



केन्द्रीय इलेक्ट्रॉनिकी अभियान्त्रिकी अनुसंधान संस्थान
Central Electronics Engineering Research Institute
पिलानी (राजस्थान) 333 ०३१

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Gram : “ELECTRONIC” Pilani

No. CEERI/FF&CHA/2011-12/T-89

Speed Post

Dated: 11.10.2011

TENDER NOTICE

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.

Sl. No.	Name of the Equipment / Services	Requirement
1.	Tender for appointment of consolidation-cum-clearance agent for imports / exports shipments through Air, Sea and Foreign Post Office.	As detailed in the bidding documents.

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 16th November, 2011 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 16th November, 2011 at 3.30 P.M.

EMD of Rs. 1,00,000/- (Rupees One Lakh Only) must be submitted by way of a Bank Guarantee or Demand Draft / Banker's Cheque in favour of Director, CEERI, Pilani, payable at Pilani.

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

Section Officer (S&P)

**Central Electronics Engineering Research Institute
Pilani-333 031 (Raj.)**

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

No. CEERI/FF&CHA/PUR/2011-12/T-89

Date : 11-10-2011

LAST DATE AND TIME OF RECEIPT OF QUOTATION 16-11-2011 at 2.30 P.M.

DATE AND TIME OF OPENING OF QUOTATION 16-11-2011 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 in Two Bid System for the appointment of Consolidation-cum Clearance Agent for a period of TWO YEARS subject to renewal for a period of ONE YEAR on annual performance basis for the import/export of consignments from/to and 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 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 would 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 16-11-2011 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 Bidder should have valid Consolidation & CHA Licenses in their own name (Single Name) registered with Customs New Delhi and possess valid PAN Numbers.
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 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 two (2) similar contracts for freight forwarding and custom clearance work during the last three years i.e. 2007-2008, 2008-2009 and 2009-2010 in any Govt. Department/PSU/CSIR Labs./Public Funded Autonomous Bodies, ICAR, IIT, DRDO including hospitals. Documentary evidences about satisfactory performance of the work issued by the client must be enclosed with their complete mailing addresses and telephone numbers.
7. **BALANCE SHEET OF THE BIDDER FOR PREVIOUS THREE YEARS (2007-08, 2008-09, 2009-10) MUST BE ENCLOSED** certified by chartered accountant evidencing min. Annual Turn over of Rs. 2.00 Crore per year along with credit worthy certificate from their bankers.
8. The Bidder must submit EMD (Bid Security) of Rs. 1,00,000/- (Rupees One Lakh only) in the form indicated in the Bidding Document.
9. Local office and name of the authorized person of Bidder stationed at New Delhi (Name, Contact Number & Address).
10. The Bid should be valid for a period of 60 days from the date of Bid opening.
11. Hand written and unsigned Bids would be rejected summarily.

12. The Bidder must have associates in 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 1 to 12 must be submitted in the Technical Bid otherwise the bid shall be rejected.

2. Scope of Work : The scope of work involves consolidation, clearance of consignments.
1. Consolidation :- On the basis of instructions given in CEERI's Purchase Orders, contact the suppliers abroad and regularly monitor progress, follow-up the orders and make advance arrangement of book the consignment promptly.

Shall check with reference to relevant Purchase Orders that all consignments/packages received for onward transmission, give requisite information particularly in regard to the following before dispatch :-

1. Weight and Dimension of consignment.
2. Marks & Number of Parcels/Cases
3. Purchase Order number
4. Mode of transport
5. Airport/Sea Port of Destination mentioned
6. Whether FOB/FCA, Ex-works, CIF etc. shipment
7. Over-dimensional and heavy packages needing special handling arrangements in India.
2. The consolidation of air cargo must be done within seven working days from the date of receipt of cargo unless a specific date is fixed by CEERI at point of origin and the connected documents must be completed in all respects.
3. It shall be ensured that consolidation of air cargo is done under the correct IATA classification.
4. The Bidder shall promptly advise CEERI the freight details, Master Airway Bill and House Airway Bill or Bill of Lading along with copy of invoice particulars with relevant Purchase order number sufficiently in advance of landing of consignments (Pre-Alert).
5. The Bidder shall further keep CEERI posted with all information regarding readiness of the consignments for dispatch, expected date of arrival and other allied information.
6. The Bidder shall also be responsible and accountable for proper safety, care, handling and storage of goods while in their custody and during transit. The Bidder shall be liable to fully compensate CEERI for any loss, or damage or destruction of the goods while in their custody.

7. The Bidder shall, on receipt of consignments of CEERI at the destination, obtain Delivery Orders by paying the freight in Indian Rupees and clearing the consignment from Customs on CEERI behalf.
8. To enable the Bidder render the services as stated above, CEERI agrees to send the Bidder, copies of individual orders for goods placed on their suppliers with a clear instruction through whom the carriage has to be routed. CEERI shall ensure that majority of purchase orders on their overseas suppliers are placed on FOB/FCA Gateway International Airport.
9. The Bidder shall ensure that the trans-shipment of the cargo after break bulk is done to the correct destination to which it is booked. In the event of any cargo landing at wrong destination, the Bidder shall take necessary steps for diversion with proper documents to the correct destination with minimum delay, in any case not exceeding a week's time. The Bidder shall bear the diversion charges/demurrage charges and other charges, if any.
10. For the purpose of calculating the airfreight, the following provisions shall apply :
 - a) Volume weight : 6,000 cubic centimeters or 366 cubic inches shall be deemed to equal one kilogram.
 - b) Rates shall be applied on the actual gross weight or the volume weight mentioned above whichever is greater.
 - c) Fractions of kilogram or units shall be charged to next half kilogram.
 - d) In 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.
 - e) If any dimension of a consignment exceeds 307 cm X 192 cm X 158 cm such consignment shall be treated over dimensional.
11. Ex-works shipments : In case the foreign suppliers agrees to supply the goods on ex-works basis only, the consignment shall be lifted by the agent from the foreign supplier's works for onward shipment to CEERI Stores. The all inclusive foreign inland handling/forwarding and transportation charges, pick-up charges up to nearest gateway Airport in the supplier country shall be paid by CEERI at actual, in such cases, prior approval of CEERI must be obtained.

3. CLEARANCE:

1. Customs clearance of imported consignments including delicate items, perishable items, dangerous goods (DGR), hazardous, radioactive and ODC shipments from International airports of New Delhi and Mumbai / ICD/Foreign Post Office and filling of BOE for CEERI shipments (both import and export). This includes sea consignments also.
2. Collection of documents related to Imports / Exports from the Purchase Section of CEERI, if urgently required.
3. The service provider will ensure that correct nomenclature and the HS CLASSIFICATION AS PER EXTANT ITC / Customs Notification is mentioned in the BILL OF ENTRY. The correct product code (HS) verified AND DUTY FREE ITEMS AS PER Customs Tariff Act cleared without duty. (CSIR/CEERI is eligible for levy of concessional Customs Duty vide Notification CUSTOMS 51/96 on items which otherwise attract duty.
4. In case the cargo is received in short/damaged condition, In all such cases the Bidder is required to obtain the “Shortage” or “Damage” or “Not Found” or “Not Traceable” certificate from the Airline/Steamer/Airport/Postal/Courier Authorities and lodge formal claims on behalf of CEERI after arranging for Insurance survey.
5. The successful Bidder shall have to bear the applicable custom duty up-to Rs. 2,00,000/- (Rs. Two lakh only) in each case on behalf of CEERI whether the shipment is through their consolidation or otherwise, which will be reimbursed to the successful bidder at actuals along with the Bill against supporting vouchers. In case the amount of Custom Duty is more than 2,00,000/- in any particular consignment, then the successful Bidder shall intimate CEERI about the amount involved in Customs Duty in advance on the basis of Purchase Order so that the Customs Duty can be arranged well in advance. Any delay in intimating 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. In case excess payment of duty to IAAI, the agent shall follow up with the customs authorities till recovery.
6. The consignments that arrived and are not under bidders console, the same shall be got cleared from the customs and be delivered at CEERI, Pilani by the bidder. Their charges shall be paid as per the Cargo Arrival Notice of those Airlines.

7. The successful Bidder shall have to bear the applicable freight on each consignment. The freight charges will be paid by CEERI against the bill of successful bidder within 30 days. **No any advance of freight charges will be acceptable.**
8. The consignment shall be cleared within stipulated period FREE period allowed by IAAI/ Customs to avoid the demurrage charges. In case the delay is found on your part, the demurrage charges shall be recovered from the bidders bill.
9. The Bidder shall arrange physical inspection of the consignments at the airport and get them out passed from Customs for delivery.
10. The Bidder shall arrange loading of the consignment and transport the same to CEERI, Pilani. However, unloading arrangement shall be done by CEERI.
11. All consignments collected by Overseas Associates for consolidation during the period of Contract shall be collected by the Bidder's overseas associates and handed over to CEERI without any pre-condition. Bills of the Bidder will be released as per Contract.
12. The overseas associates shall follow all the statutory provisions from time to time in their country of operation pertaining to export of the consignment to CEERI.

4. EXPORTS :

1. Export for repairs and maintenance, which will be re-imported during warranty and post warranty period.
2. Export of items for replacement or calibration or sale or analysis and its re-import.
3. All procedural formalities for these Exports with Customs will be required to be done by the Bidder.
4. The Agent should advise and all the documents which are required for export will be provided by CEERI. The Bidder arrange for transportation of the packed consignment from CEERI for onward dispatch to the consignee on freight to pay / pre-paid basis as the case may be and obtain endorsement on the export Bill of Entry, to facilitate its re-import without levy of any Custom Duty.

4 **PRICE SCHEDULE :-**

The Bidder shall fill in the Price Schedule form as per Annexure “A” duly signed and stamped and, enclose with the Price Bid. The rates must be quoted as per the format only, otherwise the Bid will be rejected. The discount should be quoted in both figures and words. In case of discrepancy between the two, the discount in words would prevail over the figures.

5. **BID EVALUATION CRITERIA :**

The Price Bids of the technically qualified bidders, (meeting the eligibility criteria as stipulated in Sl. No. 1 to 12 above) will be opened, under intimation to the bidders. The contract will be awarded to the Lowest Evaluated Responsive Bidder i.e., the one who offers the maximum discount on the IATA rates.

General Instructions, Terms and conditions

1. All forwarders are to charge the freight charges on the basis of I.A.T.A. rates which are fixed by I.A..T.A. The latest version of IATA rates from respective country of import should be considered as reference, while offering discount on forwarding/consolidation rates. (A copy of IATA rates adopted for the purpose of offering discount should be enclosed with the priced bid) Under no circumstances should these rates be more that those specified in latest IATA tact book. The Bidder should furnish an undertaking to this effect on their letterhead. The consignment should be shipped in the first available console of the Airline to New Delhi International Airport.
2. The Agent should provide details of their associates abroad in the gateway international airports and any change in the dealing parties should be communicated immediately to CEERI with full details and particulars.
3. The Bidder, in the price schedule (Annexure ‘A’) should offer a fixed single standard/flat discount on IATA rates, which should be ‘In Percentage’ only, applicable for all countries on and all weight slabs. The offers of the Bidders will be evaluated on the basis of the percentage of discount and not on individual rates for weight slabs from different countries. **Offers/bids with discounts subject to any conditions imposed by the bidder or in any other format will be rejected outright.** (A copy of the IATA rates adopted for the purpose of offering discount should be enclosed with the priced bid). The rates must be quoted according to the format only, otherwise, the Bid will be rejected.

4. All other statutory charges on Air freight/Sea Freight will be reimbursed at actuals against supporting vouchers. Statutory Charges are charges levied by Airline/Airport Authority or Government in their Sovereign Capacity, which includes
 1. Fuel and Security Surcharge will be paid on the basis of House Airway Bill.
 2. IAAI charges will be paid against receipt. The IAAI Charges shall be restricted to the storage Charges applicable during the free period only.
5. The Bidders must have their own arrangements of warehousing, Pick-up and delivery within the country and also in the exporting country. Details of these facilities in India should be given for proper evaluation.
6. The admissible expenses towards air/sea freight, pick-up charges, etc. would be paid in India Rupees as per the exchange rate adopted for the assessment of Custom Duty on the date of filling of the BOE.
7. PAYMENT:- All the payments towards the Import/Export and customs clearance of consignment i.e. Air Freight and Custom Duty will be paid by successful bidder on behalf of CEERI to avoid demurrage charges. The same shall be paid by CEERI within 30 days after receipt of consignment at CEERI in safe and sound condition against presentation of their pre-receipted bill along with consignee copy and exchange control copy of Bill of Entry, custom signed Invoice, HAWB/MAWB copy, IAAI Gate pass and bank challan of custom duty etc.
8. The terms & conditions governing the freight for items not coming under console or export are to be indicated separately in the Technical Bid. The rates applicable for non-console consignments shall be as per the tariff fixed by IATA and for ocean freight, as per the charges of the liners.
9. The successful Bidder will have to submit a Performance Bank Guarantee (PBG) for Rs. 1,00,000=00 (Rs. One Lakh Only) from a nationalized bank as security, which should be valid at least for 26 months (two years of contract plus two months) from the date of contract. The same Bank Guarantee will be returned after completion of 26 months subject to fulfillment of contractual obligations & No dues to CEERI from the service provider. No interest would be paid on Bank Guarantee. Director, CEERI will have the discretion to invoke the provisions of the PBG for any breach of contract. The PBG has to be submitted before signing of Contract.

10. 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 release order. The invoice towards consolidation & clearance charges along with the Bill of Entry (BOE) in respect of all shipments must be sent to CEERI within 7 working days of custom clearance.
11. DEMURRAGE:- Bidders must ensure that no demurrage charges should be paid on the consignment. In case it is found that the demurrage charges are paid due to the fault of bidder, the same shall be deducted from any his bill without assigning any reason.
12. In the case of any dispute, the consignment shall not be withheld and must be cleared by the agent and handed over to CEERI pending the settlement thereof immediately.
13. Since the successful bidder shall handle sophisticated and valuable consignment, hence, before signing the contract, the successful bidder shall have to furnish a fidelity guarantee bond valid for 26 months from the date of contract for an amount of Rs. 10=00 Lakh (Rs. Ten Lakhs Only) in favour of Director, CEERI, Pilani to safeguard the interest of CEERI in the event of any loss to CEERI due to any act of omission and commission by the successful bidder.
14. The successful Bidder will have to give an undertaking that no consignment of CEERI will be detained / withheld by them before or after the custom clearance under any circumstances.
15. The successful bidder shall have to bear the applicable customs duty up to Rs. 2,00,000=00 (Rupees Two Lakhs Only) per consignment on behalf of CEERI and the same will be reimbursed to the successful bidder within 30 days of claim. In case the amount of customs duty is more than Rs. two lakhs for any consignment, then the successful bidder shall intimate CEERI about the amount of customs duty involved in advance so that the customs duty can be arranged will in advance, prior to landing against intimation and advance Bill of Entry copy from the agent. Any delay in intimating 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.
16. Liquidated Damages: Director, CEERI reserves the right to deduct penalty @ 0.5% per week of FCA/FOB price (INCOTERMS 2000) for delay in consolidation and Airfreight / Sea shipment of CEERI shipments and delivery to stores, 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. Quotation will be enclosed in a sealed cover addressed to Director, CEERI, Pilani-333 031 (Raj.), Attention : Stores & Purchase Officer. The cover should be sealed and super scribed **“QUOTATION IN RESPONSE TO CEERI ENQUIRY NO. and DATE OF OPENING..... for the APPOINTMENT OF CONSOLIDATION AND CLEARING AGENT FOR IMPORTS / EXPORTS.** The Technical and the price bids should be in two separate envelopes and sealed.
18. No bidder is permitted to withdraw or modify the bid submitted after the deadline for submission of bids.
19. Incomplete bids and conditional bid will be summarily rejected.
20. The Bid/s, Received by Fax/E-Mail and open condition will not be considered.
21. Bids received after the due date and time of submission will not be considered and rejected.
22. The bids should be valid for a minimum period of 60 days from the date of Bid opening.
23. The Director, CEERI, Pilani reserves the right to accept or reject any or all the bids received without assigning any reason.
24. The Director, CEERI, Pilani reserves the right to terminate the contract with one month prior notice at any time on finding the service unsatisfactory or for any breach of contract or if the Bidder is involved or associated in any corruptive, fraudulent, coercive or unethical practices.
25. The Contract shall be interpreted as per Indian Laws and the place of Jurisdiction shall be Jaipur.
26. CEERI and the bidder shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

If, after twenty-one (21) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Director, CEERI or the bidder may give notice to the other party of its intention to commence

arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under the Contract.

This dispute settlement mechanism/arbitration proceedings shall be concluded as under :

In case of Dispute or difference arising between CEERI and the bidder relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Indian Arbitration & Conciliation Act, 1996, the rules there under and any statutory modifications or re-enactments thereof shall apply to the arbitration proceedings. The dispute shall be referred to the Director General, Council of Scientific & Industrial Research and if he is unable or unwilling to act, to the sole arbitration of some other person appointed by him willing to act as such Arbitrator. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to this order.

27. All INCOTERMS used in the Bidding Document will have the meaning as described in INCOTERMS-2000, issued by ICC.
28. During performing the obligations under the contract, the bidder shall not involve or associate with any fraudulent, corruptive, unethical or coercive practices.

6. **Documents:**

1. The Technical Bid should contain the following documents (1 to 11)
2. Forwarding Letter on the Agent's Letter Head duly signed by the authorized person and stamped addressed to the Director, CEERI, Pilani, Attention: Stores & Purchase Officer, CEERI, Pilani.
3. Copy of Customs Authorized Clearing License (CHA) in their own name valid as on date of opening of Technical bids.
4. Copy of IATA or FIATA registration certificate.
5. Copy of Service Tax Registration Certificate.
6. The list of the Customers (at least 2) (with their full address, e-mail and telephone numbers) where similar nature of services were rendered during the last three years i.e. during 2007-08, 2008-09 and 2009-10 to any Government

Department/CSIR Labs/ Public funded Autonomous Bodies/ICAR/ IIT's/ DRDO and Hospitals with Certificate of Successful Performance from them.

7. EMD (BID SECURITY) Rs. 1,00,000/- in the form of bank guarantee (as per enclosed format), with validity of 45 days after Bid validity in favour of Director, CEERI, Pilani or in the form of DD/BC in favour of the Director, CEERI, Pilani.
 8. The compliance statement / undertaking on the Letter Head of the Bidder confirming acceptance of the terms and conditions as per this ITB (Annexure B)
 9. Copy of Consolidation License / Certificate in their name.
 10. Balance sheet of the Bidder for previous three years (2007-08, 2008-09 and 2009-10) certified by chartered accountant evidencing Min. Annual Turn over of Rs. 2.00 Crore per year along with credit worthy certificate from their Bankers.
 11. The names, addresses, contact numbers, e-mail Ids and telephone numbers of all the associates in the different Gateway International Airports located in different countries.
- B The Price Bid (Financial Bid) should be in a separate sealed cover containing the following documents :
1. The price schedule (Annexure A) duly filled up for consignments coming under consolidation along with copy of the latest version of IATA rates adopted for the purpose of offering discount.

Stores & Purchase Officer

Encl:-

1. Price Schedule Form (Annexure "A")
2. Bidders undertaking (Annexure "B")
3. Format of EMD (Annexure "C")

Annexure “A”

Price Schedule Form

Group	Consignments on FOB/FCA basis	Discount on IATA Rates
A	All Type of Consignment except DGR and Perishable including Inland Handling / Forwarding charges, Delivery Order Fee, CC Fee, Custom Clearance charges, Documentation, Agency Service charges, Customs Examination, Sealing/Strapping , CMC charges, Fork lift/Crane charges, Loading charges at Airport/Sea Port, Delivery charges from Delhi to CEERI, Pilani and Mumbai to CEERI, Pilani	
B	Perishable and DGR consignments including Inland Handling/Forwarding charges, Delivery Order Fee, CC Fee, Custom Clearance charges, Documentation, Agency Service charges, Custom Examination, Sealing /Strapping, CMC charges and DGR Fee, Fork lift/Crane charges, Loading at Airport/Sea Port, Delivery charges from Delhi to CEERI Pilani and Mumbai to CEERI, Pilani.	

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.

Note :-

1. A Copy of TACT Book for IATA Rates shall be provided by the successful bidder in every Six Months.
2. On FCA/FOB consignments, no other charges in shipper country will be paid except freight.
3. On Ex-Works consignments, charges in shipper country i.e. Inland Handling/ Forwarding charges will be paid at actule.
4. Fuel and Security Surcharges will be paid on the basis of House Airway Bill.

5. All Government levies will be paid against receipt.

Schedule of Rates for comparison through weightage formula.

Charges which are normally claimed and rates for which are sought to be quoted by the Clearing and Forwarding Agent are classified in Two Groups (A and B) for the purpose of comparison among different bidders. Each bidder depending upon his quoted rates will be given marks from 0-100 from 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. (Discount on all type of consignment)	90
B. (Discount on Perishable and DGR consignment)	10

Following formula will be used to arrive at Total score of a bidder.

$$\text{Total score} = \underline{90 (A) + 10 (B)}$$

Total marks obtained out of 100.

Bidder with maximum total score shall be selected as the lowest evaluated bidder.

(On the Letter Head of the Bidder)

UNDERTAKING BY THE BIDDER

1. We agree that all the consignment after clearance from Airport by us will be delivered to CEERI Stores within Five days.
2. We agree to pay the customs duty for all consignments at the time of clearance from airport/seaport and its reimbursement up-to a limit of Rs. 2.00 Lakhs against paid challan. We shall submit bill along with the paid challan for reimbursement of custom duty paid.
3. We undertake to ensure that correct nomenclature and HS classification as per extant ITC/Customs notification is mentioned in the Bill of Entry and the correct product code (HS) is verified and duty free items as per customs Tariff Act is cleared without duty.
4. We agree that we shall not claim any demurrage charges, if paid by us at the time of clearance, for the shipments arranged by us and further, no consignment of CEERI, Pilani will detained or withheld by us before or after custom clearance under any circumstances.
5. We agree that the house Airway bill number and date and master Airway bill number and date will be intimated to the importer sufficiently in advance prior to, arrival of the consignment.
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 our bills.
7. We shall prepare and submit consolidation bill towards airfreight bill strictly in accordance with the approval rates. Under no circumstances airfreight rates charged by us shall exceed those specified in the latest issue of IATA Tact Book less the discount.
8. We agree to accept the Exchange Rate adopted for the assessment of Custom Duty on the date of filling Bill of Entry (Import) for the purpose of calculation of airfreight charges.

9. As we shall handle sophisticated and valuable consignment, we shall furnish a fidelity bond of Rs. 10.00 Lakhs in favour of Director, CEERI to safeguard the interest of CEERI in the event of any loss to CEERI due to any act of Omission and Commission by us. The fidelity bond would be valid for the contract duration. Director, CEERI will have the discretion to order for the forfeiture of deposit for any breach of contract.
10. We under take to submit Performance Bank Guarantee of Rs. 1=00 Lakh (Rupees One lakh only) valid for 26 months from the date of Contract.
11. We agree to accept the liquidated damages clause of the bidding documents.
12. In case of airfreight of consignment on Ex-works basis, we undertake to take prior approval of CEERI towards 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 WEof
.....having 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) 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.