



सीएसआईआर- केन्द्रीय इलेक्ट्रॉनिकी अभियांत्रिकी अनुसंधान संस्थान

CSIR-CENTRAL ELECTRONICS ENGINEERING RESEARCH INSTITUTE

(विज्ञान तथा प्रौद्योगिकी मंत्रालय, भारत सरकार/MINISTRY OF SCIENCE & TECHNOLOGY, GOVT. OF INDIA)

पिलानी - 333 031 (राज.) भारत PILANI - 333 031 (RAJASTHAN) INDIA

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REGISTERED POST

No. CEERI/FF&CHA/2014-15/Pur

Dated: 04.03.2015

TENDER NOTICE/ निविदा सूचना

Director, Central Electronics Engineering Research Institute, Pilani invites sealed Bids in TWO BID FORMAT from the Service Providers dealing in customs clearance imports & exports handling and international freight forwarding under consolidation, Part One of the Bid must contain the TECHNICAL BID giving detailed terms and conditions with documents mentioned in the tender document, and Part Two of the Bid must contain the PRICE BID.

निदेशक, सीएसआईआर-सीरी, पिलानी द्वारा सीमा शुल्क आयात - निर्यात तथा कंसोलीडेशन के अंतर्गत अंतरराष्ट्रीय माल भाड़ा अग्रेषण संबंधी व्यवहार में अनुभवी सेवा प्रदाताओं से द्वि-निविदा प्रारूप में मुहरबंद निविदाएँ आमंत्रित की जाती हैं। निविदा के प्रथम भाग के साथ तकनीकी निविदा अवश्य होनी चाहिए जिसमें निबंधन व शर्तों का विस्तृत उल्लेख हो और निविदा दस्तावेज़ में उल्लेखित सभी दस्तावेज संलग्न हों तथा दूसरे भाग में कीमत निविदा अवश्य होनी चाहिए।

Sl. No.	Name of Services	Requirement
1.	Tender for appointment of consolidation-cum-clearance agent for imports / exports shipments through Air, Sea and Foreign Post Office. वायु/जल मार्ग तथा विदेशी डाकघर के माध्यम से आयात/निर्यात नौवहन हेतु समेकन-सह-निकासी एजेंट की नियुक्ति	As detailed in the bidding documents. निविदा संबंधी दस्तावेजों में दिए विवरण के अनुसार

The tender documents with detailed requirement and other terms & conditions can be downloaded free of cost from CEERI Website www.ceeri.res.in and submitted up to 01.04.2015 by 2.30 P.M.. Alternatively, the Bidding Documents can be purchased on payment of Rs. 300/- (Rupees Three Hundred Only) by way of Demand Draft or Banker's Cheque drawn in favour of the Director, CEERI, Pilani payable at Pilani. The Tenders would be opened on 01.04.2015 at 3.30 P.M.

निविदा दस्तावेज संबंधी विस्तृत विवरण तथा अन्य निबंधन व शर्तों सहित संस्थान की वेबसाइट www.ceeri.res.in से निशुल्क डाउनलोड की जा सकती है तथा मुहरबंद निविदाएँ दिनांक 01.04.2015 को अपराह्न 2.30 बजे तक जमा की जा सकती हैं। निविदा संबंधी दस्तावेज निदेशक, सीएसआईआर-सीरी, पिलानी के पक्ष में जारी पिलानी में देय रु.300/- के डिमांड ड्राफ्ट या बैंकर्स चेक के माध्यम से खरीदे जा सकते हैं। निविदाएँ दिनांक 01.04.2015 को अपराह्न 3.30 बजे खोली जाएँगी।

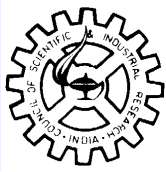
EMD of Rs. 1,00,000/- (Rupees One Lakh Only) must be submitted by way of a Bank Guarantee in favour of Director, CEERI, Pilani.

रु.1,00,000/- (एक लाख रुपये मात्र) की बयाना राशि (ईएमडी) बैंक गारन्टी के रूप में निदेशक, सीरी, पिलानी के पक्ष में जमा कराना अनिवार्य है।

The Director, CEERI, Pilani reserves the right to accept or reject partly or wholly any bid without assigning any reason whatsoever.

निदेशक, सीरी, पिलानी के पास किसीभी निविदा को स्वीकार, बिना कोई कारण बताए आंशिक या पूर्ण रूप से अस्वीकार करने का अधिकार सुरक्षित है।

Stores & Purchase Officer
भंडार एवं क्रय अधिकारी



**Central Electronics Engineering Research Institute
Pilani (Rajasthan)-333 031,INDIA**

Fax : 01596 – 242135,242294

Phone : 01596 – 244710

Gram : “ELECTRONIC” Pilani

No. CEERI/FF&CHA/2014-15/Pur/T-153

Dated: 4.3.2015

**BID DOCUMENT FOR APPOINTMENT OF AGENT FOR
CONSOLIDATION OF CONSIGNMENTS OF IMPORT/EXPORT
SHIPMENTS THROUGH AIR, SEA AND FOREIGN POST OFFICE
AND CUSTOM CLEARANCE.**

LAST DATE AND TIME OF RECEIPT OF QUOTATION:

1.4.2015 at 2.30 P.M.

DATE AND TIME OF OPENING OF QUOTATION:

1.4.2015 at 3.30 P.M.

Central Electronics Engineering Research Institute (CEERI), Pilani, one of the premier laboratories of Council of Scientific and Industrial Research , invites sealed Bids under Two Bid System for the appointment of Consolidation-cum Clearance Agent for a period of One to Three years as per discretion of The Director, CSIR-CEERI subject to renewal for a period of ONE YEAR on annual performance basis for the import/export of consignments from/to all over the world by air-freight, air post parcel and sea shipment under consolidation from the Bidders dealing in Custom Clearance, Import and Export handling and International freight forwarding under consolidation.

Bidders may download the Bid Documents from CSIR-CEERI website i.e. www.ceeri.res.in free of cost. Alternatively, the bidding documents can be purchased from the office of the Stores & Purchase Officer, CEERI, Pilani on payment of Rs. 300/- (Rupees Three Hundred only) in the form of Demand Draft / Banker’s Cheque drawn in favour of Director, CEERI payable at Pilani. Bid received without EMD shall be rejected. EMD of un-successful Bidders will be refunded within 30 days after signing of the Contract. No interest will be paid on the Earnest Money Deposit. The EMD of the successful Bidder shall be refunded immediately after submission of Performance Bank Guarantee and Fidelity Bond.

Interested Bidders are requested to submit the TWO PART SEALED BID (quotation) addressed to the Stores & Purchase Officer, CEERI, Pilani latest by 1.4.2015 at 2.30 P.M. The quotations will be opened on the same day at 3.30 P.M. in the Conference Room in the presence of the authorized representative of the Bidders who may choose to attend the Bid opening.

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

1. The company should have valid Consolidation & CHA Licenses in their own name registered with Customs New Delhi. All documents i.e. CHA Licenses, TIN and PAN number should be in the name of same company.
2. The Bidder should be registered member of IATA or FIATA.
3. The Bidder should be certified under ISO 9001 (2000) quality system certification.
4. The Bidder should be registered with Service Tax Authorities.
5. The bidder should have their own facility for Customs clearance at New Delhi & Mumbai both for Air & Sea Cargo and Foreign Post Office.
6. The Bidder should have successfully executed at least three similar Freight Forwarding and Custom Clearance works in any IIT/CSIR Labs/ ICAR/ICMR Educational Institute / Central University / DRDO with minimum 50 shipments (per client) custom clearance each year, during the last three financial years (i.e. 2011-12, 2012-13 and 2013-14). Documentary evidence about satisfactory completion of the work together with Certificate from the client must also be enclosed with complete mailing addresses telephone numbers, fax number, e-mail address and name of the concerned person. Institute clears its shipments under customs notification number 51/96 @ 5.15% custom duty. The firm should submit minimum of 10 copies of bill of entry per client assessed custom duty @5.15% per contract (except nil duty clearance) in the last year from 3 clients.
7. The bidder should have minimum turnover of not less than 2 crore per annum (enclose details) exclusive of custom duty payment. Balance sheet of previous three years 2011-12 (i.e. 31.3.2012), 2012-13 (i.e. up-to 31.3.2013) and 2013-14 (i.e. up-to 31.3.2014) 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 :-

Financial Year	Turnover Exclusive of Custom Duty (Rs.)	Custom Duty (Rs.)	Total Turnover (Rs.)
A	B	C	D=B+C
2011-2012			
2012-2013			
2013-2014			

8. The Bidder must submit EMD (Bid Security) of Rs. 1,00,000/- (Rupees One Lakh only) in the form Bank Guarantee from scheduled / Nationalized Bank in favour of Director, CEERI, Pilani valid for Six months.
9. The agency should have at least 10 years experience in the business of consolidation and custom clearance. A declaration in this regard is required to be enclosed.
10. The firm/company with whom Government transactions are banned or suspended or blacklisted due to any reasons including corrupt and fraudulent practices adopted by them shall not be eligible to submit the bids. An undertaking notarized certificate on non-judicial stamp paper should be enclosed.
11. Attested copy of the up to date Service Tax / Income Tax clearance certificate from concerned authority should be submitted.
12. Local office and name of the authorized person of Bidder stationed at New Delhi (Name, Contact Number & Address).
13. The Bid should be valid for a period of 60 days from the date of Bid opening.
14. Hand written and unsigned Bids would be rejected summarily.
15. The Bidder must have associates at the Gateway international Airports and a list of such associates detailing location, names, fax, e-mail, telephone numbers etc. must be enclosed with the Technical Bid.

Note :- Documents in support of above wherever applicable must be submitted along with Technical Bid otherwise the bid shall be rejected.

SCOPE OF WORK : The scope of work involves consolidation, clearance of consignments.

Custom clearance of imported consignments from IAAI/ICD/Foreign Post Office.

1. The clearance of precious and delicate type of equipments, Instruments and other special type of materials etc.

- Custom clearance of the consignment including all stages of custom 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 CSIR-CEERI, Pilani.
- Arranging Insurance survey at Airport/IAAI in case of damages to the consignment.
- Delivery of consignment at CSIR-CEERI, Pilani after custom clearance.
- Any other job in connection with the clearance of goods from Customs.
- Clearance of IPP Parcels from custom/Foreign Post Office.
- Clearance of consignments from ICD Delhi/Patparganj or Customs at Mumbai.
- Clearance of consignment under warranty repair/replacement and repair after expiry of warranty for further exporting to another country.
- To identify the consignments of negative/banned listed items from day to day purchase orders issued by the Institute and advise the Institute accordingly.

2. **Consolidation of the consignments being imported from all over the world.**

- Complete monitoring and supervision of the movement from the date of order/LC and regular feed back on the progress of order to CSIR-CEERI.
- In case CSIR-CEERI have not received intimation before landing of the consignment the delay in clearance will be on the part of Agent and the respective amount of demurrage charges will be recovered from the bill.

- To provide timely information (pre-alert) regarding dispatches and other relevant information to CSIR-CEERI.
- To facilitate specialized packing from all kinds of materials as per the IATA specifications and international packing standards.
- Extensive communication through telephone, fax and Email etc.
- Any other service needed regarding consolidation from time to time.
- If, at any nearby International Airport agent's associates are not available, then he will also be responsible for making arrangements for smooth shipment (for Ex-works/FOB/FCA) from any such country to India Airport/Seaport. For such consignment the agent will not claim any extra charges.
- Shipment should be made preferably through AIR INDIA.

3. Exports to various countries :

- Export of certain items for repairs, which will be re-imported after repairs.
- Export of equipment for replacement and completion of the paper work.
- All procedural formalities with customs will be required to be done by the agency. The Agency should take care of the paper work of the export documents for repaired or replacement materials.

4. CRITERIA FOR EVALUATION OF BIDS:

Format for quoting the rates are attached: The rates must be quoted as per the enclosed format only in the following manner : -

- Airfreight charges: The forwarders charge the freight charges on the basis of IATA rates which are fixed by IATA. These rates for different slabs from different countries have been given in the IATA Rate Sheet enclosed herewith this tender document. The parties must offer a single discount on these rates inclusive of all stages of clearance like collection of documents from CSIR-CEERI, DO charges, Agency Commission, CC Fee, Custom documentation, Custom Examination, Sealing/Strapping, X-ray charges, Screening charges, BE charges, MAWB/HAWB charges and Transportation from Delhi to CSIR-CEERI, Pilani and from any other Sea port to CSIR-CEERI, Pilani which should be "in percentage (%)" only" for all countries, irrespective of weight, shape, size or dimension of the consignment i.e. General/Voluminous/ODC/ Hazardous etc.
- The offer of the vendors will be evaluated on the basis of the percentage of discount and not on individual rates. In case any party feels that the

IATA rates given by us are not matching with the IATA rates then the vendor should inform to CSIR-CEERI well in advance along with the supporting documents before the date of submission of offer so that necessary action can be taken for amending necessary correction.

- Offer of those vendors, who are offering discounts on different parameters for different countries, sizes, shapes (voluminous and ODC etc) of consignment will be rejected.
- Fuel and Security surcharges will be paid on the basis of MAWB/HAWB basis.
- No other payment except the discounted rates, Fuel, Security, Govt. levy shall be made to the vendor.
- The rates must be quoted according to the format only, otherwise quotation will be ignored/rejected. DO charges on consignment coming under consolidation of the contracted firm shall not be paid. DO charges for other consolidation will be paid at actual.
- The tenderers must have its own arrangements of warehousing, insurance, pick-up and delivery by Road within the country. Details of these facilities in India should be given for proper evaluation.
- Work shall be awarded to a party who shall be lowest in consolidation rate i.e. highest discount offering subject to fulfillment of other condition of the tender.

5. **CONTRACTUAL OBLIGATIONS:** The following obligations are also applicable and same must be fulfilled by the firm:

- The names of the country and airports given in the format are tentative. However import/export can be from/to any country of the world. The IATA rates and discounts as per contract shall be applicable there also.
- On receipt of consignment the firm has to submit a clear copy of MAWB, HAWB, CAN and commercial invoice for Bank Release Order, no consignment should be delayed for want of BRO.
- Consolidator will be responsible for the safety of the cargo in all circumstances and handling complete and proper papers whether it may be for import or export consignment. In the events of non availability of invoice or other relevant papers if a consignment incurs demurrage or penalty, the consolidator shall be solely responsible.
- Freight charges will be paid in India in Indian rupees as per our agreement/contract on the basis of original MAWB/HAWB, after receipt

of consignment at CSIR-CEERI, Pilani in outwardly good condition and full quantity of packages after custom clearance.

- Exchange Rate: Payment of air freight charges shall be made on the basis of exchange rate prevailing on the date of shipment. The exchange rate of RBI shall be considered only.
- The agent must seek approval of FOB charges from CSIR-CEERI in case any consignment is to be shipped on Ex-works basis as per condition of CSIR-CEERI Purchase Order. These charges should be paid against receipt.
- Pre-shipment advises must be intimated well in advance. A weekly statement showing consignments shipped during last week and the proposed shipment during the next week should be submitted invariably.
- Consignments must be cleared from customs within free days by the consolidation cum clearing agent. The documents to this effect should be collected from CSIR-CEERI forthwith or in advance. The objective of consolidation cum clearance contract is to eliminate the demurrage charges. The party should undertake that it will not allow any demurrage to incur in any circumstances.
- Unless confirmed by CSIR-CEERI in writing, no demurrage charges shall be paid to the Agent. Therefore, the Agent has to ensure that all documents required for clearance are obtained from CSIR-CEERI, well in advance.
- Shipment will be made from the nearest International airport of the supplier. However, if the location of the counterpart of consolidator is far from the location of our supplier, CSIR-CEERI shall have the option to get the consignment shipped through other supplier/other means. The consignment will be handed over by the supplier to the consolidator at the nearest airport for onward shipment to India (Delhi). Only airfreight charges shall be payable to the consolidator from the departure international airport to the final destination i.e. Delhi in India.
- The successful bidder will have to submit a Bank Guarantee for Rs. 2.00 Lakh (Rs. Two lakh only) from a nationalized bank as security, which should be valid at least for period of contract plus two months from the date of contract. The same Bank Guarantee will be refunded/returned after completion of contract. No interest would be paid on Bank Guarantee, Director, CSIR-CEERI, Pilani will have the discretion to order for the forfeiture of deposit for any breach of contract.

- The rates should hold good during the currency contract. However, if the rates are reduced by IATA, the benefit of the same may be passed on to CSIR-CEERI immediately.
- The offer must accompany name and complete address of all associates located in different countries along with names, telephone, telex, fax and e-mail address of contact persons.
- The successful bidder shall handle sophisticated and valuable consignment, hence the bidder shall have to furnish a fidelity guarantee bond valid for contract period plus two months for an amount of Rs. 10/- Lakh (Rs. Ten Lakh only) in favour of Director, CSIR-CEERI, Pilani to safeguard the interest of CSIR-CEERI in the event of any loss to CSIR-CEERI due to any act of omission and commission by the successful bidder.
- The successful bidder will have to give an undertaking that no consignment of CSIR-CEERI will be detained/withheld by them before or after the clearance under any circumstances.
- The job of export of consignment and the clearance of consignments from Mumbai Airport/Sea port shall be awarded to the party to whom the work of consolidation cum clearance of airfreight consignments will be assigned.
- The successful bidder shall have to bear the applicable customs duty up to Rs. 5,00,000/- (Rs. Five lakh only) per consignment on behalf of CSIR-CEERI and the same will be reimbursed to successful bidder within 30 days of claim. In case the amount of customs duty is more than Rs.5,00,000/- (Rs. Five lakh only) for any consignment, then the successful bidder shall intimate CSIR-CEERI about the amount of customs duty involved in advance so that the customs duty can be arranged well in advance, prior to landing against intimation and advance Bill of Entry copy from the agent. Any delay in intimating CSIR-CEERI about the duty payable shall be to the account of successful bidder. No plea on account of delay in arranging the customs duty shall be accepted.
- The consignment after clearance from airport should be delivered at CSIR-CEERI Stores within Five days. In case, it is felt that cargo may reach CSIR-CEERI beyond office hours in that case advance intimation shall be furnished to keep the premises open. Alternatively the bidder shall keep the cargo in their stores which have to be insured against fire, theft and other risks so as to indemnify CSIR-CEERI for any loss.

- In case the cargo is received in shortage/damaged condition/short landing cargo on payment shall be released to the bidder till CSIR-CEERI receives the complete consignment/insurance claim. In all such cases the bidder is required to file “Shortage” or “Damage” or “Not Found” or “Not Traceable” claim with the Airline/Steamer/Airport Authorities, obtain necessary certificate from the Airlines/Sea-liner.
- CSIR-CEERI is exempted from payment of Custom Duty as per notification No 51/96-Customs dated 23rd July 1996 as amended from time to time. The bidder has to ensure clearance of the consignments under the above notification.

GENERAL CONDITIONS

1. Quotation will be enclosed in a sealed cover addressed to Stores & Purchase Officer, CSIR-CEERI, Pilani – 333 031 (Rajasthan). The cover should be sealed and super-scribed QUOTATION IN RESPONSE TO CSIR-CEERI TENDER ENQUIRY NO. CEERI/FF&CHA/Pur/2014-15/T- 153 Due on 1st April 2015 and DATE OF OPENING 1.4.2015 at 3.30 P.M. In case due to any reason the due date or opening happens to be holiday, the next working day shall become the due or opening date. No separate information will be sent to the bidders for this reason.
2. The discount quoted in the quotation must be mentioned in figure and words. If any discrepancies found in the figure and words discount then the discount mentioned on lower side be entertained and order placed on the lower side quoted discount. In case of discrepancy in writing the discount portion, the higher percentage of discount will be considered.
3. For the purpose of calculating the Airfreight, the following provisions shall apply :
 - (a) Volume weight: 6000 cubic centimeters or 366 cubic inches shall be deemed equal to one kilogram.
 - (b) Rates shall be applied on the actual gross weight or the volume weight mentioned above whichever is higher.
 - (c) Fractions of kilogram or units shall be charged to next half kilogram.
 - (d) In the case of minor weight differences between the supplier’s invoices weight and the HAWB weight, the weight indicated on the HAWB shall be the basis for payment of freight charges.
4. Part – I (Techno-Commercial Bid) will be opened on scheduled date and time in presence of the bidders, if any.
5. No deviation is acceptable after opening of quotation.

6. Payment will be released to the firm only after the receipt of material in CSIR-CEERI Stores and also the receipt of Pre-receipted bill in duplicate addressed to Director, CSIR-CEERI, Pilani along with the relevant documents as a proof for which payment has to be charged by the firm.
7. Bidders are requested to submit the EMD of Rs. 1,00,000/- (Rs. One lakh only) in the form of Bank Guarantee of recognized nationalized bank in favour of Director, CSIR-CEERI, Pilani along with the bid and validity of Bank Guarantee must be Six months from the date of issue. Quotation received without EMD shall be straight away rejected. EMD of un-successful bidders will be refunded within 30 days after the signing of the contract and EMD of successful bidder will be refunded within 30 days after the receipt of Security Guarantee & Fidelity Bond, No interest would be paid on the Earnest Money Deposit.
8. Service Tax shall be paid as applicable. However, Service Tax and TIN Number may be clearly mentioned in the quotation and bill also.
9. The Director, CSIR-CEERI reserves the right to accept or reject any or all the tenders received without assigning any reason.
10. Force Majeure: If the performance of the obligation of either party is rendered commercially impossible by any of the events hereafter mentioned that party shall be under no obligation to perform the agreement under order after giving notice of 15 days from the date of such an event in writing to the other party, and the events referred to are as follows (1) any law, statute or ordinance, order action or regulations of the Government of India. (2) Any kind of natural disaster and (3) Strikes acts of the Public enemy, war, insurrections, riots, lockouts, sabotage.
11. Termination for default: The contract may be terminated due to default by the Agent. Default is said to have occurred:
 - (a) If the agent fails to deliver any or all of the services within the time periods specified in the concerned Purchase Order or any extension thereof granted by CSIR-CEERI.
 - (b) If the Agent fails to perform any other obligations under the contract.
 - (c) If the Agent, in either of the above circumstances, does not take remedial steps within a period of 30 days after receipt of the default notice from CSIR-CEERI or takes longer period in spite of what CSIR-CEERI may authorize in writing, CSIR-CEERI may terminate the contract in whole or in part and forfeit the PBG.

12. Applicable Law:

- (a) The contract shall be governed by the laws and procedures established by Govt. of India and subject to exclusive jurisdiction of Competent Court and Forum in Rajasthan, India.
- (b) Any dispute arising out of this Contract shall be referred to the Director CSIR-CEERI, Pilani, and if either of the parties hereto is dissatisfied with the decision, the dispute shall be referred to the decision of an Arbitrator, who should be acceptable to both the parties, to be appointed by the Director of the Institute. The decision of such Arbitrator shall be final and binding on both the parties.

13. The quotation shall be valid for minimum period of 60 days from the date of opening of bids.

14. All terms used in the Tender Document will have the meaning as described in INCOTERMS 2011

15. Insurance to be arranged by CSIR-CEERI.

16. Liquidated Damages: Director, CSIR-CEERI reserves the right to deduct penalty @ 0.5% per week of FCA/FOB price for delay in consolidation and Airfreight / shipment of CSIR-CEERI shipment and delivery to stores, CSIR-CEERI, Pilani Maximum penalty shall be 2%. The period for this will be calculated after 30 days, from the date of intimation by supplier about the readiness of the consignment for shipment.

17. Incomplete bids and conditional bid will be summarily rejected.

18. Negotiation with bidders after the opening of the quotations is discouraged. Therefore, the bidders are advised in their own interest to quote their best competitive/discounted offer in the first instance or maximum discount may be indicated in the quote/offer. However, CSIR-CEERI reserves the right for a commercial discussion.

19. Un-loading of consignment at CSIR-CEERI site is CSIR-CEERI' responsibility.

Stores & Purchase Officer

PROFORMA FOR SUBMITTING PRICE BID

Sl. No.	Name of Job Work	Discount on IATA Rates
	All type of consignments including all the stages of clearance like collection of documents from CSIR-CEERI, Pilani, collection of delivery order from carriers, DO charges of air lines, custom clearance of consignments including customs documentation, customs examination sealing/strapping, CC Fee, Screening charges, X-ray charges, BE charges, DGR Fee, MAWB/HAWB charges, Fork lift/Crane charges, Loading charges at Airport /Sea Port and Transport charges from Delhi to CSIR-CEERI, Pilani and Mumbai to CSIR-CEERI, Pilani etc.	

Date

Signature of authorized person

The discount should be firm and fixed and should be applicable uniformly for all slabs of weight and from different countries, as per IATA and copy of the latest IATA/ TACT sheet based on which the discount has been worked out must be enclosed along with the price bid, failing which the offer shall be summarily rejected.

1. On FCA / FOB consignments, no other charges in shipper country will be paid except freight.
2. On Ex-Works consignments, charges in shipper country i.e. Inland Handling/ Forwarding and Pick-up charges will be paid at actual against receipt.
3. Fuel and Security Surcharges will be paid on the basis of MAWB/HAWB.
4. All Govt. statutory charges / levies not mentioned in the format will be paid on the production of the receipts for the same.

FORMAT – B**PROFORMA FOR SUBMITTING PRICE BID****IATA RATES SHEET**

Single Discount (%) to quoted for Air freight charges as per following IATA rates.

Name of Country	Airport	Min.	(-45)	(+45)	(+)100	(+)300	(+)500	(+)1000
USA	New York USD	125/-	15.55	11.95	10.36	9.42	9.07	9.07
	Los Angle, USD	175/-	19.94	15.17	14.95	13.28	12.67	11.97
	SFO, USD	175/-	16.94	15.60	14.85	13.30	12.66	12.53
	Chicago, USD	175/-	19.68	18.60	14.95	14.39	14.30	13.73
U.K.	Heathrow GBP	58/-	6.11	6.11	2.96	2.76	2.43	2.43
Germany	Frankfurt EURO	76.69	4.09	4.09	2.56	2.30	2.17	2.17
Japan	Tokyo JPY	11,500/-	1610/-	1370/-	1200/-	1040/-	1040/-	1040/-
Netherland	Amsterdam EUTO	68.07	7.82	7.82	3.05	2.83	2.71	2.71
France	Paris EURO	80.03	9.10	9.10	3.64	3.27	3.15	3.15
Canada	Montreal CAD	185/-	18.47	14.14	12.14	11.08	10.63	10.63
Singapore	Singapore SGD	75/-	9.75	7.31	7.31	7.31	7.31	7.31
Switzerland	Aurich CHF	120/-	17.25	10.85	5.40	4.55	4.30	4.20
Italy	Milan EURO	67.14	4.86	4.86	3.19	3.19	1.91	1.91
Hongkong	Hong Kong HKD	190/-	30.39	22.79	22.79	22.79	22.79	22.79
Sweden	Stockholm SEK	750/-	33.00	27.00	21.00	21.00	21.00	21.00
Australia	Melbourne AUD	120/-	7.50	5.65	3.85	2.70	2.30	2.30

	Sydney	350/-	24.50	24.50	23.50	23.50	23.00	23.00
Austria	Vienna EURO	71.95	11.12	8.39	8.39	8.39	8.39	8.39
Belgium	Brussels EURO	66.93	6.07	6.07	3.00	2.70	2.55	2.55
Denmark	Copenhegan DKK	670/-	29.00	26.00	18.00	18.00	18.00	18.00
Taiwan	Taipai TWD	1281/-	181/-	136.00	136.00	136.00	136.00	136.00
Malaysia	Kualalumpur MYR	75/-	9.95	7.47	7.47	7.47	7.47	7.47
Korea	Seoul, KRW	39,300/-	8260/-	6200/-	5370/-	5370/-	5370/-	5370/-
Thailand	Bangkok THB	800/-	86/-	65.00	65.00	65.00	65.00	65.00
Mauritius	Mauritius MUR	1,500/-	152.40	115.00	52.90	52.90	52.90	52.90
Percentage of discount offered on above rates. Only one rate of discount should be quoted irrespective of countries sizes, slabs, type (ODC & voluminous etc.) and inclusive the charges mentioned in FORMAT-A		In Figures						
		In wards						

Note : To the best of our knowledge the rates given in above table are the IATA rates.

Date -----

Signature of authorized person _____
Name of the party _____
Name of the person _____
Designation _____

ANNEXURE – B

UNDERTAKING BY THE TENDERER

1. We agree that the consignments after clearance from Airport will delivered to CSIR-CEERI within 5 days. In case of perishable item, it will be delivered within minimum time with proper arrangements.
2. We agree to pay the custom duty on behalf of CSIR-CEERI, Pilani for clearance of consignment at Airport and its reimbursement within 30 days against paid challan. We shall submit original bill along with the paid challans for reimbursement of customs duty.
3. We will provide name and complete address of all our associates located in different countries along with Name, Telephone Number, Fax Number and E-mail address of contact persons.
4. We agree that we shall not claim any demurrage charges incurred on the shipment, if the material comes by our consol.
5. We agree to properly monitor & clear the consignment shipped by other consol within demurrage free period. If the intimation and documents received in advance from CSIR-CEERI, we will not claim any demurrage.
6. We agree that we shall collect necessary documents required for clearing of consignments both from Airport and Sea Port by deputing our representative as and when required, delay will be on our account.
7. We agree that we shall submit to CSIR-CEERI 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 shipment.
8. We shall prepare the air freight bill and clearing charges bill 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.
9. We agree to the payment terms as mentioned in the general conditions at clause No. 6.

10. We agree, if cargo is received in damaged condition/short landing cargo, no payment shall be made to CHA till CSIR-CEERI 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 CSIR-CEERI, Pilani.
11. We agree that if the packet of consignment found externally damaged at the Airport/Sea Port, we will first inform to CSIR-CEERI, Pilani for Insurance Survey. It will also be applicable to those consignment which will come through other consol also.
12. We undertake to ensure that correct nomenclature and HS classification as per extant ITC/Customs notification is mentioned in the Bill of Entry and correct product code (HS) is verified and duty free items as per customs Tariff Act is cleared without duty.
13. As we shall handle sophisticated and valuable consignment, we shall furnish a fidelity bond of Rs. 10.00 lakhs in favour of Director, CSIR-CEERI, Pilani to safeguard the interest of CSIR-CEERI, Pilani in the event of any loss to CSIR-CEERI due to any act of Omission and Commission by us. The fidelity bond would be valid for the contract duration. Director, CSIR-CEERI will have the discretion to order for the forfeit of deposit for any breach of contract.
14. We undertake to submit Performance Bank Guarantee of Rs. 2.00 Lakhs (Rs. Two lakhs only) valid for contract period plus two months.
15. We agree to accept the liquidated damages clause of the bidding documents.
16. In case of airfreight of consignment of Ex-works basis, we undertake to take prior approval of CSIR-CEERI towards Inland handling/Forwarding and pick-up charges before arranging shipment.

Place :

Date

Signature of the authorized person

Annexure "H"

MODEL BANK GUARANTEE FORMAT FOR FURNISHING BID SECURITY (EMD)

Whereas(hereinafter called the "tenders") has submitted their offer dated for the supply of (hereinafter called the "tender") against the Purchaser's tender enquiry No. KNOW ALL MEN by these presents that WE ofhaving our registered office at are bound unto(hereinafter called the "Purchaser) in the sum of for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank thisday of20.....

THE CONDITIONS OF THIS OBLIGATION ARE :

- (1) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
- (2) If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity :-
 - (a) If the tenderer fails to furnish the performance security for the due performance of the contract.
 - (b) (b) Fails or refuses to accept/execute the contract.

We undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the purchaser (CSIR/CEERI) having to substantiate its demand, provided that in its demand the purchaser will note that the amount claimed by it is due to it owing the occurrence of one or both the two conditions, specifying the occurred condition or conditions. This guarantee will remain in force up-to and including 45 days after the period of tender validity and any demand in respect thereof should reach the bank not later than the above date.

Signature of the authorized officer of the bank

Name and designation of the officer

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