



INSTITUTE OF PHYSICS

P. O: Sainik School
BHUBANESWAR-751005

*An autonomous Research Institute of Dept. of Atomic
Energy, Govt. of India*

QUOTATION CALL NOTICE

The Institute invites sealed quotations from reputed freight forwarders, registered with IATA, ACCAI & CHA and having experience in serving Govt. organizations, for empanelment for a period of two years w.e.f. 01.01.2008 for import of various laboratory equipments / spare parts.

Interested parties should quote their standard freight charges applicable for import of the items from various source of origin; viz, UK, USA, GERMANY, DENMARK, SINGAPORE, ITALY etc. separately along with the charges for customs clearance, material handling & insurance premium covered for all risks and damages during transit of items on ex-works as well as F.O.B. basis to Institute of Physics, Bhubaneswar.

The sealed envelope containing the quotation & other documents as stated above & with superscription "Quotation for empanelment of Freight Forwarders" should reach "**DIRECTOR, Institute of Physics, Bhubaneswar**" on or before **10/12/2007**.

The authority of the Institute reserves the right to accept or to reject any or all quotations without assigning any reasons thereof.

For detailed terms & conditions please visit Institute's website www.iopb.res.in.

REGISTRAR

Terms & Conditions

1. Freight from Origin airport to destination airport & other charges required to be quoted in the attached prescribed format.
2. For Ex-works consignments the agent has to quote the Ex-works rate within 03 days from the date of receipt of the detailed address of the supplier.
3. Customs clearance rate should be quoted separately.
4. Also the transportation charges from Kolkata Customs office (or any customs office) to Institute of Physics, Bhubaneswar site by air as well as by road should be quoted separately.
5. Transit insurance is to be arranged by the agent on behalf of the Institute upto the Institute. Attempt should be made to reduce the premium to the minimum. Rate should be quoted separately for both DG & Non- DG consignment. Care should be taken to make the premium amount par with the prevailing market rate.
6. The agent is required to submit the copy of valid CHA license, Income tax clearance certificate.
7. The agent should submit the copy of valid IATA (International air transporters association) and ACCAI (Association of cargo council agents of India) Certificates.

8. If the agent is asked to arrange the Customs clearance, then he has to submit the details of documents required to be handed over to him by the Institute well in advance before arrival of consignment at Air/Sea Port to facilitate in clearing the consignment within the free period. No demurrage claim will be paid unless sufficient reason for the delay in clearance is furnished.
9. The agent may also quote their terms and conditions particularly on payment terms, taxes, delivery etc.
10. If the agent is appointed as clearing agent of the Institute a performance bank guarantee (valid for the entire contract period) for an amount of Rs. 1.00 Lakh in favour of Institute of Physics, Bhubaneswar, required to be submitted.
11. The agent will be required to pay upto Rs.50, 000/- in each consignment towards Customs duty, airport authority (AAI) charges and Orissa entry tax which will be reimbursed to him within seven days from the date of submission of bill alongwith the supporting documents. In case the charges for the above is above Rs.50, 000/-, Institute will arrange necessary demand drafts in favour of the Commissioner of Customs & Sales tax authority towards customs Duty & Entry tax respectively and will hand over the same to the agent for clearance of the consignment. For this the agent is required to inform the Institute atleast 03 working days in advance. In such an event, the freight, airport authority charges etc. will

have to be borne by the agent, which will be settled by the Institute against submission of bills.

12. The rate quoted by the agent should be valid for at least one year from the date of acceptance of offer.
13. The Institute has given the name of 06 countries of origin. The agent is also required to submit their rates in respect of other countries of origin at which they operate.

REGISTRAR

PRESCRIBED FORMAT

Particulars	Name of the countries ***					
	USA	Germany	UK	Italy	Denmark	France
Air Freight / Kg.						
Fuel Charges (FSC)/ Kg.						
Security surcharges (SSC)/Kg.						
CC Fees/ @/ Per consignment						
D.O. charges / per consignment						
IGM Filing Fees/ Per consignment						
Agency Commission @ %						
Transport from Kolkata to Institute Of Physics /Kg.						
Sales tax & T.P. formalities / Per Consignment						
Other Charges if any / Consignment						

*** Beside the name of the countries mentioned in the Tender call notice, other maximum origins available required to be quoted.