



INSTITUTE OF PHYSICS

Sachivalaya Marg, Po: Sainik School, Bhubaneswar-751005

Tel: 0674- 2306444, Telefax No. 0674-2300142

Website: www.iopb.res.in

NOTICE INVITING TENDER

NIT No. NIT/21/2014-15 dated 22.12.2014

Sealed tenders on behalf of Director, Institute of Physics (IOP), Bhubaneswar are invited for the engagement of **Clearing & Forwarding Agent (CFA) /Comprehensive Service Provider (CSP)** from the parties dealing with Custom Clearance, Import & Export Handling and International Freight Forwarding under Consolidation. IOP is interested in engaging the services of a competent, reliable, experienced and efficient Clearing & Forwarding Agent/Comprehensive Service Provider, for offering a fully integrated solution package that covers freight forwarding, consolidation, insurance (If required), customs clearance, delivery and allied services for a period of **Two Years**, on annual renewal basis subject to satisfactory performance in handling IOP's logistic activities.

Last Date and time for submission of completed tenders	19.01.2015 at 3.00 PM
Date and Time of Opening of Tenders	19.01.2015 at 3.30 PM
Submission of EMD & Tender Fee	An EMD for Rs.1,00,000/- & Tender Fee of Rs.500/- to be submitted along with the bidder
The bidders shall send sealed quotations super scribing "Rate Contract for clearing & Forwarding Agent (CFA) / Consolidation Services Provider (CSP)" with NIT No. and Due Date	

A. ELIGIBILITY CRITERIA:

All the bidders/Agencies must provide the following documents and the declarations (**dully self-attested with stamp**) along with the Technical Bid, failing which their **BIDS** shall be summarily rejected:

1. Copy of Valid consolidation and Registration certificate with customs for import consolidation/Custom House Agent (CHA) License, Port License, IATA and FIATA registration CHA registration must have been use for a minimum of Five-Seven years at Kolkata customs (Airport/Seaport).Freight forwarding offers through third party/sister concerns etc. will not be accepted.
2. Copy of the PAN CARD, Service Tax Registration, Trade License Certificate and Professional Tax Certificate (issued by Kolkata Municipal Corporation) must be attached.
3. **Registration with shipping line:** They must also be a member of WCA (World Cargo Alliance) and must be a Multimodal Transportation Operator (MTO) issued by Ministry of Shipping, Govt. of India.
4. **Experience:** The CFA/CSP must have experience in its own name of successfully executed Five to Ten similar contracts in the field of customs clearance, forwarding and consolidation relating to Hi-Technology Equipment's, Consumables like reagents, highly perishables, dangerous and radioactive goods, etc. in any DAE organization and/or similar Educational Institution & R&D organizations like NISER, IIT, CSIR Labs, ICAR, ICMR, Educational Central Universities etc., during the last **TEN years**. Preference will be given to the Agencies having similar contract with IITs/NISER/IISERS.
5. The bidder should have minimum Annual Turnover of the company not less than **Two Crores per annum** for last three years. Copies of Balance Sheet and Profit and Loss Account copies dully audited by registered Chartered Accountants must be attached.
6. A complete List of clients/ customer for which the service has been provided must be attached. Copies of satisfactory completion of the contact certificates from at-least three reputed customers in last five years must be attached along with name and contact details of the customer.
7. The bidder must submit a List of having the network of cargo forwarding and consolidating agents in at-least 15-20 countries specially like USA, Canada, Germany, Switzerland, Mexico,

UK, Italy, Sweden, Australia, Japan, Korea, France, Denmark, Israel, Singapore, Hongkong etc. A list of the same with telephone no. and addresses must be attached with the tender.

8. The bidder must submit a refundable EMD of Rs. 100000.00(Rupees One Lakh only) and non-refundable Tender fees of Rs. 500.00 (Rupees Five Hundred only) in the form of DD/ Bank Guarantee (BG) issued in the name of The Director, Institute of Physics, Bhubaneswar payable at Bhubaneswar along with the Technical bid.
9. Copy of the Tender Document dully signed and stamped. , accepting the tender conditions.

Declarations/Undertakings

Following Declarations (self –attested with stamp) must be attached to the Technical Bid.

1. An undertaking to the effect that the CFA/CSP will provide **DEMURRAGE FREE SERVICE** to IOP, Bhubaneswar. And no request for demurrage and ground rent shall be entertained in any case.
2. To pay for Custom Duty charges up to an amount of Rupees Two Lakhs in advance on behalf of the Institute.
3. Declaration and certificate of the authorized bank towards Bank solvency Certificate of Rupees 50 Lakhs.
4. To arrange insurance on behalf of the Institute, and lodge claim for reimbursement against original receipts.
5. CFA/CSP should not have been blacklisted/ suspended or any other services related dispute like imposition of penalty to the extent of damage incurred during the subsistence of contract, and also recovery of the outstanding amount from any of the institutes /organizations. An affidavit (by Notary) to this effect should be enclosed. Non-disclosure of such information will result in termination of the tender without any notice. In case of detection of such incident, at any stage of the tender/ contract, the contract (if awarded) shall be terminated and the EMD/ PBG submitted by the firm will be either for feted or enchased without any notice the agent.
6. Declaration towards providing local support service, Local office or Authorized person of Bidder stationed at Bhubaneswar (Name, Contact No. & Address) to collect documents and DDs for speedy clearance.

B. Scope of Work:

The scope of the Consolidation-cum-clearance contract is detailed below.

- 1.** Customs clearance of imported consignments from International air ports of Kolkata, New Delhi, Bhubaneswar, Foreign Post Office and filling of Bill of Entry (BOE) for IOP, Bhubaneswar Import Shipments.
- 2.** The clearance of precious and delicate type of Equipments, Instruments and other special type of materials, including Perishable chemicals, dangerous goods (DGR) and Over Dimension Cargo (ODC) shipments.
- 3.** Collection of all documents related to Imports/ Exports from IOP, Bhubaneswar (Purchase 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.
- 4.** Any other job in connection with the clearance of goods from Customs.
- 5.** Clearance of Post Parcels from Customs/Foreign Post Office & delivery to IOP, Bhubaneswar.
- 6.** Clearance of consignments from Customs at Kolkata and delivery at IOP, Bhubaneswar.
- 7.** Follow-up of cases of recovery of any excess Customs duty paid.
- 8.** Consolidations of the consignments being imported from Gateway Airports in the Country of IOP's Supplier(s).
- 9.** Complete Monitoring and Supervision of the movement from the date of order/LC and regular feedback on the progress of Shipment to IOP. 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. IOP will not pay any demurrage charges.
- 10.** To provide timely information (pre-alert) regarding dispatches and other relevant Information to IOP via E-mail/Fax (Weight/ P.O. No./ No. of Packages/ Supplier etc./ Type of Cargo (Perishable/ DGR/ODC).
- 11.** To facilitate specialized packing (as required) of all kinds of materials as per the IATA specifications and international packing standards.
- 12.** Clearance and Transportation of special projects materials voluminous and heavy packages, dangerous and hazardous materials including Radioactive Materials.
- 13.** Prompt communication through telephone, Tele-fax and Email etc. to ensure quickly service.

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

15.The cleared consignments will have to be delivered during office hour only as far as possible and practicable **manpower/laborers for unloading / shifting / moving of consignments will have to arrange by the agent at his own costs.** The agency must have the facility for storing the consignment, which could not be transported IOP, BHUBANESWAR immediately. In case of the items has to be kept in cold storage, such facility should be provided / arranged.

16.The agent shall be required to contact this office within 24 hours after receiving telephones / e-mail message for the collection of the relevant documents.

17.Unloading and distribution of consignment(s) at the institute will be the agent responsibility and unloading should be made in the presence and supervision of the Institute staffs. Only insurance approved transporters i.e. the transporters should have documentations as per the approved norms of insurance company, be engaged in order to avoid any problem on occurrence of any on-toward incidence.

18.Even in case of any dispute, the consignment shall be cleared by agent handed over to IOP, BHUBANESWAR pending the settlement thereof.

19.Export for Repairs, which will be Re-Imported after repairs. Export of equipments for replacement.

20. All procedural formalities for these Exports with Customs will be required to be done by the Bidder.

C. Instruction to the Bidder

TENDER IS REQUIRED TO BE SUBMITTED IN TWO BID SYSTEM.

All interested Bidders are requested to submit their bids in **Two Bid System** (in two parts) duly sealed in separate envelopes for technical bid and price bid in prescribed format and addressed to **The Director, Institute of Physics, Sachivalaya Marg, P.O:- Sainik School, Bhubaneswar-751005**. You are requested to go through all the parts of this Tender Document carefully and submit your bid complying the Condition of Contract.

Non-transferable tender forms containing terms and conditions can be downloaded from institute website www.iopb.res.in and submitted along with tender fee of Rs.500.00 in the form of Demand Draft in favour of "Director, Institute of Physics, Bhubaneswar" payable at Bhubaneswar.

Part I: First Envelope should contain **EMD of Rs. 1,00,000/- (refundable) in the form of DD/BG and tender document fee of Rs. 500/-(non- refundable)** in the form of Demand Draft in favor of **Director, Institute of Physics, Bhubaneswar** payable at Bhubaneswar. Envelope should also contain tender document duly stamped and signed on each page in token of having accepted all the terms and conditions of IOP, Bhubaneswar. The bidder cannot have any bearing on the interest earned from the EMD amount, if any.

2nd envelope shall be opened only if the EMD and Tender fee in the prescribed form is submitted and the firm stands eligible/qualified as per the eligibility criteria of IOP,Bhubaneswar. Offers without EMD and Tender fee and the desired documents shall not be considered, hence rejected.

Part II: Envelop should contain financial bid. The financial bids of the qualified parties shall be opened at a later date which shall be notified separately.

The envelope containing Technical Bid, EMD and Financial bid shall be superscribed as under;
IOP, BHUBANESWAR

TENDER FOR ENGAGEMENT OF REIGHT FORWARDING AND CUSTOM CLEARING AGENT, IOP, BHUBANESWAR. NIT NO.NIT/21/2014-15 dated 22.12.2014 LAST DATE FOR SUBMISSION	
From: M/s Contact No..... Email ID:.....	To Director Institute of Physics Sachivalaya Marg P.O:- Sanik School Bhubaneswar-751005

D. TERMS & CONDITIONS

- 1. The contract shall be awarded for two years renewed annually.** The same may be extended subject to satisfactory performance of the agency.
- 2. Performance bank Guarantee (PBG):** The successful bidder shall have to submit a PBG as per the prescribed format within 15 days of award of the contract. **PBG shall be for a sum of Rs.2.0 lakhs (Rupees Two lakhs)** only valid until 60 days after the expiry of the contract. EMD of the successful bidders will be returned on award of contract.
- 3. Special Arrangements for Perishable Consignments:** In case where the consignments are highly perishable in nature, CFA/CSP will have to arrange dry-ice stuffing (including procurement and filling-up) of the consignments at the storage place at the airport/post office on its arrival and till their clearance and delivery at IOP, BHUBANESWAR. CFA/CSP has to get Perishable/dangerous consignments cleared within 24 hours of arrival and deliver them at IOP, BHUBANESWAR at the earliest possible time, after clearance. In case, perishable consignment is damaged on account of insufficient dry ice during storage, clearance or transportation, CFA/CSP will be held responsible for the damage and the loss will be recovered from the payments due.
- 4. Re-export and Re-import:** CFA/CSP may be required to export certain items for repairs or replacement, which may be re-imported after repair. CFA/CSP should undertake completion of all the formalities with the customs authorities for this purpose.
- 5. Excess Remittance of Customs Duty:** CFA/CSP is required to actively follow-up cases of recovery of excess duty, if any, paid to customs.
- 6. Efficiency Rating of CFA/CSP:**IOP, BHUBANESWAR's yardstick for judging the efficiency of CFA/CSP will be as follows:
 - a. Minimizing/Altogether eliminating payment of storage Charges for duration beyond free time. (Demurrage free consignment)
 - b. Coordinating with customs / carrier and obtaining Cargo Arrival Notice (CAN) within a day and forwarding CAN to Purchase Cell of IOP, BHUBANESWAR.
 - c. Expeditious clearance and delivery of consignments to IOP, BHUBANESWAR after receipt of all the documents from IOP, BHUBANESWAR.
 - d. Fulfillment of the eligibility criteria mentioned earlier.
- 7. Maximum Amount of Freight:** CFA/CSP should indicate in the price bid, the maximum amount of freight for a single consignment that CFA/CSP can pay on behalf of IOP, BHUBANESWAR and get it reimbursed from IOP, BHUBANESWAR through the bills after clearance and receipt of consignments at IOP, BHUBANESWAR. (To be indicated in price bid only).
- 8. Maximum Amount of Customs Duty:** CFA/CSP should indicate in the price bid, the maximum amount of Custom duty for a single consignment that CFA/CSP can pay on behalf of IOP, BHUBANESWAR and get it reimbursed from IOP, BHUBANESWAR through the

bills after clearance and receipt of consignments at IOP,BHUBANESWAR. (To be indicated in price bid only).

9. General Services: It is expected that CFA/CSP should have good reputation in the market, must have good rapport with the custom authorities to avoid/minimize delay in custom clearance, and not refer petty matters to IOP BHUBANESWAR.

10. Other Charges/Levies: All statutory Charges/levies not mentioned in the format of rates etc. will only be paid/ reimbursed on the production of the receipts / vouchers for the same.

11. CIF/CIP Shipments: Many orders are placed with foreign suppliers on CIF/CIP basis. CFA/CSP shall arrange to liaise with the supplier / carrier for clearance and delivery of consignments at IOP, BHUBANESWAR.

12. FCA/FOB Shipments: Purchase Orders are also placed with foreign suppliers on FOB / FCA basis. CFA/CSP's console airfreight rates must be based on FOB / FCA shipments i.e. from shipping Airports in the exporting country to Kolkata Airport. Inland handling / forwarding Charges in the exporting country will not be payable separately by IOP, BHUBANESWAR.

13. EX-WORKS Shipments: In case the foreign supplier agrees to supply the goods on Ex-works basis only, CFA/CSP shall arrange collection and shipment of the consignment from the foreign supplier warehouse to IOP, Bhubaneswar. Inland handling / forwarding Charges in the exporting country will be reimbursed by IOP, BHUBANESWAR.

14. Follow-Up of Shipments: Copy of the order placed by IOP, BHUBANESWAR on foreign supplier will be forwarded to CFA/CSP. It is the sole responsibility of the CFA/CSP to follow up the matter with its foreign associates and foreign supplier to ship the goods within delivery schedule.

15. Forwarding/Consolidation Facilities Abroad: CFA/CSP should have network of cargo forwarding / consolidating agents in at least 20-25 countries like **USA, UK, Germany, Japan, France, Switzerland, Hong Kong, Canada, Norway, Sweden, Austria, Ireland, Singapore, Denmark, Italy, The Netherlands (Holland) etc.** Rates for forwarding / consolidation should be specified with reference to the Air India - IATA rates from respective countries of import to Kolkata airport. Where Air India flights are not available then IATA rates of the national airline of that country would be considered. Consignment will be required to be shipped in the first available console of any airline. Under no circumstances should these rates exceed than those specified in latest issue of the IATA Tact Book. CFA/CSP should submit an undertaking to this effect on its letterhead.

16. Inspection Facility: CFA/CSP shall, if required by IOP, BHUBANESWAR, carry out or arrange to carry out inspection (arrangement of third party inspection reports) of the ordered material at the country/port of shipment/supplier's premises and also inspection of the packing/labeling/markings etc. (as per international packing standards & norms).

17. Custody of Consignments: Safe custody of consignments cleared is the responsibility of CFA/CSP till they are delivered to IOP, BHUBANESWAR. CFA/CSP has to assist in processing and liaison of claim(s), if any, lodged by IOP, BHUBANESWAR in the event of any damage, etc., if required and specifically ordered.

18. Short landing: Whenever any Short landing Cargo is noticed, **CFA/CSP shall file "Not found" or "Not traceable" notice with the Airport Authorities, obtain 'Not Traceable Certificate', and also lodge formal claim with the Airport Authorities/airlines concerned with all necessary documents under intimation to the Institute.**

19. Inspection of packages and insurance survey: It is incumbent on CFA/CSP to carefully examine all the packages marked for customs examination of each consignment with the respective invoices and measurement/packaging list etc. If, at the time of physical examination of the consignment, any damage or loss of goods is noticed, the same shall be immediately brought to the notice of the Institute and also arrange an Insurance Surveyor for surveying the consignment. CFA/CSP will pay fee of the Surveyor and bear expenses for carrying on the survey and the expenditure will be reimbursed to CFA/CSP on submission of valid receipts.

20. Liaison and Co-Ordination With IOP, BHUBANESWAR:

- a. CFA/CSP shall maintain close liaison regularly with the Institute.
- b. CFA/CSP shall arrange collection of documents whenever telephonically informed.
- c. CFA/CSP shall take immediate steps for finalization of the Bill of Entry from time to time and shall see that they are filed with the customs authorities.
- d. CFA/CSP shall arrange one of its employees to be in contact with concerned staff of Purchase Cell of the Institute. The representative of CFA/CSP shall make all necessary arrangements in advance for proper handling and delivery of consignments at the destination/site for installation.

21. Delay in Filing Documents: CFA/CSP shall be responsible for any delay in filing Bill of Entry with customs authority and/or not notifying the Institute of discrepancy, if any, in the documents. **The demurrage charges (other than handling charges) for the**

entire period of delay due to deficiency or negligence in service on the part of CFA/CSP will have to borne by CFA/CSP. Further, CFA/CSP will have to make good of loss/damage, if any, suffered by IOP,BHUBANESWAR on account of delay due to deficiency or negligence of service attributable to CFA/CSP in filing BE and/or clearance of consignments.

22. Safe Custody of Duty Exemption Certificate (DEC): CFA/CSP shall be responsible for safe custody and proper use of DEC provided to CFA/CSP by the Institute.

23. Delivery of Consignments and Arranging Labour for Unloading: CFA/CSP shall arrange delivery of the consignments at the earliest possible point of time. Delivery to be effected during working hours, as far as possible. In respect of perishables / urgent consignments (as intimated by the Institute), IOP,BHUBANESWAR will accept delivery beyond office hours and on all holidays. CFA/CSP shall arrange requisite manpower for unloading, shifting, or moving the consignments, at laboratories of the Institute.

24. CFA/CSP Not Blacklisted By or In Dispute Relating to Service with Any Organization:

CFA/CSP should not have been blacklisted by any Government organization. CFA/CSP should also not be involved in any kind of service related dispute with any client organization. An undertaking to this effect should be enclosed. Non-disclosure of such information will result in terminate of this contract without any notice, imposition of penalty to the extent of damage incurred during the subsistence of contract, and also recovery of the outstanding amount.

25. LD Clause: In case of any delay in delivery within the time period as agreed upon, IOP, BHUBANESWAR shall have the right to claim penalty for late delivery @ 0.5% of the contract value per week subject to a maximum of 10% or more as to be decided by Director, IOP, BHUBANESWAR.

26. CFA/CSP Not In Legal Dispute with IOP, BHUBANESWAR: CFA/CSP should not have any pending legal dispute with IOP, BHUBANESWAR as IOP,BHUBANESWAR is interested in very reliable and professional services.

27. Non-Interruption of Service: Should any dispute of any nature arise, CFA/CSP shall continue its services as provided in this contract, if required by the Institute, during pendency of the dispute.

28. Customs Query: CFA/CSP shall equip itself in advance with all necessary information that may be required for answering customs queries. CFA/CSP shall take all necessary

steps to answer both oral/verbal and written queries without any delay. In case of need of clarification from the Institute, the queries may be communicated to IOP BHUBANESWAR on the day the queries are raised. **Storage charges incurred on account of delay in communicating the queries to IOP, BHUBANESWAR shall be borne by CFA/CSP and further, damage caused to IOP, BHUBANESWAR due to the above said delay shall be made good by CFA/CSP.**

29. Submission of bills: CFA/CSP shall tender pre-receipted bills after delivery of the consignment for service provided to the Institute. Bill should be in letter-head of CFA/CSP and in the format prescribed by IOP, BHUBANESWAR. A checklist and original documents in support of various Charges indicated in the bill should accompany each bill. Any bill not accompanied by checklist and one or more documents will not be received in IOP, BHUBANESWAR. Personnel in the purchase cell authorized by IOP, BHUBANESWAR will acknowledge receipt of the bills after due verification of enclosures. Bills that are returned to CFA/CSP on account of deficiencies will contain remarks about deficiencies. **Incidence of storage charges attributed to oral/verbal queries of customs authorities shall not be claimed by CFA/CSP.**

30. Amount Claimed In The Bill: Further, it is specifically and clearly understood that the bills should be tendered only for sums entitled under this contract.

31. Payment of bills: The Institute shall make every effort to examine and arrange payment of bills within 30 days of receipt of the pre-receipted bills with all the relevant original supporting documents. However, delay in settlement of payments shall not be accepted as valid ground for CFA/CSP to delay clearance of consignments and/or make any advance payment to CFA/CSP. It is clearly and specifically understood that storage charges incurred on account of delay in clearance of consignments on grounds of delay in payment of bills on the part of the Institute, will have to be borne by CFA/CSP. All the bills will be admitted by the Institute only for the sums entitled under this contract.

IOP, BHUBANESWAR does not undertake to communicate, to CFA/CSP, reasons for partial or non-admission of one or more claims made in the bills. Statutory deductions like Income Tax etc. will be made from the bill of the CFA/CSP and will be deposited in favour of CFO/CSP. Necessary Certificate will be issued as per rule.

32. Continuation of Services during Pendency of Payment of Bills: IOP, BHUBANESWAR will make every effort to arrange payment of bills within 30 to 45 days of receipt. If payment is delayed beyond 45 days for any reason, the **CFA/CSP shall NOT STOP clearing consignments and their delivery at IOP, BHUBANESWAR.** CFA/CSP should have adequate financial standing to continue clearance activities during pendency of payment of bills.

33. Short-Listing and Tenure of Contract: Tenderers should provide all the supporting documents mentioned above, failing which their applications will not be considered for short listing. The duration of the contract will be for TWO years, but the contract may be renewed every year subject to satisfactory performance by CFA/CSP.

34. It is specifically made clear and understood that this contract shall not vest exclusive rights to the CFA/CSP to provide services to the Institute during the tenure of this contract. Notwithstanding this Agreement, the Institute may utilize the services of one or more other agencies for obtaining one or more or all and/or such other services enlisted under this contract.

35. Fidelity Bond: The selected CFA/CSP will have to submit a fidelity bond of **Rs. 20 Lakhs** as a safeguard for safe and damaged free shipment at IOP,Bhubaneswar.

36. ARBITRATION

- i. In the event of any question, dispute / difference arising under the agreement or in connection herewith (except as to matters the decision of which is specially provided under this agreement) the same shall be referred to the sole arbitrator appointed by the Director, IOP, BHUBANESWAR.
- ii. The award of the arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred is being transferred or vacating his office or resigning or refusing to work or neglecting his work or being unable to act for any reason whatsoever, the Director, IOP,BHUBANESWAR shall appoint another person to act as arbitrator in place of the out-going arbitrator in accordance with the terms of this agreement and the persons so appointed shall be entitle
- iii. The expression Director, IOP, BHUBANESWAR shall mean and include an Acting/Officiating Director.
- iv. The Arbitrator may give interim award(s) and/or directions, as may be required.
- v. Subject to the aforesaid provisions, the Arbitration & Conciliation Act, 1996 and the rules made there under and any modification thereof from time to time being in force shall be deemed to apply to the arbitration proceedings under this clause.

37. GOVERNING LAW:

Jurisdiction:

This contract between the supplier and the buyer shall be governed by the LAWS of India and under this contract shall be taken by the parties only in **Bhubaneswar, India** to competent jurisdiction.

38. The Contract shall be awarded based on the Credentials/Experience and Network base of Agencies in India and worldwide. There will be no implication of lowest bidding conditions since this is not related to procurement of goods rather importing of services.

39. Director, IOP, Bhubaneswar reserves the right to accept/reject any or all tenders without assigning any reasons thereof.



INSTITUTE OF PHYSICS

Sachivalaya Marg, PO: Sainik School, Bhubaneswar-751005

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PRICE BID

(RATES SHOULD BE QUOTED IN THE PRESCRIBED FORMAT ONLY)

Please avoid Cuttings/Overwriting/White Fluid Application while filling up the form

Sl.No.	Item/Job Description	Percentage of Assessable Value of Consignment	Amount (Rs.)	
01.	Percentage of Agency Commission/Attendance Charges on Assessable Value: a) At Kolkata Airport b) At Bhubaneswar Airport c) At Other Airports anywhere in India		Minimum	Maximum
02.	Re-export Agency Commission (Repair/Replacement Cases)		Minimum	Maximum
03.	Agency commission/attendance charges at Foreign Post Office: d) At Kolkata Airport e) At Bhubaneswar Airport a) At Other Airports anywhere in India		Minimum	Maximum
04.	Percentage of Agency Commission/Attendance Charges on Assessable value at Sea Port if different from those specified at S.No. 1 above		Minimum	Maximum
05.	Any Other Charges at Sea Port If Not Covered in 04 above			
06.	CMC/EDI Charges, Documentation Fee, BE filing etc.			
07.	Customs Examination, Sealing, Repacking, Crane/Forklift Charges for upto 200 Kg items.			
08.	DO Charges			
09.	Door Delivery Charges including labour for unloading Equipments/Non-Perishables. (both for Kolkata/Bhubaneswar) See Note below.		Kolkata	BBSR
		a) Small Vehicle (Taxi etc.)		
		b) Medium Truck		
		c) Full Truck/Lorry		
<p><u>IMPORTANT:</u> Handling of equipments and other items is crucial even within IOP BBSR so that they can be delivered at the right place. These are highly sensitive and costly scientific</p>				

equipments and require delicate & professional handling.

10.	Door Delivery Charges for Highly Perishables that need dry ice or gel ice for preservation / Sensitive Chemicals / Radioactive / DGR items.		
IMPORTANT: Perishable shipments will have to be transported in refrigerated condition immediately after clearance from Airport to IOP, Bhubaneswar.			
	Other Charges:		
11.	<p>a) Charges for Handling (Unloading/ Moving) of Items/Equipment at IOP (On per kg basis).</p> <p>b) Courier/Doc. Collection Charges.</p> <p>c) Fax Charges.</p> <p>d) Crane/Forklift Charges at the airport for items weighing more than 200 kg.</p> <p>e) Any Other Charge (Specify).</p> <p>Discount Offered on Standard IATA Rates (For Forwarding</p>		
12.	Cases Only) Any Charge in shipping country will NOT be paid separately for FOB (Int. Carrier) INCOTERMS orders.		

NOTE:

- All Charges should be quoted on per consignment /shipment basis.
- Consignments will have to be delivered, as far as possible, during OFFICE HOURS (9:30 AM to 6 PM). Urgent consignments etc. (as intimated by IOP,BBSR) will have to be delivered even beyond office hours and on holidays, etc. to ensure their ACTIVITY/SAFETY. All items should be handled following proper safety precautions.
- Manpower for loading/unloading will have to be arranged by CSP. Equipments/items may be required to be moved at specified locations. Handling of heavy items may require a larger labour force. Safety of the equipment and the persons involved in doing so will be CSP's responsibility. CSP has to arrange location survey in advance.

Please do not leave any column blank. If there are no charges, the word nil must be specified in the relevant column.

**SIGNATURE OF THE AUTHORIZED
PERSON WITH THE SEAL OF THE
FIRM**



INSTITUTE OF PHYSICS

Sachivalaya Marg, PO: Sainik School, Bhubaneswar-751005

Tel: 0674- 2306444, Telefax No. 0674-2300142

Website: www.iopb.res.in

Check List for Technical and Price Bid

S.No	ITEM/CLAUSE	Yes/No	Page 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 Kolkata Airport/Seaport 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 quality system certification and copy of certificate has been submitted.		
6	Is quoting firm registered with Indian custom house Kolkata asconsol/clearingagent?		
7.	Whether the quoting part has executed at least three similar freight forwarding and custom clearance work during the last three years since IITs/NISER/CSIR/R&D Organisation, or Govt. Deptt. /PSU is documentary evidence/ certificate about satisfactory completion of the work with these organisations enclosed with their complete mailing addresss and telephone numbers		
8	Whether the firm has submitted Tender Fee of Rs.5,00/-in the form Account Payee Demand Draft along with the technical bid.		
9	Whether the firm has submitted EMD of Rs. 1,00,000/-in the form Account Payee Demand Draft/ Bank Guarantee along with the technical bid.		
10	List of overseas consolidators		
11	Copy of the PAN CARD.		
12	Copy of the registered with Service Tax Authorities		
13	Membership Certificate of WCA and MTO		

PriceBids of only those firms will be opened who fulfill our terms & conditions for technical bid and attach documentary proof as per the eligibility criteria and checklist.

(Signature)

Name of the firm with Stamp

UNDERTAKING BY THE BIDDER

1. We agree that the consignments after clearance from airport will directly be delivered to the premises of IOP at Bhubaneswar, Odisha 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 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 Kolkata Airport for the purpose of insurance coverage of the consignment.
5. We agree that we shall collect necessary documents required for clearing of consignments by deputing our representative to IOP, Bhubaneswar 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, along with the clearing charge bills within 15 days of delivery of the consignment at IOP.
7. We shall prepare the airfreight bill and transport/delivery charges bills strictly in accordance with the approved rates. Under no circumstances air freight rates charged by us, shall exceed those specified in the latest issue of IATAT Act 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.
9. In case the cargo is received in shortage/damages condition/short landing cargo, no payment shall be made to CFA till IOP 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 IOP.

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, Institute of Physics, Bhubaneswar to safeguard the interest of IOP in the event of any loss to IOP due to any act of Omission and Commission by us which should be valid till contract period. Director, IOP will have the discretion to order for the forfeiture of deposit for any breach of contract.

11. In case the cargo is received in shortage/ damaged condition/short landing cargo, no payment shall be released to us, till IOP receives the insurance claim. In all such cases, we are required to 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 IOP.

12. A statement in MS-Word detailing

1. FCA/FOB Shipment Pickup & Clearance details with Name of Supplier, Item, Description and Purchase Order No.ETA at Kolkata.
2. CIF/CIP Shipments detailing the date of landing, collection of D.O. from Supplier’s Freight Forwarder, Clearance &ETA for Delivery to IOP. Item/Weight/Nature of Cargo (Perishable/DRG/ODC/Purchase Order No.) will be sent on fortnightly to IOP, Bhubaneswar.

13. We unconditionally accept all the terms and conditions of this NIT.

SIGNATURE WITH DATE AND RUBBER SEAL
OF THE BIDDER.

BANK GUARANTEE FORMAT FOR PERFORMANCE SECURITY

To
The Director
Institute of Physics,
Sachivalaya Marg,
PO: Sainik School
Bhubaneswar-751005

WHEREAS M/s -----, **having its office at -----**
(hereinafter referred to as the “Contractor”) which expression shall repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns), in pursuance of the Purchase Order No. ----- dated ----- has undertaken for supply of -----
----- (hereinafter referred to as the “Contract”). To the **Institute of Physics, Bhubaneswar** (hereinafter referred to as the “Purchaser”)

AND WHEREAS it has been stipulated by you in the said contract that the “Contractor” shall furnish you with a bank guarantee by a Nationalised Bank including SBI for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the “Contractor” such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the Contractor and we undertake to pay you, upon your first written demand declaring the “Contractor” to be in default under the contract and without cavil or argument, any sum or sums within the limits of (Rupees -----as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein. We hereby waive the necessity of your demanding the said debt from the Contractor before presenting us with the demand. We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the Contractor shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.
This guarantee shall be valid until the

(Signature of the authorized officer of the Bank)
.....
Name and Designation of the Officer
.....

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

Note:

- 1. PBG should remain valid for a period of sixty days beyond the date of completion of all contractual obligation of the supplier including warranty obligation.
- 2. PBG Should be from a schedule commercial bank operating in India as approved by RBI.
- 3. In case of the Foreign Banks (for Foreign purchase only) the bank guarantee should be executed by a bank of international repute duly confirmed by State Bank of India or a bank Guarantee executed by State Bank of India or any nationalized bank of India.

It should be send directly by the banker of the vendor to IOP, Bhubaneswar