



IISER Mohali

भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान मोहाली

मानव संसाधन एवं विकास मंत्रालय, भारत सरकार द्वारा स्थापित
सैक्टर 81, नॉलेज सिटी, पी. ओ. मनोली, एस. ए. एस. नगर, मोहाली, पंजाब –140306
INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH MOHALI
Sector-81, Knowledge city, PO-Manauli, SAS Nagar Mohali-140306, Punjab
PAN NO. - AAAAI1781K TAN NO. PTLI10692D

• Phone : +91-172-2240086, 2240121 • Fax : +91-172-2240124, 2240266 • <http://www.iisermohali.ac.in> • Email: stores@iisermohali.ac.in

IISERM(583) 15/16-CHA

08th September 2015

TENDER NOTICE

Sealed tenders in TWO BID SYSTEM are invited by the Director, IISERMohali, from the custom registered and reputed clearing agents for the purpose of clearing the consignments from airport /seaport/ICD/FPO.

Ref. No.	Description	Tender Fee	EMD	Last date of receipt & opening of tender
IISERM(583)15/16-CHA	Appointment of Custom House Clearance-cum-Consolidation Agent	500/-	80000/-	28.09.2015 upto 11:00 am & 28.09.2015 at 11:30am

EMD money by DD /Banker Cheque/FDR/ Bank guarantee for Rs 80000/- and tender fee of Rs 500/- (non-refundable) through DD in favour of the Registrar, IISER Mohali, must be submitted along with tender in sealed cover.

-sd-

Assistant Registrar (P&S)



IISER Mohali

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IISERM(583)15/16-CHA

08th September 2015

TENDER NOTICE

We are interested in appointing an authorized custom consolidation cum clearing agent to perform the job of the consolidation of Import/Export of consignment and custom clearance of air freight and air parcel consignments within INDIA/ICD/FPO within FREE time (without demurrage). Most of our imports are on FCA/FOB/CIF/CIP basis and are covered generally under OGL, scheme as we are exempted from payment of custom duty under certification system introduced by Govt. of India for research organization. We would like to have your complete particulars/rates under **TWO BID SYSTEM** in attached proforma for Technical Bid containing Bid details and Price Bid, in all respect as the details mentioned below:-

General Conditions :-

1. The firm should have a prepaid deposit account with AAI for payment of AAI charges.
2. The firm should have EDI connection issued by customs for in-house system for receiving and submitting the bill of entries
3. The firm should have network for handling of consolidation. Please enclose a list of your authorized freight forwarders / overseas agents with their details, address, telephone & fax number, email address, contact person.
4. The CHA has to clear all our shipments by filing manual/electronic Bill of Entry in whichever method custom duty is levied lesser.
5. Generally all our shipments are on FOB/CIF/FCA/CIP basis. However, if any shipment is on Ex-works basis the same is to be collected by the representative of CHA in that country free of cost.
6. Manufacturer as well as The Institute will be at liberty to use their own freight forwarder for CIF shipments, high risk/high value consignments.
7. Current prevailing IATA rates must be enclosed along with your offer.
8. The discount if any, should clearly be indicated in your offer. Quoting of different discounts for different countries/size, shape of consignments will disqualify the offer.
9. The rates notified by the commissioner of customs for clearance indicating, discount, if any, should also be attached along with their offer.
10. The firm will have to arrange for clearance of all consignments without any demurrage /storage charges within free times and transporting it to IISER Mohali, in good condition. Hence all the necessary information regarding the arrival of the cargo is to be intimated well in time by CHA for sending the necessary custom clearance papers to them, and if any demurrage charges are imposed due to the negligence of agent, the same will be paid by the Agent.
11. All necessary arrangements for filling up of dry ice in perishable consignments are to be made by CHA without any charges.
12. It will be the sole responsibility of the clearing agent to mention the correct classification code (i.e. HS code) of the product and if at any point it is detected that HS code is wrong, custom duty paid against the wrong code will be recovered from the clearing agent
13. If at any point of time it is detected that the over payment has been made to the firm the same will be recovered from the subsequent bills/security deposited by the firm.
14. Clearing agent will be fully responsible for inspection of cargo. In case of shortage/damage of consignment, he will have to obtain the short receipt certificate/short landing certificate/damaged certificate from the concerned authority/insurance Co. & Surveyor etc. Clearing agent will also ensure all formalities till handing over the consignment to IISER Mohali.

15. The award of work is for an aggregate period of 3-years, which will initially be given for a period of one year and reviewed for extension for another year(s) on the basis of service rendered by the CHA. It can be terminated at any point of time without assigning any reason in between if it is found that the services rendered by the firm are not satisfactory.
16. Legal jurisdiction will be at Mohali.
17. Conditional offer and offer with the vague terms and not as per the format supplied will be summarily rejected.
18. All the statutory charges of Govt. will be payable/ reimbursed against proper receipt.
19. HAWB issued in the name of the agent only shall be accepted. The shipment will be cleared and arrived in IISER Mohali within 07-10 days after picked up from respective vender in different country. The delay if any will result in deduction in the charges @ 1% per day of invoice value,(Maximum penalty shall be 5% of shipment value) exceptional delay will be accepted after considering the justification submitted.
20. The bidder will pay all the clearing charges of the consignment including customs duty upto **Rs Five Lakh per consignment (shipment)**. Airfreight/Sea-freight charges, custom duty and clearing charges etc., will be paid to you after receipt of the consignment in IISER Mohali and also the receipt of pre-receipted bill in duplicate addressed to Director, IISER Mohali, alongwith the relevant document as a proof for which payment is charged.
21. The payment of Airfreight, Custom duty and clearing charges will not be made if the consignment is in damaged condition either externally or internally. However, the payment will be released only after the amount is recouped from the insurance company. IISER Mohali 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.
22. Pre-shipment advise(s) must be intimated well in advance (48 hrs. prior to shipment) and if the CHA fails to intimate the same well in advance as mentioned above, all the clearance charges including custom duty will be paid by the firm irrespective of amount which will be reimbursed to firm within 21 days. However, no demurrage on this account will be paid by IISER Mohali.
23. Hand written quotation will not be considered and Tender not signed by The firm will lead to rejection.
24. The successful bidder will have to submit a **Security Deposit by BG/FDR amounting to Rs 2,00,000/- drawn in favour of Registrar, IISER, Mohali valid for contract period plus 60 days. The firm will also have to submit a Fidelity Bond for Rs 10,00,000/- or TDR (Fixed Deposit Receipt) of equivalent amount pledged in favour of Registrar IISER till the currency of the contract.**
25. The tenders should be submitted in TWO SEALED Covers separately for “Eligibility-cum-Technical & Price Bids” superscribing on the outer envelope “**Tender for Clearance and Consolidation Services Contract**” along with our reference number addressed to the Director, Indian Institute of Science Education & Research-Mohali, Sector-81, Knowledge city, PO-Manauli, SAS Nagar Mohali-140306, Punjab by **28.09.2015 at 11:00 am and the same will be opened on same day at 11.30am in the presence of Bidders or his duly authorized representative.** The tenders should be accompanied with **EMD amounting to Rs 80,000/-** in the form of **Demand Draft/Banker Cheque/BG and tender fee for Rs 500/- (Non-refundable through DD) drawn in favour of the Registrar, Indian Institute of Science Education & Research-Mohali, Sector-81, Knowledge city, PO-Manauli, SAS Nagar Mohali-140306 (To be enclosed with Technical Bids Only).** The tenders received without EMD will outrightly be rejected. **The EMD will be refunded to the bidders in due course of time after award of contract.**
26. The award of the contract will be subject to satisfactory inspection of the office/godown facilities by committee of IISER, Mohali if so desired.
27. The list of customers (with their full address) where service of similar nature were rendered during the last three years (2012-13, 2013-14, 2014-15).may also enclosed with bids.
28. CHA will have to furnish to IISER Mohali Monthly progress report giving details such as (i)Our purchase order No. (ii) Brief description of items and quantity (iii) AWB No. (iv) Date when documents are handed over to CHA and date of landing in India (Any Airport/Seaport) (v) Date of clearance and delivery to IISER Mohali. (vi) Remarks , in case of inordinate delay in clearing the consignment, the reason for the same.
29. Advance paid to CHA should be adjusted in the relevant bill immediately when bill is submitted for payment, if it is not done the Institute has right to take suitable action against CHA.

30. In near future if Chandigarh International Airport starts facilities of import/exports of the goods, custom clearance; then CHA has to use the same facility from Chandigarh accordingly.
31. Majority of shipments come from USA, Germany, UK, Japan, Italy, France, Switzerland, HongKong, Canada, South Korea, Singapore, Austria, Denmark, China, Thailand, Malashya, Israel.
32. Manpower for loading/Unloading will have to be arranged by CHA. Equipment's/items may be required to be moved at specified lab/location/sites. Handling of heavy items may require a crane/ forklift /larger labour force. Safety of the equipment and the person involved in doing so will be CHA's responsibility.

ELIGIBILITY CRITERIA: Quotations of only those Bidders who fulfill the following eligibility criteria shall be considered. Necessary documents in this regard must be enclosed with the Technical Bid, failing which; the bid shall be summarily rejected.

1. The company should have valid Consolidation & CHA Licenses in their own name. A copy of valid/permanent Custom License of at least five years old as CHA & Consolidation in the name of bidder should be attached with the tender.
2. PAN number should be in the name of same company and bidder should be registered with Service Tax Authorities.
3. The Bidder should be certified under ISO 9001:2008 quality system certification and registered member of IATA or FIATA
4. The bidder should have their own facility for Customs clearance for Air & Sea Cargo and Foreign Post Office.
5. The Bidder should have successfully executed at least three similar Freight Forwarding and Custom Clearance works in any IIT/CSIR Labs/ ICAR/ICMR Educational Institute / Central University / DRDO with minimum 50 shipments (per client) custom clearance each year, during the last three financial years (i.e. 2012-13, 2013-14 and 2014-15). Documentary evidence about satisfactory completion of the work together with Certificate from the client must also be enclosed with complete mailing addresses telephone numbers, fax number, e-mail address and name of the concerned person. Institute clears its shipments under customs notification number 51/96 @ 5.15% custom duty. The firm should submit minimum of 25 copies of bills of entry per client assessed with custom duty @5.15% per contract (except nil duty clearance) in the last year from 3 clients
6. The bidder should have minimum turnover of not less than 50 Lakhs per annum (enclose details) exclusive of custom duty payment. Balance sheet of previous three years 2012-13 (i.e. 31.3.2013), 2013-14 (i.e. as on 31.3.2014) and 2014-15 (i.e. as on 31.3.2015) duly audited or certified by the Chartered Accountant be enclosed along with a statement showing three years turnover separately. Turnover should be given in the following format duly certified by the Chartered Accountant (As chart given below)

<u>Financial years</u>	A) Turnover exclusive of custom duty (Rs)	(B) Custom duty (Rs)	Total (A+B)
2012-13			
2013-14			
2014-15			

7. The agency should have at least 05 years' experience in the business of consolidation and custom clearance. A declaration in this regard is required to be enclosed.

8. The firm/company with whom Government transactions are banned or suspended or blacklisted due to any reasons including corrupt and fraudulent practices adopted by them shall not be eligible to submit the bids. An undertaking with notarized certificate on non-judicial stamp paper should be enclosed. (as format given below)
9. The Bid should be valid for a period of 60 days from the date of Bid opening.
10. The Bidder must have associates at the Gateway international Airports and a list of such associates detailing location, names, fax, e-mail, telephone numbers etc. must be enclosed with the Technical Bid.
11. The tenderer must have water proof covered storage space either owned or on lease/ hired basis within Delhi limit for the entire duration of the contract. Documentary evidence to establish the same needs to be submitted along with the offer duly attested by the Public Notary. Should also have Liability Insurance policy for the warehousing. (Attached Insurance copy with technical bid)

ANNEXURE-A

PRICE BID

Sr. No.	Particular/Description of items	Value
1.	<p><u>% (Percentage) of discount offered on IATA rate reconer coming under the consol of CHA-</u></p> <p>(a) Please mention only single discount figure on current IATA rates irrespective of country, size, volume, shape, dimension including all airline charges such as war, security, fuel surcharge, CC fee etc. including clearance from customs and transporting it to IISER Mohali</p> <p>* Please note that only gross weight as mentioned on invoice by supplier will only be taken into consideration.</p>	
2.	FOB/FCA/any other charges in respect of FCA(Rs) per consignment	
3.	Charges for sea freight from anywhere in the world including sea freight, Clearance from customs/dry port and transporting it to IISER Mohali stores/labs.(Per consignment) a) For FOB consignment (Per consignment) (Rs) b) For CIF consignment (Per consignment) (Rs)	
4.	CIP/CIF shipment clearance charges (per consignment) Including agency, attendance, clearance and transport charges up to IISER Mohali stores/labs. {from any airport /sea port in India} (Rs) (DO collection, Custom duty charges if any will be reimbursed as actual against receipts).	
5.	<p><u>Charges for Export of consignment</u></p> <p>I) (Percentage) % Discount offered on IATA rate for export Freight shipments.</p> <p>II) Agency, security, fuel, handling, pickup, delivery charges. (Rs) (Per consignment)</p>	
Note:-	Charges mentioned in any other format will lead to cancellation of the tender.	

Signature of Authorized Signatory of Firm
With seal of the firm

Important Note :-

- Consignments will have to be delivered during office hours between 9 AM to 5.30 PM as far as possible and practicable. Perishables/Radioactive etc. consignments can be delivered even after office hours or during holidays, etc. to ensure their ACTIVITY/SAFETY. Radioactive items should be handled with proper safety precautions.
- Please declare the percentage and amount against each description. Do not leave any column blank. If there are no charges, the word NIL must be specified in the relevant column.

Your offer should reach us by 28.09. 2015 up to 11:00 a.m. which will be opened on same day at 11.30 a.m. in presence of bidders, if any. The tender document received with delay/late /conditional will not be considered.

ANNEXURE-B

TECHNICAL BID COMPLIANCE CHART

S No	DETAIL OF REQUIREMENT	Yes /No	Documentary Proof at Page No.
1.	Whether the firm holds a valid consolidation and CHA license for clearance at CUSTOMS/CARGO in the name of bidder		
2.	Whether the firm is registered with Custom House to act as consolidator		
3.	PAN card No. and Service tax Registration No. (Copy enclosed)		
4.	Whether the firm have a prepaid deposit account with AAI for payment of AAI charges		
5.	Whether the firm have EDI connection issued by customs for in-house system for receiving and submitting the bill of entries		
6.	Whether the firm have network for handling of Consolidation and enclosed a list of authorized freight forwarders / overseas agents with their details.		
7.	Whether the list of client and satisfactory services Certificate/empanelment letter etc.(At least three clients within last three years)		
8.	Whether Current prevailing IATA rates list is Enclosed along with your offer.		
9.	Whether the discount/amount, clearly indicated in the Offer.		
10	Documentary evidence for storage space at New Delhi along with Insurance copy enclosed.		
11	Whether the firm agrees to arrange for clearance of all our consignments without any demurrage /storage charges? (declaration enclosed)		
12	Whether certified under ISO 9001:2008 quality system certification and registered member of IATA or FIATA (Enclosed documents)		
13	Whether willing to pay Rs 5,00,000.00 for freight and custom duty per shipment on behalf of IISER		
14	Whether EMD amounting to Rs 80,000/- and tender fee of Rs 500/- submitted.		

Note: Technical Bid should be page numbered and above format is filled accordingly, failing which the tender will be cancelled.

Your offer should reach us by 28.09.2015 upto 11:00 am. which will be opened on same day at 11.30am. in presence of bidders, if any. The tender document received with delay /late /conditional will not be considered.

ANNEXURE-C

BID SECURITY/EARNEST MONEY DEPOSIT FORM

Whereas1 (*hereinafter called "the Bidder"*) has submitted its bid dated (*date of submission of bid*) for the supply of (*name and/or description of the goods*) (*hereinafter called "the Bid"*).

KNOW ALL PEOPLE by these presents that WE (*name of bank*) of(*name of country*), having our registered office at(*address of bank*) (*hereinafter called "the Bank"*), are bound unto (*name of Purchaser*) (*hereinafter called "the Purchaser"*) in the sum of _____ for which payment well 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 of _____ 20____ THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of bid validity:
 - (a) fails or refuses to execute the Contract Form if required; or
 - (b) fails or refuses to furnish the performance security, in accordance with the Instruction to Bidders.

We undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser 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 to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee shall remain in force up to and including Sixty (60) days after the period of the bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

.....
(Signature of the Bank)

1 *Name of Bidder*

ANNEXURE-D

Certificate for Non Black Listing
(On non-judicial stamp paper worth Rs. 50/)

We.....(Name of firm) do hereby certify that our company/firm has not been black listed /banned/suspended/debarred by any Government Department/Govt. Educational/Research Institute during the last three years.

Place:
Date:

Signature of Authorized Signatory

.....
.....

Name of Signatory

