



भा.कृ.अनु.प. - केन्द्रीय गोवंश अनुसंधान संस्थान
ICAR-CENTRAL INSTITUTE FOR RESEARCH ON CATTLE
(Formerly : Project Directorate on Cattle)
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F. No. 5-20(SP)/ARC-Custom Agent/2018-19

Date: 28.01.2019

E-TENDERS NOTICE INVITING (NATIONAL COMPETITIVE BIDDING)

Online bids are invited on single bid system (Technical bid & Financial bid in a combined shape) for "Award of Rate Contract for engagement of Approved Custom-Clearing-cum Freight –Forwarding (Consolidation Services) Agent for the release of foreign imported consignments from IGI, New Delhi airport for 01 year(one year)"

Tender documents may be downloaded from CIRC web site www.circ.org.in (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in

CRITICAL DATE SHEET as under:-

CRITICAL DATE SHEET

Tender Enquiry No.	5-20(SP)/ARC-Custom Agent/2018-19
Tender fee	Rs. 500.00
Earnest Money Deposit	Rs.20000.00
Name of Organization	ICAR-Central Institute for Research on Cattle, Meerut
Date and Time for Issue/Publishing	30.01.2019 2:30 pm
Document Download/Sale Start Date and Time	30.01.2019 2:30 pm
Bid Submission start Date and Time	31.01.2019 11:30 am
Bid Submission End Date and Time	21.02.2019 01:00 pm
Date and Time for Opening of Bids	22.02.2019 02.30 pm
Address for Communication	Incharge, Purchase, ICAR-Central Institute for Research on Cattle, Grass Farm Road, Meerut Cantt.-250001 (UP) Website: http://www.circ.org.in

1. On behalf of Director, ICAR-CIRC, Meerut, Electronic Quotations/tenders under Open tender enquiry, Bids are invited from the registered Custom Clearing Agents on portal etc. for the services mentioned above. The Quotations/bids duly sealed/signed & completed in all respect should be uploaded online at CPPP **latest by 11.00 AM on 21th Feb,2019.** The incomplete Quotations/bids will be treated as rejected. The Bids/Quotations received after stipulated date & time will not be considered & rejected, and no correspondence in this regard will be entertained. The interested bidders are requested to submit the following documents online alongwith the respective tender/quotation.
 - i. Documents required in the Schedule of Requirements/Scope of Work& services Part I&II

- ii. Questionnaire
- iii. Price Schedules/Discounted rates in prescribed format in different groups (Group A,B,C&D).
- iv Scanned copy of DD/FDR/Banker's Cheque or BG for bid security.
- v Terms and conditions, Instructions to bidders(ITB) & General Conditions of Contract(GCC) duly signed/stamped.

Each column/blank should be filled properly and every papers/documents uploaded online with bid documents must be signed/stamped by the authorized signatory of the firm/company

2. The Tender form/bidder documents may be downloaded from the <https://eprocure.gov.in/eprocure/app>. **Online submission of Bids through Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>)** is mandatory. Manual/Offline bids shall not be accepted under any circumstances. However, for the purpose of realisation, the bidder has to send the Demand Draft/ banker's cheque/ Bank Guarantee in original to the Purchase Section of CIRC, Meerut through post or by hand so as to reach by the time of tender opening.
3. Tenderers/bidders are requested to visit the website <https://eprocure.gov.in/eprocure/app> regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.
4. In case, any holiday is declared by the Government on the day of opening, the online tender will be opened on the next working day at the same time. The Director, ICAR-CIRC, Meerut reserves the right to accept or reject any or whole tender.

Incharge Purchase

Part-I

Schedule of Requirements:-

Brief description of services to be provided

The Central Institute for Research on Cattle, Meerut imports a some equipments, chemicals, consumables and spare parts from all over the world under Custom Duty Exemption Certificate issued by Department of Scientific & Industrial Research (DSIR), Govt. of India. These consignments are received in different sizes of packing and involving high cost. Normally, all our consignment are air freighted to IGI Airport, New Delhi. This Institute reserve right to import any goods through a freight forwarding agency other than nominated by authorized CHA. The present contract will be awarded for a period of 01 year(one year) from the date of issue of contract offer.

Following jobs shall fall under the scope of the custom clearance-cum-forwarding contract.

- 1 Custom clearance of consignments from IAAI/Foreign post Office at New Delhi.
 - Custom clearance of the consignment including all stages of the process
 - Obtaining non delivery certificate/short landing certificate in case the material are short delivered by IAAI or concerned Airlines and lodging of claims with them on behalf of CIRC, Meerut.
 - Arranging insurance survey at airport/IAAI in case of damages/shortage to the consignment.
 - Clearance of IPP parcels from custom/foreign post office New Delhi.
 - Any other job in connection with the clearance of goods from Customs.
 - Immediate dispatch/delivery of consignment(s) at CIRC, Meerut after their clearance from custom.
 - Follow-up of cases of recovery of any excess duty paid to customs, if any.
2. Consolidation of the imported consignments being imported from all over the world:
 - Complete monitoring and supervision of the movement of consignment(s) from the date of Purchase Order/Letter of Credit and regular feedback on the progress of the case to CIRC, Meerut. In case the cargo arrival notice/pre-alert shipment notice is not received 3-4 days prior to the date of landing of consignment(s), the delay in clearance of shipment will be on the part of the clearing agent and the respective amount of demurrage will be recovered from the Clearing Agent.
 - To provide timely information (pre-alert), regarding despatching of consignments and other relevant information to CIRC, Meerut.
 - To facilitate specialized packing for all kinds of materials as per IATA specifications and international packing standards.
 - Transportation of special project materials voluminous and heavy packages, radioactive, sensitive, hazardous and perishable materials.
 - Extensive communication through telephone, fax, e-mail etc.
 - Any other service needed regarding consolidation from time to time.
 - Shipment should be routed preferably through Air-India or through shipping Corporation of India, in case of voluminous & non-urgent items in exceptional cases as per the clause of CIRC purchase order/letter of credit.

3. Export of items/equipments for repair or replacement:-

- Export of certain items for repair which will be re-imported after repairs.
- Export of equipments for replacement.
- All procurement formalities with custom will be required to be completed by the CHA in consultation with this Institute.

Part-II (Schedule of Requirement)

1. Name of the Institute:-

The Director,
ICAR- Central Institute for Research on
Cattle, Meerut-250001(Uttar Pradesh).

2. Mailing Address:-

Incharge Purchase
ICAR- Central Institute for Research on
Cattle, Meerut-250001(Uttar Pradesh).

3. **Preparation of online bid:-**

- i) Price structure- for schedule of rates to be submitted refer to 04(four) different prescribed groups i.e. Group A,B,C, & D.
- ii) Language of bid: English.
- iii) List of reputed customers/clients to whom services has been given during last two years, may be attached/uploaded alongwith online bid as documentary evidence & the documents required with reference to General Instructions to Bidders and Terms & Conditions (Annexure A) of the tender document.
- iv) The amount of bid security: Amount of bid security will be Rs. 20,000/- (Rs. Twenty thousand) in shape of DD/BG/FDR in favour of ICAR unit CIRC payable at Meerut valid for at least 90 days. In case of bidder claim exemption of EMD the scanned copy of document in support of exemption will have to be uploaded by the bidder during online bid submission.

4. **Submission of online bid:-**

The bidder/clearing agent may submit their online technical & price bid in combined shape on the portal of CPP in cover 1. Any bid subject to any condition shall not be allowed/accepted. Bidder will have to upload scanned copies of various document required for their eligibility and all other documents as specified/required in tender document. The bidder/CHA will have to submit an undertaking online that if the information/declaration/scanned uploaded documents furnished in respect of eligibility criteria are found to be wrong or misleading at any stage, firm will be liable to punitive action. The bidders/Clearing Agents should submit their discounted rates in the different prescribed/specified Groups(Group ABC&D) only without any conditions strictly as per terms and conditions of tender document (Annexure-A). However, the discount/concession offered subject to any condition by bidder will not be considered.

Bid Security (EMD) for Rs. 20,000/- (Rs. Twenty thousand) in shape of DD/BG/FDR in favour of ICAR unit CIRC payable at Meerut in shape

of DD/Banker cheque are to be submitted in the electronic format online(by scanning) at the time of uploading the bid. This submission shall mean that EMD and tender fee are received electronically. However, for the purpose of realisation, the bidder/CHA has to send the demand Draft/BG/FDR in original to the purchase section of CIRC, Meerut through postal services or by hand so as to reach by the time of tender bid opening.

The SSI/MSE firms/bidders Registered with NSIC are exempted from tender fee and bid security(EMD) subject to submission of NSIC registration with valid certificate with the relevant services listed therein. **However, no exemption from performance security would be given.**

Important Note for Bid Opening:-

Technical and Financial bid in a combined manner will be opened online by the bid openers mentioned at the time of creation of tender online. Relevant bidders can simultaneously take part in bid opening online and can see the resultant bids, of all bidders.

QUESTIONNAIRE

BIDDERS SHOULD FURNISH SPECIFIC ANSWERS TO ALL THE QUESTIONS GIVEN BELOW. IN CASE A QUESTION DOES NOT APPLY TO A BIDDER THE SAME SHOULD BE ANSWERED WITH THE REMARKS "NOT APPLICABLE". BIDDERS MAY PLEASE NOTE THAT IF THE ANSWERS SO FURNISHED ARE NOT CLEAR AND/OR ARE EVASIVE, THE BID WILL BE LIABLE TO BE IGNORED.

1. Bid No..... Date bid opening on
2. Offers is one for acceptance Days.
3. Name & address of Company / Firm:
4. What is your permanent Income Tax A/C No./PAN No.:
5. Confirm whether you have attached your latest/current ITCC or certified photocopy thereof.
6. Status:
 - a. Are you currently registered with Central / State Tax/Service Tax Department
 - b. Are you registered under the India Companies Act, 1956 or any other Act?
Please attach certified copy (copies) of the relevant registration certificate (s) in confirmation to your above answer (s).

7. Please indicate:

Name & full address of you Banker(s)

.....
.....

8. State Whether business dealings by you have been currently banned/blacklisted by any ICAR Institute by any Ministry/Department or Central Govt. or any State Govt.
.....
.....
.....

(Signature of Bidder)
Designation & Address of person signing above
For and behalf of M/s
(Name and address of the bidding firm)

TelNo.....

General instructions to bidders and terms & conditions (Annexure-A)

1. CIRC, Meerut places purchase orders primarily on F.O.B./FCA basis. A few purchase orders are placed on ex-works basis and on C.I.F./CIP basis. The schedule of the requirement of jobs/services is mentioned in Part – I & II.
2. The tenderer should be a Registered Consolidation Agent/Freight Forwarder with Custom Department. A copy of valid/permanent Custom License as CHA in the name of bidder should be attached with the tender.
3. The agency should have network of cargo forwarding / consolidating agents in at least 20-25 countries viz. USA, Canada, UK, Switzerland, France, Italy, Germany, Sweden, Ireland, Norway, Denmark, Austria, Israel, The Netherlands, Japan, Singapore, Hongkong, Korea, Australia, UAE, Finland, Malaysia, Spain, Taiwan, China etc. A list of the same with telephone numbers and addresses should be attached with the tender.
4. CIRC, Meerut will pay the Custom Duty as per rules of the Custom Department, on customs assessable value for all the imported items.
5. Firm is to pay all the clearing charge of the consignment including Custom Duty. Your bill for Airfreight/Sea-freight charges, Custom Duty and Clearing charges etc., will be paid to you within a period of one month from the date of receipt of the consignment in our premises in good condition or the date of submission of the bill along with all relevant documents, whichever is later.
6. CIRC, Meerut shall not bear/pay any demurrage charge on account of any delay in clearance attributable to clearing agent or their freight forwarder. The consignments will be cleared by the Clearing Agent from the IAAI/Custom Authorities within the stipulated period after receipt of complete documents, failing which Clearing Agent will have to bear all demurrage/handling charges etc. if charged by IAAI/Custom Authorities.
7. The consignment after clearance from airport should directly be delivered to CIRC, Meerut within two or three working days. In case of perishable items, it should be delivered within minimum required period with proper arrangements. The perishable consignments should be cleared within 24 hours of landing and clearance process. In case, a perishable consignment is damaged due to insufficient dry ice during clearance, CHA shall be held responsible for the complete loss.
8. For any kind of loss or damage to the consignment from Foreign Airport to CIRC, Meerut the Clearing Agent will be fully responsible for recoupment of loss, if any. However, necessary documents on this account (to be prepared by CHA/Firm) will be signed by CIRC, Meerut in the capacity of consignee / importer.
9.
 - a. Weight for the purpose of airfreight will be the “chargeable weight” of the consignment.
 - b. The weight for the purpose of clearance from Airport will be the gross weight: of the consignment.
10. Air freight charges: The freight charges shall be on the basis of IATA rates which are fixed by IATA. The IATA rates from respective country of import should be considered as the reference, while offering discount on forwarding / consolidation rates. Under no circumstances should these rates be more than those specified in latest IATA rates. The bidder should furnish an undertaking to this effect on its letterhead and send a certified statement of these charges presently applicable with the bid.

The airfreight charges for various countries will be paid in equivalent rupee in India for Air Freight consignments as on the date of transaction.
11. The firm, in the schedule of rates Group – A should offer a single standard / flat discount on IATA rates, which should be ‘in percentage’ only, applicable for all countries and all weight slabs. Offering of discounts in different parameters for different countries, size shapes (voluminous etc.) of consignment will disqualify the offer, which may be noted.

The offers of the bidders will be evaluated on the basis of the percentage of discount and not on individual rates for weight slabs. Offers/bids with discounts subject to any conditions imposed by the bidder will be rejected.
12. Clearance/Transportation/Other charges: The rates for clearance & other relevant services for the consignment at New Delhi Airport and transportation charges for its subsequent delivery to our

premises at CIRC, Meerut will be furnished by the Bidders according to respective format given in Schedule of Rates Group B&D only, failing which, quotation is likely to be rejected by the Institute. Delivery order (D.O.) charges on consignment coming under contract shall not be paid. D.O. charges for other consolidation will be paid as actual. Discounts/Concessions subject to any conditions imposed by the bidder will not be considered.

13. Earnest Money (Bid Security) for Rs. 20,000/- (Rupees Twenty thousand) only in shape of Bank Draft/BG or Fixed Deposit Receipt in favour of ICAR Unit CIRC, Meerut valid for 03 months may be delivered to the Purchase Section of this Institute.
14. Security Deposit: Since the agency will be entrusted with the responsibility of handling valuable consignments, the successful bidder will be required to furnish a security of at least Rs. 30,000/- (Rupees Thirty thousand only) in the form of Demand Draft/BG/FDR in favour of ICAR Unit CIRC, Meerut payable at Meerut.
15. All payments on account of air freight, import duty, handling and other charges upto Rs. 1,00,000/- (Rupees one lakh) are to be borne by the Clearing Agent without waiting for advance payment and the same will be reimbursed by the Institute after the release of consignment and on production of clearance bills. In case of payments exceeding Rs. 1,00,000/- (Rupees one lakh) the Institute will arrange the advance payment for which the estimate of expenditure should be received in this office before 7 days from the date of arrival of consignment at IGI, Airport, New Delhi. The Institute require reasonable time say 5-7 days to arrange payment for clearance of arrival of consignment.
16. The Bidder must intimate CIRC, Meerut well in advance at least three days, from the date of arrival of consignment at New Delhi Airport with the House Airway Bill and Master Airway Bill numbers so that the required documents are prepared and sent to the firm in time. The Bidder shall be held responsible for any delay on their part where they do not file the Bill of Entry (B.E.) with custom or do not confirm any discrepancy of CIRC, Meerut in documents. The demurrage charges due to agent's negligence will be recovered from them. Similarly the their part to take prompt action in finalization of B.E. and clearance of consignment.
17. The firm may be required to carry out or arrange to carry out or arrange to be carry out the inspection of the ordered material at the country/port of shipment or supplier's premises on behalf of CIRC, Meerut, if required in certain cases.
18. Safe custody of the consignment cleared, is the responsibility of the CHA until it is delivered to stores, CIRC, Meerut.
19. Firm shall be required to examine carefully all packages marked for customs examination damage or loss of goods should be brought to the notice of CIRC, Meerut immediately. In case any short landing cargo is noticed the agent shall be required to file "not traceable" or "not found" notice with airport authorities and obtained "not traceable" certificate and also lodge formal claim on airport authority/concerned airlines with all necessary documents under intimidation to CIRC, Meerut.
20. The rates should be quoted for country to country basis not for any particular airport of the country. In case the bidder quoted their rates for airport – to – airport basis, their bid may not be considered and same is liable to be rejected straightway.
21. Bidder should define Non – Voluminous, Voluminous/General, Over Dimensional, Valuable, DGA consignments in details as per IATA provision failing which their bid is liable to be rejected straightway.
22. This Institute will not be responsible for any loss of document, theft or any other technical delay i.e. missing of consignment etc. the Clearing Agent will have to bear all the demurrage changes for the same.
23. Terms and Conditions cannot be changed during the period of contract.
24. The bidders should have at least 5 (five) rate contract in hand with reputed Govt. Organizations and a copy for evidence to this effect should also be furnished with their Organizations and a copy for evidence to this effect should also be furnished with their respective bid failing which the bid will be rejected straightway.
25. The firms blacklisted/banned by any ICAR Institute or any of Ministry/department of Central Govt. or any State Govt. offices will not be entertained and stand rejected straightway. However, each and every bidder have to give and undertaking that firm has not been blacklisted by any Institute under the govern ship of ICAR.

26. The copy of our purchase order shall be sent to your firm who shall follow up with foreign supplier to ship the goods within delivery schedule and intimate CIRC, Meerut, well in time, so as to complete necessary documents for custom clearance.
27. F.O.B./F.C.A. consignments: Normally orders will be placed with foreign suppliers on FOB/FCA basis. Your console airfreight rates must be based on FOB/FCA shipment i.e. from shipping airports in the exporting country to New Delhi Airport. The consignment will be delivered by foreign supplier to you/your foreign associate at nearest airport. Accordingly inland handling/forwarding/documentation charges in the exporting country shall not be payable.
28. Ex-works Shipments: In case the foreign supplier agrees to supply the goods on ex-works basis only, the consignment shall be lifted by your agent from the foreign supplier's end for onward shipment to CIRC, Meerut via New Delhi. The inland handling/forwarding charges shall be paid by in such cases on actual basis against production of supporting documents.
29. Bank release order (for consignment against irrevocable Letter of Credit) will be delivered only after its receipt from the Bank. Custom clearance should be initiated without waiting for Bank discharge, generally takes time.
30. Even in the case of any dispute, the consignment shall be cleared by the agent and handed over to CIRC, Meerut pending the settlement thereof.
31. No guarantee can be given for any definite volume of work which will be entrusted to the clearing agent at any time or throughout the period of contract. However, the clearing agent will have to handle all the work, entrusted to them and refusal or inability to handle all or any such work allocated shall be deemed to be a breach of the contract and their security deposit shall be forfeited and legal action shall be initiate as per rule.
32. The rates should hold good during the contract.
33. The offer must accompany name and complete addresses of all associates located in different countries along with names, phone, Fax and email numbers of contact persons.
34. The CHA should be a valid Custom License holder. A certified copy of license should be enclosed.
35. The Director, CIRC, Meerut reserves the right to terminate the contract on one month's prior notice at any time on finding the service unsatisfactory or on breach of contract.
36. Incomplete tender is liable to be rejected.
37. Freight charges will be paid in Indian Rupees as per our agreement/contract on the basis of original HAWB rates after receipt of consignment at CIRC, Meerut after custom clearance. Payment of Air Freight charges shall be made on the basis of exchange rates prevailing on the date of Shipment.

38. The tender should contain the following documents.

- a. Scanned copy Forwarding letter in your letter head addressed to the Director, CIRC. Meerut without any condition/remarks forwarding therewith:
- b. Scanned copy of valid permanent Customs License as CHA registered member with IATA.
- c. The bidder should submit a valid license of Consolidation & CHA 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.
- d. Scanned copy of service tax registration certificate.
- e. Scanned copy of the list of all parties/Government Organizations (with their full address) where similar nature of services were rendered during the last two years along with proof.
- f. Schedule of Rates strictly as per prescribed Groups duly completed with signature and stamp of the firm.
- g. Undertaking by the tenderer Annexure-B to be furnished without any additional/alteration/cutting/remarks.
- h. Any relevant document in support of claims made by you.
- i. **EMD Rs. 20,000/-** in the form of DD/Banker's Cheque with validity of at least three months in **favour of ICAR Unit CIRC. Payable at Meerut.**
- ii. **Tender Fee Rs.500/-** in the form of DD/Banker's Cheque with validity of at least three months in **favour of ICAR Unit CIRC. Payable at Meerut.**

- j. A certified copy of IATA rates applicable on the date of submission of tender.
 - k. Bidder should have financial turnover for Rs. 25-00 (Twenty Five) Lakh during the past 3 financial years(2015-16,2016-17 & 2017-18) and should enclose copy of balance sheet duly certified by C.A.
 - l. Scanned copy of Earnest Money Deposit(EMD)/its exemption, if any.
 - m. Scanned copies of Service Tax/GST and Income tax registration should be attached.
 - n. The tenderer has clearly mentioned in writing that business dealings with their firms have not been banned by any Govt./Private agency
 - o. **Check list for tenderer : Before submission of tender documents, Tenderer(s) should ensure that they have complied with all the requirements as per check list for this tender (Annexure-III), failing of which the tender will liable to be rejected**
39. The Director, CIRC, Meerut reserves the right to accept or reject partly or wholly any tender without assigning any reason whatsoever.
40. The quotation shall be valid for a minimum period of one hundred eighty days (180 days) from the date of opening of bids.
41. All terms used in the tender document will have the meaning as described in incoterms 2000 or any modification lateron.
42. In case of any dispute/litigation, the jurisdiction of court will be at Meerut (UP) only.
43. Tenders which do not fulfil any or all the above conditions or incomplete are liable for rejection.

Undertaking by the Tenderer/Bidder on letter head. (Annexure-B)

1. We agree that the consignments after clearance from airport will directly be delivered to the premises of CIRC, Meerut within five working days. In case of perishable item, it will be delivered within minimum time with proper arrangements.
2. We agree to pay the custom duty for all consignments as per terms & conditions for the Tender Document at the time of clearance from airport and its reimbursement within fifteen working days (excluding courier time) against paid Challan. We shall submit bill along with the paid Challan for reimbursement of custom duty so paid.
3. We agree that we shall not claim any demurrage charge if clearing documents are delivered well in time by CIRC, Meerut if paid by firm at the time of clearance, for the shipments arranged by firm.
4. We agree that the House Airway Bill number and date and Mater Airway Bill number and date will be intimated to the importer at least before three days of its arrival at the New Delhi Airport for the purpose of insurance coverage of the consignment.
5. 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.
6. WE shall prepare the airfreight 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 rates.
7. We agree to abide by all the terms & conditions as mentioned in the Tender Document.

Place:
Date:

Signature of the tenderer with Seal

Schedule of Rates to be Charged for clearance & other services and Discount on Air Freight port of landing – New Delhi Airport.

Charges which are normally claimed and rates for which are sought to be quoted by the C&F Agents are classified in four groups (A,B,C,D) for the purpose of comparison among different bidders. Each Bidder, depending upon his quoted rates will be given marks from 0-100 for each group. Finally different weightage will be given to the marks obtained in each group to calculate the Total Score of each bidder:

Group	Weightage
A	50
B	20
C	5
D	25

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

$$\text{Total Score} = \frac{50(A) + 20(B) + 5(C) + 25(D)}{100}$$

(Where A,B,C,D are marks obtained in respective group)

Bidder with maximum total score shall be selected

Note: Discounts/Concessions subject to any conditions imposed by the Bidder will be rejected.

(Group A)

DISCOUNTED RATES OF AIRFREIGHT FOR FORWARDING CASES

Discount offered on standard IATA rates (a single flat discount for each category to be offered irrespective of weight slabs)	Criteria for calculating marks
1. For forwarding cases (voluminous consignment).....%	0.8 mark will be given for every 1 percent of discount offered on IATA rates
2. For forwarding cases (over dimensional consignment).....%	0.1 mark will be given for every 1 percent of discount offered on IATA rates
3. For forwarding cases of (hazardous consignment).....%	0.05 mark will be given for every 1 percent of discount offered on IATA rates
4. For forwarding cases of (normal consignment).....%	0.05 mark will be given for every 1 percent of discount offered on IATA rates

Note:

1. Every six months, a copy of IATA rates will be required to be submitted by successful bidder. Most of our shipments by air shall be on FOB/FCA basis, therefore, Terminal charges, Forwarder's fee, charges for loading to carrier in shipping country etc. Will not be paid separately. If there is any shipment on Ex-works basis, charges in shipper country will be paid on actual basis on submission of supporting documents.
2. No other charges except freight, fuel & security surcharges will be paid on FOB/FCA consignment. Bidder may quote their discount adjusting other charges, if any.
3. Evaluation of the bids will be made on FOB/FCA basis only.

Group -B

Following five categories of charges are included in this group:

- (1) Agency Commission, (2) D.O. Charges, (3) C.C.fee (4) Charges for dry ice replenishment in consignment having perishable contents, (5) fuel & security surcharges

A maximum limit for the charges at Sl. No. 1-4 above, has been set by the institute and no charges beyond respective limit in these categories for any consignment will be paid by the institute. Chares for the category at Sl No. 5 i.e. Fuel & war surcharges etc., will be chargeable actual subject to condition that these will be paid only if the same are shown in MAWB. However the bidders will be at liberty to quote lower possible rates or exempt charges in any category in order to maximize their marks in this group. Total marks in this group will be the sum of marks obtained in each of the five categories. Agency commission rates quoted will apply to shipments “in consol” and “ not in consol”. Separate rates for “in consol” and “not in consol” will not be entertained.

Rates to be quoted for following categories of charges:-				
Sl No.	Category	Limit set by institute	Rate quoted by the firm	Criteria for calculating marks
1.	Agency Commission including Labour charges or loading at airport EDUI/CMC/BE Charges Documentation fees, IFC Charges IGM Filling Charges, sealing and any other charges relevant to the clearance of consignment from Airport Service Tax on Agency Commission shall be payable as per rules.	(Rs. 0-2000)	Max of Rs..... Min of Rs.....	1. Average of max. and min rates quoted for each bidder will be service. Bidder with lowest average rate will get 30 marks and bidder with highest average rate will get 0 marks. Rest of the bidders will be given marks between 10 to 30 proportionately depending upon their respective average.
2	Do Charges for FOB/FCA shipments (Actual in case of CIP/CIF Shipments)	(Rs. 0-1000)	Rs.....	2. Bidder with lowest rate will get 20 marks and Bidder with Highest rate will get 0 marks. Rest of the bidders will be given marks between 0 to 20 proportionately depending upon their respective rate.

3.	C.C.Fee.	0 to 2% of freight.....% of freight		3. Bidder with lowest rate will get 20 marks and Bidder Highest rate will get 0 mark first proportionately depending upon their respective rate.
4.	Replenishment of Dry ice in consignment having perishable contents	Rs. 0 to 30 Kg.....kg		4. Bidder with lowest rate will get 10 marks and bidder with highest rate will get 0 marks. Rest of the bidders will be given marks between 0 to 10 proportion depending upon their respective rate.
5.	Fuel & security charges	0 to At Actual as Rs.shown in MAWB		5. Bidders giving exemption from this charge will get 20 marks. Rest will get no marks.

GROUP – C

Marks in this group will be given for special qualifications possessed by the Bidder firms as is given below:

Special qualifications:	Criteria for calculating marks:
<ol style="list-style-type: none"><li data-bbox="240 380 808 590">1. Firm holding own licenses for both clearance as well as consolidation freight forwarding and capable of undertaking both the activities at their own without involvement of any sister concern.<li data-bbox="240 632 808 737">2. Past record of firm in different labs institutes of Council of Scientific and industrial Research.	<p data-bbox="824 380 1446 632">Firms capable of undertaking both the activities at their own will be given 40 marks of this group. Firm which are dependent or who have a tie up with other firm for any of the activities of freight forwarding or clearance will not be given any marks.</p> <p data-bbox="824 632 1446 884">Past experience in the field (i.e Freight forwarding and clearance) of the Bidding firms with ICAR will be evaluated. Firms producing certificates of satisfactory services in the last two years in at least three institutes of ICAR will be awarded 60 marks of this group.</p>

Transportation charges from Delhi airport to the campus at CIRC, Meerut for both consol and non – consol shipments

<p>Rates are to be quoted for following four categories:</p> <ol style="list-style-type: none"> 1. Personal delivery of small consignments @ Rs. 2. Per tempo/small vehicle load @ Rs..... 3. Per truck (Medium lorry like TATA-407)@Rs..... 4. Per Truck (Big Lorry) @ Rs..... <p>(Note: The transportation charges from New Delhi Airport/Dry port to CIRC, Meerut should be reasonable & most competitive and this will also be a criteria of the selection. In case the rates are not found reasonable & competitive, the Director CIRC reserve the rights to reject the bid or whole of the tender).</p>	<p>Criteria for calculating marks</p> <p>Marks shall be given separately for each category of transportation. A maximum of 25 marks shall be given to the lowest bidder in the category and the highest rates in the category shall fetch 0 marks. Rest of the bidders will be given marks proportionately. The total marks of a bidder in this group shall be the sum of marks scored in all four categories of transportation.</p> <p>Note: After clearance of the consignment from Airport, it shall be the duty of the clearing Agent to bring the shipment to their warehouse or directly send to CIRC, Meerut. No separate charges for internal transportation of the equipment at Delhi shall be paid to the clearing Agent. Therefore, bidder should keep in mind this aspect while quoting the transportation charges from New Delhi Airport to the CIRC, Meerut.</p>
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Note:- In case the shipment is required to be delivered at a place other than CIRC, Meerut, the transportation charges shall be payable on actual basis.

Check list for Tenderers

Before submission of tender documents, Tenderers should check they have complied with the following requirements: -

Sl. No.	Requirements to be checked before submission of the tender	Compiled (Please indicate) Yes after complying with Page No.
1.	Cost of Tender has been enclosed with tender document, if downloaded from website. If not, then supporting documents proving exemption to this enclosed.	
2.	Earnest money Deposit (EMD) has been enclosed.	
3.	Forwarding letter in your letter head addressed to the Director, CIRC. Meerut without any condition/remarks forwarding therewith:	
4.	Enclose GST/Service Tax registration certificate and PAN No.	
5.	financial turnover for Rs. 25-00 (Twenty Five) Lakh during the past 3 financial years(2015-16,2016-17 & 2017-18) along with copy of balance sheet duly certified by C.A.	
6.	Copy of valid permanent Customs License as CHA registered member with IATA.	
7.	Copy a valid license of Consolidation & CHA 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 attached with the tender.	
8.	A certified copy of IATA rates applicable on the date of submission of tender	
9.	Schedule of Rates strictly as per prescribed Groups duly completed with signature and stamp of the firm.	
10.	Undertaking by the tendererAnnexure-B to be furnished without any additional/alteration/cutting/remarks	
11.	Copy of the list of all parties/Government Organizations (with their full address) where similar nature of services were rendered during the last two years along with proof.	
12.	Complete tender documents have been enclosed, after signature & stamping on ALL pages.	
13.	Offer validity as required in tender has been accepted & clearly mentioned in tender document.	
14.	Delivery Terms & Period as per tender have been accepted and mentioned in tender.	
15.	Payment Terms as per tender have been accepted and mentioned in tender.	

Signature of tenderer with seal

Place:

Date:

Major Terms & Conditions of tender documents:-

1. CIRC will pay the custom duty as per rules of the Custom Department, on customs assessable value for all the imported items.
2. Firms is to pay all the clearing charge of the consignment including custom duty. Firms bill for Airfreight/Sea- freight charges, custom Duty and clearing charges etc., will be paid to you within a period of one month from the date of receipt of the consignment at CIRC premises in good condition or the date of submission of the along with all relevant documents, whichever is later.
3. CIRC Shall not bear/pay any demurrage charge on account of any delay in clearance attributable to clearing agent or their freight forwarded. The consignments will be cleared by the clearing Agent from the IAAI/Custom Authorities within the stipulated period after receipt of complete documents, failing which clearing agent will have to bear all demurrage/handling charges etc. if charged by IAAI/Custom Authorities.
4. The consignment after clearance from airport should directly be delivered to CIRC within two or three working days. In case of perishable items, it should be delivered within minimum required period with proper arrangements. The perishable consignments should be cleared within 24 hours of landing and clearance process. In case, a perishable consignment is damaged due to insufficient dry ice during clearance, CHA shall be held responsible for the complete loss.
5. For any kind of loss or damage to the consignment from Foreign Airport to CIRC Meerut, the CHA will be fully responsible for recoupment of loss, if any. However, necessary documentation this account (to be prepared by firm) will be signed by CIRC in the capacity of consignee/importer.
6. (a) The weight for the purpose of airfreight will be the “chargeable weight” of the consignment.
(b.) The weight for the purpose of clearance from Airport will be the “gross weight” of the consignment.
7. All payment on account of air freight, import duty, handling and other charges upto Rs. 1,00,000/- (Rupees one lakh) are to be borne by the clearing agent without waiting for advance payment and the same will be reimbursed by the Institute after the release of consignment and on production of clearance bills. In case of payment exceeding Rs. 1,00,000/- (Rs. One lakh) the Institute will arrange the advance payment for which the estimate of expenditure should be received in this office before 7 days from the date of arrival of consignment at IGI, Airport, New Delhi. The Institute required reasonable time say 5-7 days to arrange payment for clearance on arrival of consignment.
8. The CHA must intimate CIRC well in advance at least three days, from the date of arrival of consignment at New Delhi Airport with the house Airway Bill and master Airway Bill numbers so that the required documents are prepared and sent to you in time. The CHA shall be held responsible for any delay on their part where they do not file the Bill of Entry (B.E) with custom or do not confirm any discrepancy of CIRC in documents. The demurrage charges due to agent’s

negligence will be recovered from them. Similarly the agent shall have to make goods to CIRC any loss incurred due to negligence or failure on their part to take prompt action in finalization of B.E. and clearance of consignment.

9. The firm may be required to carry out or arrange to carry out the inspection of the ordered material at the country/port of shipment or supplier's on behalf of CIRC Meerut, if required in certain cases.
10. Safe custody of the consignment cleared, is the responsibility of the CHA until it is delivered to stores, CIRC, Meerut.
11. Firm shall be required to examine carefully all packages marked for customs examination of each consignment arrived at the airport with respective invoices/packing list etc. Any damage or loss of goods should be brought to the notice of CIRC, Meerut immediately. In case any short landing cargo is noticed the agent shall be required to file "not traceable" or "not found" notice with airport authorities and obtained "not traceable" certificate and also lodge formal claim on airport authority/concerned airlines with all necessary documents under intimation to CIRC, Meerut
12. This institute will not be responsible for any loss of document, theft or any other technical delay i.e. missing of consignment etc. the clearing agent will have to bear all the demurrage charges for the same.
13. Terms and conditions cannot be changed during the period of contract.
14. The copy of our purchase order shall be sent to your firm who shall follow up with foreign supplier to ship the goods within delivery schedule and intimate CIRC, Meerut well in time, so as to complete necessary documents for custom clearance. In case of failure to do so by you/your foreign associate, the charges incurred, if any, will be payable by CHA.
15. F.O.B./F.C.A. consignments: The consignment will be delivered by foreign supplier to you/your foreign associate at nearest airport Accordingly inland handling/ forwarding/documentation charges in the exporting country shall not be payable.
16. Ex-works shipments: In case the foreign supplier agrees to supply the goods on ex-works basis only, the consignment shall be lifted by your agent from the foreign supplier's end for onward shipment to CIRC, Meerut via New Delhi. The inland handling/forwarding charges shall be paid by in such cases on actual basis against production of supporting documents.
17. Bank release order (for consignments against irrevocable letter of credit) will be delivered only after its receipt from the bank. Custom clearance should be initiated without waiting for bank discharge, generally takes time.
18. Even in the cases of any dispute, the consignment shall be cleared by the agent and handed over to CIRC, Meerut pending the settlement thereof.
19. No guarantee can be given for any definite volume of work which will be entrusted to the clearing agent at any time or throughout the period of contract. However, the clearing agent will have to handle all the work , entrusted to them and refusal or inability to handle all or any such work allocated shall be deemed to be a breach of the contract and their security deposit shall be forfeited and legal action shall be initiated as per rule.
20. The rates should hold good during the contract.

21. The Director, CIRC, Meerut reserves the right to terminate the contract on one month's prior notice at any time on finding the service unsatisfactory or on breach of contract.
22. **The firms blacklisted or banned or their services suspended by any ICAR Institute or any of Ministry/department of Central Govt. or any State Govt. offices will not be entertained and their bids will be rejected straightway. However, each and every bidder has to give an undertaking that firm has not been blacklisted or banned or suspended by any Institute under the govern ship of ICAR or any of Ministry/department of Central Govt. or any State govt. offices.**
23. **After award of Rate Contract, the successful qualified bidder will have to submit their custom clearing bills strictly in accordance with the terms and conditions of R/C. and any discrepancy if noticed in their bill, same will be restricted as per T&C of Rate Contract. In case the successful qualified bidder to whom R/C. will be awarded submits wrong bills frequently, the Award of R/C will be treated as annulled and their performance security will be forfeited. However, no exemption from performance security would be given.**
24. **All the participating bidders should be complying with GST provision enacted by Govt. of India from 1.07.2017 and its subsequent amendments, if any.**
25. **A bidder should not be permitted to alter or modify their bids after expiry of the deadline for bid submission date. Any request of the bidder to add any documents on later stage will not be accepted in any circumstances.**

Incharge Purchase