



No. 4/8(04)2017-Pur.

May 03, 2017

Tender Notice

Sealed Tenders are invited in TWO BID FORMAT, (1) Part One- TECHNICAL BID giving detailed terms and conditions with documents mentioned in GCC and SCC of this tender documents: (2) PRICE BID, from the Service Providers dealing in customs clearance, imports & exports handling and international freight forwarding under consolidations:

Sl. No.	Name of the Equipment / Services	Specification
1	Tender for appointment of agent for consolidation of consignments of imports / exports shipments through Air, Sea and Foreign post office and customs clearance.	As detailed in GCC / SCC

The tender documents with detailed technical specifications and other terms and conditions can be downloaded and submitted up to 30/05/2017 upto 2.30 P.M.

EMD must be submitted as Bank Guarantee in favour of Director, Institute of Himalayan Bioresource Technology, Palampur .

Controller of Stores & Purchase
E-mail: cosp@ihbt.res.in

TENDER DOCUMENT

Name of the contract: Appointment of Agent for consolidation, Freight Forwarding and Customs Clearance of consignments

**CSIR-INSTITUTE OF HIMALAYAN BIORESOURCE TECHNOLOGY,
PALAMPUR, INDIA**

Enquiry No: 4/8(04)17-Pur, Date 03.05.2017.

Closing date & Time for Submission of Bids: 30.05.2017 upto 2.30 P.M.
(Technical Bid and Price Bid)

Date of Opening of Technical Bid: 30.05.2017 at 3.00 P.M.

No tender document fee in case of tender being downloaded from website

Controller of Stores & Purchase
E-mail: cosp@ihbt.res.in

BID DOCUMENT

ITB*Number No.: 4/8(04)17-Pur, Date 03.05.2017.

Due on 30.05.2017 upto 2.30 P.M. Opening 30.05.2017 at 3.00 P.M.

Sub: Appointment of Agent for consolidation, Freight Forwarding and Customs Clearance of consignments

CSIR-Institute of Himalayan Bioresource Technology(IHBT),one of the premier laboratories of Council of Scientific and Industrial Research, invites sealed Bids in **Two Bid System** for the appointment of Consolidation-cum Clearance Agent for a period of Two years subject to renewal on annual performance basis, for the import / export of consignments from/to and all over the world by air-freight, air post, parcel and sea shipment under consolidation from the Bidders dealing in Custom Clearance, Import and Export handling and International freight forwarding under consolidation. **POSSESSION OF CHA LICENSE & CONSOLIDATION LICENCE IN THEIR OWN NAME IS A COMPULSORY QUALIFICATION FOR THE APPLICANTS. (Total No. of Consignments Estimate is 60 Nos.(approx) per annum.**

Bidders are requested to download the Bid Document from Institute website i.e. www.ihbt.res.in. No Bid Fee is required for downloading the Bid from IHBT website.

Interested Bidders are requested to submit the TWO PART SEALED BID (quotation) in favour of Director, CSIR-IHBT, Palampur latest by 30.05.2017. The quotations (technical bid) will be opened at 3.00 P.M. in the Purchase Section of the Institute in the presence of the Representative of the Bidders who may participate in the Bid Opening on 30.05.2017.

1.0 Special Condition of Contract (SCC):-

ELIGIBILITY CRITERIA: -Quotations of only those Bidders who have fulfilled the Eligibility Criteria as mentioned below are to be considered and necessary documents in this regard must also be enclosed with the quotation (**Technical Bid**)-**Separate sealed cover.**

- 1.1 The Bidder should have valid **Consolidation & CHA Licenses in its own name (single name)**. Bidders not having these qualifications need not apply. Copies of documents evidencing this must be enclosed with Technical Bid.
- 1.2 The Bidder should be registered member of **IATA or FIATA**
- 1.3 The bidder should have the facility for Customs clearance at Delhi both for Air & Sea Cargo and Foreign Post Office. The Bidder must be registered in Customs at New Delhi. CHA licence must be at least 5 years old.
- 1.4 The Bidder should have successfully executed at least Three (03) similar Freight Forwarding cum Custom Clearance works in any CSIR Labs / any Govt. Department/ ICAR /Central University / IITs in the last Three years . Documentary evidence about satisfactory completion of the work together with Certificates of the client must also be enclosed with their complete mailing addresses, telephone numbers, fax number, e-mail address and name of the concerned person.
- 1.5 The bidder should have minimum turnover of not less than 5 crore per annum (enclose details) . Balance sheet of previous three years 2013-14 (i.e. upto 31.03.2014) & 2014-15 (i.e. upto 31.03.2015) 2015-16(i.e. upto 31.03.2016)} duly audited or certified by the Chartered Accountant be enclosed along with a statement showing three years turnover separately.
- 1.6 The Bidder must submit EMD (Bid Security) of Rs.50,000.00 (Twenty thousand) in the form of Bank Guarantee of scheduled nationalized bank along with the bid in favour of Director, CSIR-IHBT, Palampur and valid FOR 45 DAYS AFTER the BID VALIDITY. A bidder claiming exemption from payment of EMD must attach all relevant documents in support of such exemption. **No interest would be paid on EMD.**
- 1.7 The Firms/Company with whom Government transaction have/had been banned or suspended or Blacklisted or an enquiry has been initiated or have not honoured their quoted rates, due to any reason including corrupt and fraudulent practices adopted by them, shall not be eligible to submit the bids. Please enclose an undertaking to the effect that your company/firm has not been blacklisted or suspended or put on any hold by any institutional agency/ Government department/Public Sector Undertaking in the past. Any sub-judice matter shall be considered as per ruling of the Courts.
- 1.8 The Firm should have valid Service Tax Registration Certificate (Enclose copy).

Documents in support of 1.1 to 1.8 must be submitted in the Technical Bid otherwise the bid may be rejected.

2.0 Scope of Work: - The scope of the Consolidation-cum-clearance contract is detailed below.

2.1.1 Customs clearance of imported consignments from International airports of New Delhi, Dry Port at Delhi and filing of BOE for Import Shipments of the Institute.

2.1.2 The clearance of precious and delicate type of equipments, Instruments and other special type of materials, including Perishable chemicals, dangerous goods (DGR) and ODC shipments

2.1.3 Collection of all documents related to Imports/Exports from this Institute.(Purchase/Stores Section)

-Custom clearance of the consignment including all the stages of customs clearance

-Obtaining Non-delivery certificate/short landing certificate in the case of materials are short delivered by IAAI, or airlines and lodging of claims with them immediately on behalf of the Institute.

-Arranging insurance survey at Airport/IAAI in case of damages to the consignment.

2.1.4 Any other job in connection with the clearance of goods from Customs.

2.1.5 Clearance of Courier/Post Parcels from Customs/Foreign Post Office, & delivery to Stores at the Institute.

2.1.6 Clearance of consignments from DIAL / ICD Patparganj and dispatch to the Stores of the Institute.

2.1.7 Follow-up of cases of recovery of any excess Customs duty paid.

2.2 Consolidations of the consignments being imported from Gateway Airports in various countries. Insurance of the Shipments on warehouse to warehouse basis.

2.2.1 Complete Monitoring And Supervision of the movement from the date of order/LC and regular feedback on the progress of Shipments . In case the Pre-Alert/Advance Shipping Document is not received before landing of the consignment the delay in clearance will be on the part of Agent and the amount of demurrage will be recovered from the bill. Institute will not pay any demurrage charges.

2.2.2 To provide timely information (pre-alert) regarding dispatches and other relevant Information to IHBT via E-mail/Fax (Weight/P.O.No./ No. of Packages/ Supplier etc./Type of Cargo (Perishable/ DGR).

2.2.3 To facilitate specialized packing (as required) of all kinds of materials as per the IATA specifications and international packing standards.

2.2.4 Clearance and Transportation of special projects materials voluminous and heavy packages, dangerous and hazardous materials including Radioactive Materials

2.2.5 Prompt communication through telephone, Tele-fax and Email etc. to ensure quick clearance.

2.2.6 Any other service needed regarding consolidation (as required).

2.3 Exports

2.3.1 Export for Repairs, which will be Re-Imported after repairs.

2.3.2 Export of equipments for replacement.

2.3.3 All procedural formalities for these Exports (as per 2.3.1 and 2.3.2), with Customs will be required to be done by the Bidder.

3.0 BID EVALUATION CRITERIA :-

The Price Bids of the technically qualified bidders,(meeting the eligibility criteria as stipulated above in Sl. no.1.1 to 1.8 of SCC) will be opened, under intimation to these bidders, and bids will be evaluated as detailed below.

3.1 Airfreight charges: The forwarders charge the freight charges on the basis of IATA rates which are fixed by IATA. The firm must offer a single discount on these rates which should be “in percentage (%) only” for all countries and shape/size of the consignment i.e. General/Voluminous/ODC.

3.1.1 The offer of the bidder will be evaluated on the basis of the percentage of discount and not on individual rates. **Offer only single Discount by MENTIONING VALUE OF X,Y&Z in CLAUSE 8.1 Group A(X%) , CLAUSE 8.2 Group B (Y %) and Clause 8.2 Group C(Z%)**

3.1.2 No other Charges Statutory or non-statutory shall be paid.

Please fill up Schedule of rates and enclose in Price Bid; **Annexure A** & Price Schedule **Annexure B**. Evaluation will be made based on the same.

3.2 The rates must be quoted according to the format only; otherwise bid will be rejected. D.O. charges on consignment coming under own console shall not be paid. DO charges for other consolidation will be paid at actual. **(As per Clause 8.1, Group A, Para C)**

3.2.1 The Bidders must have their own arrangements of warehousing, Insurance, pick-up and delivery by road within the country and also in the exporting country. Details of these facilities in India should be given for proper evaluation.

3.2.2 The contract will be awarded to the Lowest Evaluated Bidder who shall secure maximum total score as per **Annexure B** (Price Schedule) for Consolidation, Transport / delivery to Institute Stores/Labs and Clearance charges of all consignments subject to fulfillment of S.C.C. and G.C.C. of this ITB.

4.0 CONTRACTUAL OBLIGATIONS:-The following obligations are within **the scope of services** to be provided by the Bidder:-

4.1 Import / Export can be from/to any country. The IATA rates and discounts shall be applicable.

4.2 Bidder will be responsible for the safety of the cargo in all circumstances and handling complete and proper papers whether it may be for import or export of consignment. In the events of non availability of invoice or other relevant papers if consignments incur demurrage or penalty,

the Bidder shall be solely responsible.

- 4.3** Pre-shipment advises must be intimated well in advance (72 hours prior to shipment). Fortnightly statement showing consignments shipped during last week and the proposed shipment during the next week through Fax / E-mail should be submitted invariably to the Institute.
- 4.4** The Bidder will pay all the charges including customs duty up to Rupees Five Lakh per consignment (shipment) Airfreight/Sea-freight charges, custom duty clearing charges and transportation charges etc., it will be paid to you after receipt of the consignment in Stores and also the receipt of pre receipted bill in duplicate addressed to Director of the Institute along with the relevant document as a proof for which payment is charged. E.g. MAWB, HAWB etc.
- 4.5** The payment of Airfreight, Customs duty and transportation charges will not be made if the consignment is in damaged condition both externally or internally. However, the payment will be released only after the amount is recouped from the insurance company. IHBT will not bear/pay any demurrage charge on account of any delay in clearance attributable to clearing agent or their freight forwarder.

In case, a perishable consignment is damaged due to insufficient dry Ice during clearance, Bidder shall be held responsible for the complete loss.

- 4.6** Any kind of loss or damage to the consignment from foreign airport to our warehouse will be your responsibility for recoupment. However, necessary documents on this account (to be prepared by you) will be signed by us in the capacity of consignee/importer.
- 4.7** The weight for the purpose of Freight (International) will be the "Chargeable Weight" of the consignment. However, for payment of charges under Clause 8.2; and to determine the category (A or B as per Clause 8.2 Group B) the weight will be the **Gross Weight** as per MAWB / HAWB.
- 5.1 Airfreight Charges:** All forwarders charge the freight charges on the basis of I.A.T.A. rates which are fixed by I.A.T.A TACT Card. The IATA rates from respective country of import should be considered as the reference, while offering discount on forwarding/consolidation rates. Under no circumstances should these rates be more than those specified in latest / IATA tact book. The Bidder should furnish an undertaking to this effect on their letterhead. The consignment should be shipped in the first available console of the Airline to Delhi Airport.
- 5.2** The Bidder, in the schedule of rates (price schedule Sl. No. 8.1 Annexure „A“) should offer a single standard/flat discount on IATA rates, which should be „In Percentage“ only, applicable for all countries and all weight slabs. The offers of the Bidders will be evaluated on the basis of the percentage of discount and not on individual rates for weight slabs. *Offers/bids with discounts subject to any conditions imposed by the bidder or in any other format will be rejected.*
- 5.3** The exchange rate as notified by customs for imports is RBI Exchange rate/SBI T.T.Selling Rate on the date of arrival of shipment at the International Airport of India will be applicable.
- 5.4** The successful Bidder will have to submit a Performance Bank Guarantee for Rs.1,00,000.00 (Rupees one lakh only) from a nationalized bank as security, which should be valid at least for 16 months (one year+ four months) from the date of contract. The same Bank Guarantee will be refunded /returned after completion of 16 months subject to fulfilment of contracted obligations. No interest would be paid on Bank Guarantee. Director, CSIR-IHBT will have the discretion to invoke the payment from the Bank for any breach of contract.

- 5.5 Ex-works shipments:** In case the foreign supplier agrees to supply the goods on ex-works basis only, the consignment shall be lifted by the agent from the foreign supplier's works for onward shipment to Institute, Stores via New Delhi Airport. The inland handling/forwarding charges up to nearest gateway Airport in the supplier country shall be paid at actual.
- 5.6 CIF Shipments-**
Clearance and D.O. Charges shall be paid for CIF Shipments. Transportation charges from New Delhi to Stores, will be paid at actual as per Clause 8.2 Group B For all Types of shipments **i.e.** EX Works, FOB/FCA OR CIF/CIP .
- 5.7** Bank release order (for consignments against irrevocable letter of credit) will be delivered only after its receipt from the bank. Custom clearance should be initiated without waiting for bank release order. The Bill of Entry (B/E) in respect of CIF shipments must be sent within 7 working days of custom clearance.
- 5.8** Even in the case of any dispute, the consignment shall be cleared by the agent and handed over , pending the settlement thereof.
- 5.9** The efficiency and Performance Service Provider will be judged on following aspects.
- 5.9.1** Custom clearance without DEMURRAGE CHARGES and Safe Delivery to Lab/Stores.
- 5.9.2** Coordinating with Customs/Carrier and Obtaining Cargo Arrival Notice within 24 Hrs landing at New Delhi Airport and Forwarding the same to the Stores.
- 5.9.3** After collection of Documents and customs clearance of the consignment within free period; delivery to Lab/ Stores must be made within 7 days of arrival at the International Airport.
- 5.9** The Bid must contain, names and address of all associates located in different countries along with their Telephone, Telex, Fax and E-mail numbers of the contact persons.
- 5.10** The successful bidder shall handle sophisticated and valuable consignment, hence the successful bidder shall have to furnish a fidelity guarantee bond for an amount of Rs.20.00 Lakhs (Rupees Twenty Lakhs only) in favour of Director, IHBT, Palampur to safeguard the interest of the Institute.
- 5.11** The successful Bidder will have to give an undertaking that no consignment will be detained/withheld by them before or after the custom clearance under any circumstances.
- 5.12** The Bidder must intimate well in advance (72 Hrs/pre-alert advice), BEFORE the date of arrival of the consignment at IGI New Delhi Airport with the house Airway bill and master Airway bill numbers and collect all documents required for clearance from the Institute. The Bidder shall be held responsible for any delay in customs clearance, not completed within the free period. The demurrage charges due to Bidder negligence will be recovered from them. Similarly the Bidder shall have to bear any loss incurred due to negligence or failure on their part to take prompt action in finalization of B.E. and clearance of consignment. The Bidder may be required to carry out or arrange to carry out the inspection of the ordered material at the country/port of shipment or supplier's premises on behalf of the Institute, if required in certain cases. Safe Custody of the Consignment Cleared is The Responsibility of The Bidder until It Is Delivered to Institute Stores/Lab.

- 5.13** The Bidder shall be required to examine carefully all packages marked for customs examination of each consignment arrived at the airport with respective invoices/packing list etc. Any damage or loss of goods should be brought to the notice of the Institute immediately. In case any short landing cargo is noticed the agent shall be required to file “not traceable “ or “not found “ notice with the airport authorities and obtain not traceable” certificate and also lodge formal claim on airport authority/concerned Airlines with all necessary documents under intimation to the Institute.
- 5.14** The successful bidder shall have to bear the applicable customs duty upto Rs.5,00,000.00 (Rupees Eight Lakhs only) per consignment on behalf of the Institute within 15 days of claim which will be reimbursed to the successful bidder along with the Bill. In case the amount of Customs Duty is more than Rs. Five Lakhs then successful bidder shall intimate IHBT about the amount involved in Customs Duty in advance on the basis of Purchase Order so that the customs duty can be arranged well in advance; prior to landing against Intimation and advance Bill of Entry copy from the Agent. Any delay in intimating IHBT about the duty payable shall be to the account of successful bidder. No plea on account of delay in arranging the customs duty shall be accepted.
- 5.15** In case the cargo is received in damaged condition/short landing, payment shall not be released to the bidder till the Institute receives the complete consignment / insurance claim. In all such cases the bidder is required to file “Shortage” or “Damage” or “Not Found” or “Not Traceable” notice with the Airport Authorities, obtain necessary certificate from the Airlines / Sealer and lodge necessary claim with the concerned authorities under intimation to the Institute.
- 5.16 Penalty Clause:** Director, CSIR-IHBT reserves the right to deduct penalty @ 0.5% per week of FCA/FOB price (incoterms 2000), for delay in consolidation and Airfreight / Sea shipment of IHBT shipments and delivery to Stores. (Maximum penalty shall be 2%) The period for this will be calculated after 30 days, from the date of intimation by supplier about the readiness of the consignment for shipment.
- 5.17 The successful bidder shall ensure that correct nomenclature and the HS CLASSIFICATION AS PER EXTANT ITC/Customs notification is mentioned in the BILL OF ENTRY. The correct product code(HS) verified AND DUTY FREE ITEMS AS PER Customs Tariff act cleared without duty.The Institute is eligible for concessional customs duty(VIDE notification CUSTOMS 51/96) on items which otherwise attract duty.**

6.0 GENERAL CONDITIONS OF CONTRACT (G.C.C.)

- 6.1** Bid is to be enclosed in a sealed cover addressed to Director, IHBT, DEHRADUN. The cover should be sealed and super scribed “Bid IN RESPONSE TO ENQUIRY NO. and DATE OF OPENING
- 6.2** Bid to be dropped in the Tender BOX, which is kept in Purchase Section within scheduled date and time.
- 6.3** % (Percentage) Discount quoted in the Price Bid (In **Annexure A and Annexure B**) must be mentioned in figures and words. The Maximum charges fixed must be noted.
- 6.4** No deviation is acceptable after opening of quotation.
- 6.5** Bidders have to submit the EMD (**Bid Security**) of Rs.50,000/- (Rupees Fifty Thousand only) in

the form of Bank Guarantee from a nationalized bank in favour of Director, IHBT Palampur along with the bid and validity of EMD must be 45 days from the Bid Validity date. **Bids received without EMD shall be rejected.** EMD of un-successful bidders will be refunded within 30 days after signing of the Contract. No interest would be paid on the Earnest Money Deposit.

6.6 Incomplete Bid and conditional Bid will be rejected.

6.7 The Bid/s, Received By Fax/E-Mail and open Condition will not be Considered.

6.8 Bids received after the due time (delayed) and due date (late) will not be considered.

6.9 The Director, CSIR-IHBT reserves the right to accept or reject any or all the Bids received without assigning any reason.

6.10 The Director, CSIR-IHBT reserves the right to terminate the contract within one month prior notice at any time on finding the service unsatisfactory or on **breach of contract.**

6.11 Insurance charges for consignments shipped on (FCA/FOB, Incoterms 200) will be borne by the Institute as per quoted rates.

7.0 Documents: –

The Technical Bid (Unpriced) Should Contain the Following Documents (7.1 to 7.8)

7.1 Forwarding Letter In Your Letter Head Addressed to the Director IHBT Palampur forwarding therewith;

7.2 Copy of Customs Authorised Clearing License (**CHA**)

7.3 Copy of **IATA or FIATA Membership.**

7.4 Copy of Service Tax Registration Certificate.

7.5 The List Of The Customers (With Their Full Address) Where Similar Nature Of Services Were Rendered During The Last Three Years (2011-2013) (**see Clause 1.5 under SCC**) with Certificate of Successful Completion. from the customers.

7.6 EMD (BID SECURITY) Rs. 50,000/- in the form of bank guarantee (as per enclosed format), with validity of 45 days after Bid validity in favour of Director IHBT, Palampur(H.P.).

7.7 The completed compliance statement on a separate sheet showing acceptance of the terms and conditions as per this ITB (**Annexure C**).

7.8 Copy of Consolidation License/Certificate.

7.9 The Price Bid (Financial bid) should be in a sealed cover containing the price schedule (Annexure B) and schedule of rates (Annexure A) as per 8.1 and 8.2 duly filled up for evaluation. Bids not meeting this criterion will be rejected. The sealed envelope containing the Bid must be superscribed as under:

No.....dated for Consolidation and Custom Clearance.

8 THE DIRECTOR, CSIR-IHBT, PALAMPUR RESERVES THE RIGHT TO ACCEPT OR REJECT PARTLY OR WHOLLY ANY BID WITHOUT ASIGNING ANY REASON WHATSOEVER.

**Controller of Stores & Purchase
CSIR-IHBT,Palampur
E-mail:- cosp@ihbt.res.in**

Encl:

1. Format of EMD (CSIR)
2. Bidders undertaking (Format) (2 pages)
3. Check list for technical & price bid

ANNEXURE – A

SCHEDULE OF RATES

CHARGES FOR CLEARANCE & OTHER SERVICES AND DISCOUNT ON AIRFREIGHTS

Port of landing – IGI Airport, New Delhi

Charges which are normally claimed and rates for which are sought to be quoted by the C&F agent are classified in two groups (A,B&C) for the purpose of comparison amongst different bidders. Each bidder depending upon his quoted rates will be given marks from 0-100 from each group. Finally different weightages will be given to the marks obtained in each group to calculate the total score of each bidder.

Group	Weightage (%)
8.1 Group A (Discount on International Freight)	85
8.2 Group B (Discount on Custom clearance, Transportation and Delivery)	10
8.3 Group C(Insurance Charges on Freight)	05
Total	100

Following formula will be used to arrive at Total Score of a Bidder”

$$\text{Total Score} = \frac{85(A) + 10(B) + 5(C)}{100} \text{ (where A and B \& C are marks obtained in respective group).}$$

Bidder with Maximum Total Score as per ANNEXURE B (PRICE SCHEDULE) shall be selected as the lowest evaluated bidder. Conditional Bid will be rejected.

Bidders are advised to carefully read and finalize the GCC (Clause 6.0) & SCC (Clause 1.0) before submitting Technical Bid & Price Bid.

8.1 Group A
Discounted Rates of Airfreight for Consolidation & Forwarding.

<p>Discount offered on Standard IATA Rates (A single flat discount for all categories to be offered irrespective of weight slabs Voluminous/OD Cargo/etc.)</p> <p>A. Consolidation and Freight Forwarding of all type of consignments.</p> <p>B. No other charges including any statutory charges, etc. shall be paid. Bidder may quote their discount adjusting all charges as applicable</p> <p>C. DO charges on other than own console consignment will be paid on actual on original receipt.</p> <p>D. DO charges shall not be paid on consignments arriving under consolidation of the Bidder.</p>	<p style="text-align: center;">X %</p> <p>Please write the numerical value of X only. Conditional bids will be rejected</p>
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Weightage=85%

Group 'B' (8.2)

Custom Clearance and Door Delivery Charges Including Loading and unloading of the Imported material FROM IGI, AIRPORT/ICD, NEW DELHI To concerned Laboratory of the Institute/ Institute Store. Clearance includes all such activities as Documentation, Custom Examination, Sealing & Strapping etc. No additional charges shall be paid other than the fixed quoted amount.

Rates are to be quoted for following two categories, mentioning the discount offered (as percent)

Single Discount is to offered for following two categories:

(Please read Clauses 5.5, 5.6)

<p>8.2.1 A. Clearance & Delivery of consignments upto 100 Kg</p> <p>Maximum Rs.6000/- per consignment, fixed by IHBT.</p> <p>8.2.2 B. Clearance & Delivery of consignments above 100 Kg.</p> <p>Maximum Rs.10000/- fixed by IHBT.</p>	<p>} Y%</p> <p>Please write the numerical value of Y only. Conditional bids will be rejected.</p>
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Maximum Charges for small consignment (per kg) upto 100 Kg and for truck load (above 100 Kg) are fixed by the Institute. Bidders have to quote only the discount percent on these fixed charges.

Bidders are advised to note that all shipments (Incoterms 2000- E/F/C) are covered in the Clause. All charges (including Dry Ice Charges/ CMC fees etc are included in these 2 slabs and a fixed single discount on the Maximum for Category A & Category B must be mentioned & within is the Price Bid as (Y%) .(Refer Clause 5)

Weightage=10%

Discount on Insurance

Insurance Charges for all Consignments of any nature/Weight/Value on Warehouse to Warehouse basis for all risks on CIF+Customs Duty+10%=0.25%	<p style="text-align: center;"><i>Z%</i></p> Please write the Numerical Value of Z only. Conditional bids will be rejected.
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Weightage=5%

Annexure 'B'

Price Schedule for services being offered by CHA

ITB No. _____

Name of the Bidder : _____

1	2	3	4	5	6	7	8	9
Sr. No.	Description of Service	% of Discount on IATA Rate for Freight Forwarding	% Discount on Clearance & Delivery (Fixed by IHBT)	% Discount on Insurance	Marks Obtained as per 3	Marks Obtained as per 4	Marks Obtained as per 5	Total Marks Obtained
		X%	Y%	Z%	X	Y	Z	$\frac{85xX+10xY+5xZ}{100}$

Total marks Obtained in Figure and Words

Signature of Bidder

Name: _____

(Note: - Please write Numerical value of X,Y and Z only as written in Annexure A. Please also calculate your total marks as per Column No. 9 of Annexure B. Please don't put any condition otherwise your Bid will be rejected.)

* Please refer Clause 5.5, Annexure A and 8.2 (A) & (B) and also Clause 4.7

ANNEXURE C

UNDERTAKING BY THE BIDDER

1. We agree that the consignments after clearance from airport will directly be delivered to the premises of the Institute within 7 days of clearance. In case of perishable item, it will be delivered within minimum time with necessary temperature control arrangements.
2. We agree to pay the customs duty for all consignments at the time of clearance from airport/seaport and its reimbursement (excluding courier time) against paid challan. We shall submit bill along with the paid challan for reimbursement of customs duty paid.
3. We agree that we shall not claim any demurrage charge, if paid by us at the time of clearance, for the shipments arranged by us.
4. We agree that the house Airway bill number and date and master Airway bill number and date will be intimated to the importer at least three days prior to, arrival at the New Delhi Airport.
5. We agree that we shall collect necessary documents required for clearing of consignments by deputing our representative to the Institute as and when required.
6. We agree that we shall submit the original house Airway Bill, Copy of master Airway Bill, Customs Signed Invoice, Bill of Entry both importer copy and Exchange control copy, alongwith the clearing charge bills.
7. We shall prepare the airfreight bill and transport / delivery charges bills strictly in accordance with the approved rates. Under no circumstances airfreight rates charged by us, shall exceed those specified in the latest issue of IATA Tact Book.
8. We agree to accept the RBI Exchange Rate/ SBI T. T. Selling rate on the date of arrival at India. (Import), for the purpose of calculation of airfreight charges .(refer 5.3) We shall submit exchange rate of copy of date of arrival alongwith bill.
9. In case the cargo is received in shortage/damages condition/short landing cargo, no payment shall be made to CHA till Institute receives the insurance claim. In such cases we are required shortage/damage/not found/not traceable notice with airport authorities and obtain necessary certificate from the Airline and lodge necessary claim with the concerned authorities under intimation to the Institute. During inland transportation any loss/damage is the sole responsibility of clearing agent. In that case we have to provide loss/damage certificate immediately.
10. As we shall handle sophisticated and valuable consignment, we shall have to furnish a fidelity bond of Rs. 20.00 Lakhs in favour of Director, CSIR-IHBT to safeguard the interest of the Institute in the event of any loss due to any act of Omission and Commission by us .The Bond should be valid till contract period.
11. In case the cargo is received in damaged condition/short landing cargo, no payment shall be released to us, till the Institute receives the insurance claim. In all such cases, the successful bidder shall file "shortage" or "damage" or "not found" or not traceable" notice with Airport authorities and obtain necessary certificate from the Airline and lodge necessary claim with the concerned authorities under intimation to the Institute.

12. A periodic statement in MS-Word detailing
 - a. FCA/FOB Shipment Pick up & Clearance details with Name of Supplier, Item, Description, and Purchase Order No.ETA at Delhi.
 - b. CIF/ CIP Shipments detailing the date of landing, collection of D.O. from Supplier's Freight Forwarder, Clearance & ETA for Delivery to Lab/ Stores. Item/ Weight/ Nature of Cargo (Perishable/DRG/ODC/ Purchase Order No.) will be sent on fortnightly basis to this office.
13. We unconditionally accept all the terms and conditions (**GCC & SCC**) of this **ITB**

SIGNATURE WITH DATE AND

RUBBER SEAL OF THE BIDDER.

ANNEXURE D

MODEL BANK GUARANTEE FORMAT FOR FURNISHING BID SECURITY (EMD)

Whereas (hereinafter called the “tenderer”)has submitted their offer dated.....for the supply of (hereinafter called the “tender”) against the Purchaser’s tender enquiry No.....

KNOW ALL MEN by these presents that WE.....of having our registered office at..... are bound unto(hereinafter called the “Purchaser)in the sum of for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this..... day of20.....

THE CONDITIONS OF THIS OBLIGATION ARE:

- (1) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.

- (2) If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity:-
 - a) If the tenderer fails to furnish the performance security for the due performance of the contract.
 - b)Fails or refuses to accept/execute the contract.

We undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the purchaser (CSIR/Lab) having to substantiate its demand , provided that in its demand the purchaser will note that the amount claimed by it is due to it owing the occurrence of one or both the two conditions ,specifying the occurred condition or conditions. This guarantee will remain in force upto and including 45 days after the period of tender validity and any demand in respect thereof should reach the bank not later than the above date.

Signature of the authorized officer of the bank

Name and designation of the officer

Seal, name and address of the Bank and address of the Branch.

Check List For Technical And Price Bid (Annexure E)

S. No	ITEM/CLAUSE	YES/NO
1	Whether the rates have been quoted as per the formats enclosed with our tender document?	
2	Whether the attested copies of valid permanent custom license (CHA) in the name of quoting firm applicable in Delhi/Mumbai port enclosed with your quotation?	
3	Whether the list of name and complete addresses of the freight forwarders/associated with Tel/Fax/email/ enclosed.	
4	Whether the quoting firm has valid IATA or FIATA membership and copy of certificate has been submitted.	
5	Whether the quoting firm has valid ISO 9001(2000) quality system certification and copy of certificate has been submitted.	
6	Is quoting firm registered with Indian custom house Delhi and Mumbai as consol/clearing agent?	
7	Whether the quoting firm has executed at least two similar freight forwarding and custom clearance work during the last three years in any CSIR Lab. Or Govt. Deptt./PSU. Is documentary evidence/certificate about satisfactory completion of the work with these organizations enclosed with their complete mailing address and telephone numbers?	
8	Whether the firm has submitted EMD of Rs. 50,000.00 in the form Bank Guarantee of Scheduled Nationalized bank along with the technical bid.	

Price Bids of only those firms will be opened who fulfil our terms & conditions for technical bid.

(Signature)
Name of the firm with Stamp