



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान मोहाली
मानव संसाधन विकास मंत्रालय, भारत सरकार द्वारा स्थापित
सैक्टर 81, नॉलेज सिटी, पं० ओ० मनोली, एस० ए० एस० नगर, मोहाली, पंजाब 140306
INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH MOHALI

(Established by Ministry of Human Resource Development, Govt. of India)
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, 2240086 • <http://www.iisermohali.ac.in> • Email: stores@iisermohali.ac.in

CPPP/Institute Website

IISERM (950) 17/18Pur-CHA

26th February 2018

E-TENDER NOTICE

Online tenders are invited on behalf of Director, IISER Mohali in **TWO BID SYSTEM** 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
IISERM(950) 17/18Pur-CHA	Appointment of Custom House and Clearance-cum-Consolidation Agent	₹ 500/-	₹ 80,000/-

Online tenders are invited at CPPP i.e. <https://eprocure.gov.in/eprocure/app>. Tender documents may please be downloaded from the E-procurement portal website <https://eprocure.gov.in/eprocure/app> & Institute website www.iisermohali.ac.in. Tender fee in shape of DD/Banker Cheque of Rs 500/- (Non-refundable) and EMD of Rs. 80,000/- should be submitted by DD /Banker Cheque/FDR/ Bank Guarantee in favour of the Registrar, IISER Mohali payable at Mohali. However, scanned copy of the both tender fee and EMD should be upload on website along with technical bid part. The hard copy of the same in original to be send to the address mentioned below duly superscribing the supply/work name and reference/ tender ID on the envelope and same must reach before opening the bid and if not received within due date the bid will be rejected summarily.

The Original EMD, Tender FEE, and Annexure I, II & III should be sent to:

Assistant Registrar (S&P)
Indian Institute of Science Education and Research,
Mohali Sector 81, SAS Nagar, Mohali, Punjab, India,
Pin: 140306

Non-receipt of original EMD, Tender FEE, and Annexure I, II & III will lead to rejection of tender.

-sd-

Assistant Registrar (P&S)



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26th February 2018

E-TENDER NOTICE

SUB :-ONLINE TENDER ARE INVITED FOR APPOINTMENT OF AGENT FOR CONSOLIDATION OF CONSIGNMENTS OF IMPORTS/EXPORTS,SHIPMENTS FROM ALL OVER THE WORLD THROUGH AIR, SEA, CARGO, COURIER, FOREIGN POST OFFICE AND CUSTOM CLEARANCE AND TRANSPORTATION UPTO IISER MOHALI

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

Critical Date Sections

Sr.	Description	Date	Time
1.	Tender Publishing Date and time	26-02-2018	6:00pm
2.	Tender Document download start Date & Time	26-02-2018	6:00pm
3.	Bid Submission start Date &Time	26-02-2018	6:00pm
4.	Bid Submission End date and Time	19-03-2018	Up to 11:00am
5.	Tender opening Date and Time	20-03-2018	At 11.30 am

General Conditions:-

1. The bidder should have a prepaid deposit account with AAI for payment of AAI charges
2. The bidder should have EDI connection issued by customs for in-house system for receiving and submitting the bill of entries
3. The bidder 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 shipments by filing manual/electronic Bill of Entry in whichever method custom duty is levied lesser.
5. Generally all 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.

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.
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. Conditional offer and offer with the vague terms and not as per the format supplied will be summarily rejected.
17. All the statutory charges of Govt. will be payable/ reimbursed against proper receipt.
18. 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.
19. 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.
20. The bidder will pay all the clearing charges of the consignment including customs duty upto **₹ Five Lakh per consignment (shipment)**. Airfreight/Sea-freight charges, custom duty and clearing charges etc., will be reimbursed to CHA after receipt of the consignment in IISER Mohali and also

the receipt of pre-receipted bill in duplicate addressed to Director, IISER Mohali, along with 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 30 days. However, no demurrage on this account will be paid by IISER Mohali.
23. **The successful bidder will have to submit a Security Deposit by BG/FDR amounting to ₹ 5,00,000/- drawn in favour of Registrar, IISER, Mohali valid for contract period plus 90 days. The firm will also have to submit a Fidelity Bond for Rs 50,00,000/- or TDR (Fixed Deposit Receipt) of equivalent amount pledged in favour of Registrar IISER till the currency of the contract.**
24. The tenders should be accompanied with **EMD amounting to Rs 80,000/- in the form of Demand Draft/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 parts Only).** The tenders received without EMD will out rightly be rejected. The **EMD will be refunded to the bidders in due course of time after award of contract.**
25. The award of the contract will be subject to satisfactory inspection of the office/godown facilities by committee of IISER, Mohali if so desired.
26. The list of customers (with their full address) where service of similar nature were rendered during the last three years (2015-16, 2016-17, 2017-18).may also enclosed with bids.
27. Advance paid to CHA should be adjusted in the relevent bill immediately when bill is submitted for payment, if it is not done the Institute has right to takes suitable action against CHA.
28. 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.
29. Majority of shipments come from USA, Germany, UK, Japan, Italy, France, Switzerland, HongKong, Canada, South Korea, Singapore, Austria, Denmark, China, Thailand, Malashya, Israel.
30. Manpower for loading/Unloading at the Institute 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 : 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.

31. The company should have valid Consolidation & CHA Licenses in their own name. A copy of valid/permanent Custom License of at least five year old as CHA & Consolidation in the name of bidder should be attached with the tender.

32. PAN number/GST number should be in the name of same company and bidder should be registered with Tax Authorities, enclosed the copy.
33. The Bidder should be certified under ISO 9001:2008 quality system certification and registered member of IATA or FIATA. The bidder should have their own facility for Customs clearance for Air & Sea Cargo and Foreign Post Office.
34. The Bidder should have successfully executed at least three similar Freight Forwarding and Custom Clearance works in any IIT's/NIT's/IISER's/CSIR-Labs/ICAR/ICMR-Educational Institute/ Central University(ies) with minimum 100 shipments (per client) custom clearance each year, during the last three financial years (i.e. 2014-15, 2015-16 and 2016-17). 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 Bidder 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 (2016-17) from 3 clients (Total 75 bill of entry). Only first page of Bill of entry is required. All bill of entries should be serial numbered from 1 to 75.
35. The bidder should have minimum turnover of not less than 5 crore per annum (enclose details) exclusive of custom duty payment. Balance sheet of previous three years 2014-15 (i.e. 31.3.2015), 2015-16 (i.e. as on 31.3.2016) and 2016-17 (i.e. as on 31.3.2017) 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>	Turnover exclusive of custom duty (₹)	Custom duty (₹)	Total (A+B) ₹
2014-15			
2015-16			
2016-17			

36. 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.
- 37. The firm/company with whom Government transactions are banned or barred 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 worth of ₹ 50/-should be uploaded (As Annexure- II given) with the tender documents and original should be submitted with Tender fee and EMD.**
38. The Bid should be valid for a period of 90 days from the date of Bid opening.
39. 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.
40. The Bidder 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).

41. 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.
42. Please declare the percentage and amount against each description in Price BOQ. Do not leave any column blank /or fill zero, If there are no charges.
43. Any separate charges for CHA warehouse at New Delhi will not be paid extra on any circumstances.
44. Every six months, a copy of IATA rates will be required to be submitted by bidders. In case of shipments on FOB/FCA basis, no Terminal charges, Forwarder's fee; Charges for loading to carrier in shipping country etc. will not paid separately.
45. Legal jurisdiction will be at Mohali. All matters and disputes under contract shall be subject to jurisdiction of Mohali, SAS Nagar, Punjab courts only.
46. It is made clear that if any information/certificate furnished by the bidder is subsequently, after or before award of the contract, is found to be untrue or false, the award of the contract may be terminated by the institute at its discretion forthwith and the bidder/contractor shall have no claim, whatsoever, in this regard and the EMD or the Performance Bank Guarantee, as the case may be, would be liable for forfeiture, wholly or in part, at the discretion of the Institute.

CRITERIA FOR EVALUATION OF BIDS:-

The bids will be evaluated/analysed based on the marks obtained by bidder(s). Bidder with maximum total score shall be selected. During evaluation 50% weightage will be given to capability analysis & 50% to financial bid.

Important: Qualifying Technical bid is pre-requisite for opening financial bid (**Minimum 25 marks required to opening the Price bid**).

PART (A) Technical bid (Maximum marks 50)

Sr.	Particular/ Description	Weightage (total 50)
1.	The firm(s) having turn-over of minimum ₹ 5 crore and above in the business of freight forwarding during last three financial years (As per Sr. No. 35 of Tender) proof to be enclosed.	10 marks
2.	The firm(s) successfully executed the CHA job during last three years, at least three Government Institution minimum 100 shipments per client. (Certificate required from the respective Institution/departments)	10 marks
3.	Experience to handle the perishable and live animals shipments (Firms should produce copy of at least five bill of entry along with AWB during last two years (2015-16 -17)	05 marks
4.	Experience of freight forwarding, consolidation and custom clearance activities (Similar nature) (10 year experience or above) (One mark for each year)	10 marks
5.	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 (2016-17) from 3 clients (Total 75 bill of entry). Only first page of Bill of entry is	10 marks

	required. All bill of entries should be serial numbered from 1 to 75 (Governments departments only as per Sr. no. 34 of Tender)	
6.	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)	05 marks

Note:-

Bidder(s) have to submit/upload scan copy clearly visible as supporting documents sign and stamped for scoring in this category (technical bids) failing which the bids will be summarily rejected.

PART (B) Financial bid (Maximum marks 50)

Schedule of rates to be charged for clearance and other services and discount of Air/Sea freights). The Price Bid format is given below and bidders have to fill the same as classified in Six categories as details given below. Each bidder who qualify technically will be given the marks from 01-50. Finally different weightage will be given to the marks obtained in each category to calculate the total score.

Sr.	Particular/ Description	Weightage (total 50)
Category -I	<u>% (Percentage)of discount offered on IATA rate reckoner coming under the consol of CHA single flat discount</u> (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 *Please note that only chargeable weight as mentioned on invoice by supplier will only be taken into consideration.	25 marks
Category -II	Charges for Dangerous Goods/DGR	5 marks
Category -III	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) For FOB consignment (Rate per KG)	5 marks
Category -IV	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} (₹) (DO collection, Custom duty charges if any will be reimbursed as actual against receipts).	5 marks
Category -V	<u>Charges for Export of consignment</u> I) (Percentage) % Discount offered on IATA rate for export Freight shipments. II) Agency, security, fuel, handling, pickup, delivery charges(₹) (A) III) Charges to ship the item from foreign (B) Airport/custom clearance/transportation to Consignee place. (A+B)	05 marks
Category -VI	Ex-works charges (For Ex-works consignments) up to FCA/FOB and replacement of dry ice charges having perishable contents (From any country)	05 marks

NB:-

1. Discounts/Concessions subject to any conditions imposed by bidder will be rejected.
2. Bidder with maximum marks total score of technical and financial shall be selected.

ANNEXURE-I

Undertaking by the Bidder

1. We agree to ship the consignment within seven days after receiving from the principal supplier and after clearance from airport/seaport in India, it will be delivered to the premises of IISER Mohali within 7 working days and will be distributed to the concerned indenter immediately. In case of perishable items, it will be delivered within minimum time with proper arrangements.
2. We agree to pay the customs duty up to Rs. Five lakh for all consignments at the time of clearance from airport/seaport and its reimbursement within 30 working days (excluding courier time) against paid Challan. We shall submit original bill along-with the paid challans for reimbursement of customs duty so paid within fifteen days. We also undertake to pay the customs duty beyond Rs. Five Lakh in certain circumstances in terms of the stipulation of the bid document.
3. We agree to confirm/check regarding insurance of the consignments before moving the same from respective country. If any loss is incurred due to noninsurance, the same may be deducting from our bills.
4. We agree to take insurance policy for all export /re- import consignments prior to shipment.
5. We agree to provide name and complete address of all associates located in different countries along with the names, telephone no, fax no and e-mail address of their contact persons.
6. We agree that we shall not claim any demurrage charges, if paid by us at the time of clearance for the shipments, if the material comes by our consol.
7. We agree to properly monitor & clear the consignment shipped by other consol and direct orders within demurrage free period. If the intimation and documents is received in advance, we shall not claim any demurrage.
8. We agree that the house airway bill number, date and master airway bill number and date will be intimated to the institute at least two days before of its arrival at the New Delhi airport for the purposes of insurance coverage of the consignments.
9. We agree that we shall collect necessary documents (BRO, catalogue, NOC,CDEC etc.) required for clearing of consignments both from airport and seaport by deputing our representative as and when required, without any delay.
10. 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 along with the clearing charges bills within fifteen days of clearance of the shipment.
11. We shall prepare the air freight bill and clearing 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.
12. We agree to accept the T.T. Selling rate issued by the Canara bank, Branch Mohali/Chandigarh , for the purpose of calculation of airfreight charges or customs rate with documentary evidence.
13. We agree to the payment terms as mentioned in the terms and conditions.
14. We agree, if MAWB, HAWB, LC Number or Invoice detail of shipment will be found wrong then immediately intimate to IISER Mohali, Stores and Purchase sections by email/Phone/Fax with intimation to the principal supplier for correction etc, before filing the bill of entry.
15. We agree, if cargo is received in damaged condition/short landing cargo, no payment shall be made to the agent till IISER Mohali receives the insurance claim. In such cases, we will file shortage/damaged/not found/not traceable notice with airport authorities and obtain necessary Certificate/Damage Certificate from the airline and lodge necessary claim with the concerned authorities under intimation to IISER Mohali

16. We agree, if the packet of consignment is found externally damaged at the airport/ seaport, then we will first inform to IISER Mohali Purchase and Stores for insurance survey. It will also be applicable to those consignments which will come through other consol.
17. During inland transportations, any loss/damage shall be the sole responsibility of ours. In that case, we shall provide loss/damage certificate immediately and ensure following-up the insurance cases till reimbursement from the insurance company is received and only thereafter, we shall submit the clearance charge bill for payment.
18. As we shall handle sophisticated and valuable consignments as well, we shall furnish a Fidelity Bond of Rs.50,00,000/- (Rupees Fifty Lac only) valid for 36 +3 months in favour of "The Registrar, IISER Mohali" to safeguard the interest of IISER Mohali in the event of any loss to IISER Mohali for any act of omission and commission by us, which should be valid till contract period. The director IISER Mohali will have the discretion to order for the forfeiture of deposit for any breach of contract.
19. We shall submit performance Bank Guarantee from Nationalized Bank of Rs. 5,00,000/- valid at least for 36 +3 months from the date of contract period, if the contract is awarded in our favour. No interest will be payable to us on performance Bank Guarantee.
20. We agree that, we will not detain/withhold any consignment of IISER Mohali before or after the clearance, under any circumstances.
21. We shall submit the bills within 15 days of clearance of consignment with all relevant & supporting documents.
22. We shall 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.
23. We have no objection, if Institute appoints/empanel multiple clearing agent/freight forwarders for the same works.
24. We agree and accept all the Terms & Conditions of the tender document.

Date:
Place:

Signatures:
Name in Full:
Designation:
Name of the Firm:
Official Seal:

NB: - Duly sign and stamped by authorized signatory on their letter head.

ANNEXURE-II

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

We.....(Name of Bidder) 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

ANNEXURE – III

DECLARATION FOR NOT EXCEEDING IATA RATES
(On Company / Bidder's Letterhead)

To,
Director
Indian Institute of Science Education and Research-Mohali
SAS Nagar, Mohali Punjab-140306

Date:-

Re: Tender Ref. No- _____ dated _____ for Appointment of Custom House Clearance-cum-Consolidation Agent.

Sir,

I/we hereby confirm that quoted rates in Commercial Bid are not exceeding than those specified in Latest issue of IATA Tack Book (The Air Cargo Tariff and Rules).

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date :

Business Address :