer shall be submitted in a TWO bid system namely **Technical Bid & Price Bid**. On successful acceptance of the technical bid **only**, the price bid will be considered.
5. **The specific format for submitting the relevant details for both technical and price bids are required to be attached as Annexure to the Offer.**
6. **Suppose, the Company receives more than one offer from the same offeror for the same region/ different regions, then all the offers submitted by the said offeror shall summarily be rejected.**
7. Liaison agents should furnish relevant details proving their experience in the liaison work & other information like volume of work that could be done by them in a financial year, work orders/ purchase orders, etc., to support the bid as documentary evidence.
8. Liaison agents should execute an agreement/ MoU for carrying out the liaison work through work orders issued by the Company from time to time.
9. While delivering forgings to various customers, close follow up action is required to avoid delay in acceptance of forgings at the customers end and should take initiative to get payment for the supply of forgings from the customers in time. Moreover, statutory documents like C-Form, etc., should also be collected from the customers and send to the Company without fail.
10. It will be the responsibility of liaison agent to manage proper in-warding of material supplied by SIFL, collection of 'R' Notes, submission of Invoices/Bills/Documents raised

by SIFL, follow up and finally release of payments, collection of rejected/ warranty rejected items, dispatch of rejected items to SIFL, collection of Road permits etc.

11. Liaison agents should not undertake similar nature of work with other forging companies after being selected for appointment as liaison agents of the Company.
12. The Liaison agents shall be required to bring more customers in the best interest of the Company.
13. The Liaison agents shall be eligible for engagement for an initial period of one year & are eligible for renewal of agency at the end of the contract period subject to approval of the Board of Directors of the Company.
14. The enrollment of the liaison agents shall be without prejudice to the right of the Company to market the business activity of the Company to the existing or future customers.
15. Liaison agents shall endeavour to market and sale the Company services as per the terms of agreement within the region and will not do anything that may prevent or interfere with the development, promotion and popularization of such services.
16. Liaison agents shall be given commission for the service brought by them to the Company as per the terms and conditions of the agreement to be executed with the Company.
17. In case of discontinuation of service by the liaison agents before the expiry of the period specified in the agreement, no commission shall be payable by the Company to the liaison agents and the commission already paid at the time of commissioning of the service, shall be deducted from the agent's account settlement.
18. The account of the agent shall be maintained at the Registered Office of the Company and shall be settled quarterly.
19. Liaison agents are not authorized to collect any type of cash charges/ cheques/ demand draft in their name from the customers against the company's orders.
20. Liaison agents shall be required to bring as much work in a month/period as per the target set by the Company from time to time.
21. The Company shall reserve the right to cancel the agency at any time without assigning any reason.
22. The Company shall reserve the right to deduct the amount, which has already been paid to the agency for the order initially booked by the agency and such order subsequently stands cancelled.
23. All disputes arising out of liaison agency shall be decided by arbitration through an Arbitrator to be appointed by the Company and the venue of arbitration proceedings shall be at Thrissur, Kerala (India)

24. All communications shall be in English and in writing through the Managing Director, Steel and Industrial Forgings Ltd., Athani Post, Thrissur-680581, KERALA.
25. Liaison agents shall not in any way pledge the credit of the Company.
26. The offer must be unconditional. If the offeror imposes any condition, then the Company may reject offer without assigning any reason.
27. **The Last date of submission of offer is 30.10.2018. and offers will be opened on the same day at 3:30 p.m. at SIFL, ATHANI, THRISSUR.**
28. After the offers are opened no attempt will be made to meet any Member/Chairman of the Committee to influence their decision
29. The offer should be valid for at least 120 days.
30. The Company reserves the right to terminate the agreement at any time before the expiry of contact period, if the service of the liaison agent is not found to be satisfactory.
31. It will be at the discretion of the Company to make inquiries either itself or through any of the officials of this office to judge the suitability and capability of the Offeror to the liaison work.
32. The rates quoted for the liaison work will be inclusive of all taxes and charges, etc., whatsoever. However, the Service Taxes will be paid extra.
33. **Offer shall be submitted in a sealed envelope** (consisting two separate sealed envelopes specifically indicating that one for Technical Bid and other for Price Bid) **super scribing Tender No., Region and Date at the top of the envelope addressed to the Managing Director, Steel and Industrial Forgings Ltd., Athani (PO), Thrissur – 680 581, KERALA.**

MANAGING DIRECTOR

ANNEXURE-I
STEEL AND INDUSTRIAL FORGINGS LTD.
ATHANI, THRISSUR.

Phone No. 0487-2202385, 2201751, 52. Fax No. 0487-2201753.
Email: sifl@dataone.in, siflc@sancharnet.in. Website: www.siflindia.com.

RECRUITMENT OF EXPERIENCED LIAISON AGENTS
TECHNICAL BID FORMAT

(Please go through the terms and conditions before furnishing the required information)

1	Description	Engaging Experienced Liaison Agents in SIFL	
2	Offer No:		
3	Last date of submission of offer	30 th October 2018 at 03.00 Hrs	
4	Date of opening the Offer	30 th October 2018 at 03.30 Hrs	
5	Validity of Offer	Minimum Period of 120 days	
6	Technical bid should contain following details.		
	(i) Details of experience.		
	(ii) Other important details if		
7	Name & Signature of Offeror:		
8	Date & Seal:	9	Tele & Fax Nos.
		10	Email:

Note: Additional information, if any, can also be attached separately

ANNEXURE-II
STEEL AND INDUSTRIAL FORGINGS LTD.
ATHANI, THRISSUR.

Phone No. 0487-2202385, 2201751, 52. Fax No. 0487-2201753.

Email: sifl@dataone.in, siflc@sancharnet.in. Website: www.siflindia.com.

RECRUITMENT OF EXPERIENCED LIAISON AGENTS
PRICE BID FORMAT

(Please go through the terms and conditions before furnishing the required information)

1	Nature of the Work	Engaging Experienced Liaison Agents in SIFL			
2	Offer No:				
	Offer Date:				
	Region:				
3	Rate:				
	(Offerors may offer their rates either in terms of rates either in terms of Indian Rupees or in terms of percentage or in both for the entire liaison work with break-up details if any)				
4	Name & Signature of Offeror				
5	Date & Seal of the Offeror	6	Tele & Fax No:	7	Email

Note: Additional information, if any, can also be attached separately