



केन्द्रीय इलेक्ट्रॉनिकी अभियान्त्रिकी अनुसंधान संस्थान
CSIR-Central Electronics Engineering Research Institute
पिलानी (राजस्थान) 333 031
Pilani (Rajasthan)-333 031,INDIA

Fax : 01596 – 242135,242294

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Gram : "ELECTRONIC" Pilani

No.CEERI/FF&CHA/2016-17/Pur

Speed Post

Dated: 11.5.2017

NOTICE INVITING TENDER

The Director, CSIR- Central Electronics Engineering Research Institute, Pilani invites Sealed Tenders in TWO BID FORMAT from the Service Providers dealing in Customs clearing of Import & Export consignment and International Freight Forwarding through Consolidation in Two Bid System. Part – I of the Bid must contain the TECHNICAL BID giving detailed terms and conditions with documents as mentioned in Tender Document and Part – II must contain the PRICE BID. The bidder may quote for the following contracts separately:

Sl. No.	Description of the Services	Specification
1.	The TENDER for appointment of Freight Forwarding cum-Customs Clearing Agent for Import/Export of shipments through Air & Sea under a single contract.	As detailed in Tender Documents.

The tender documents with detailed technical specifications and other terms and conditions can be downloaded Free of Cost from CEERI Website www.ceeri.res.in or it can be purchased from Purchase Section of CSIR-CEERI, Pilani – 333 031 on payment of Rs. 300/- (Rupees Three hundred only) (NON REFUNDABLE) by way of Demand Draft or Bankers Cheque drawn in favour of the Director, CEERI, Pilani – 333 031 payable at Pilani.

Due Date & Time to Submit Tender : 7.6.2017 at 2.30 P.M.

Due Date & Time to Open Tender: 7.6.2017 at 3.30 P.M.

Stores & Purchase Officer



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

LAST DATE AND TIME OF RECEIPT OF QUOTATION

i.e. 7.6.2017 at 2.30 P.M.

DATE AND TIME OF OPENING OF QUOTATION

i.e. 7.6.2017 at 3.30 P.M.

CSIR- Central Electronics Engineering Research Institute, 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 Clearing Agent related work with regard to Import/ Export of consignments from/to and all over the world by Air freight & Sea freight as the case may be for a period of One to Three Years which may be extended further up to two years or be curtailed on annual performance basis. The nature of consignments shall be Perishable/Chemicals/Fine Chemicals, Precious and delicate type of scientific equipments, Instruments and other Special type of materials, etc. which shall be accordingly shipped on Ex-Works/FCA/FOB basis and CIF/CIP basis (Incoterms). The bidders who are Internationally Registered as Freight Forwarder & Consolidation Agent and having valid License for Agency of Customs Clearance in their own name may submit their tenders.

Bidders may download the Bid Document from CEERI website i.e. www.ceeri.res.in free of cost. Alternatively, the bidding documents can also be purchased from the office of the Stores & Purchase Officer, CEERI on payment of Rs. 300/- (Rs. Three hundred only) (non-refundable) in the form of Demand Draft / Bankers Cheque drawn in favour of Director, CEERI payable at Pilani. Bidder should note that Bids received without EMD shall be rejected. The EMD of the Successful Bidder shall be refunded only after submission of Performance Bank Guarantee and Fidelity Bond.

Interested Bidders are requested to submit their TWO BIDS DULY SEALED in two different cover and send the same in third outer cover addressed to Stores & Purchase Officer latest by 7.6.2017 up-to 2.30 P.M. The Technical Bid will be opened at 3.30 P.M. on 7.6.2017 In the office of Stores & Purchase Officer in the presence of the authorized representative of the Bidders who choose to attend the Bid opening.

SPECIAL CONDITION OF CONTRACT (SCC):

ELIGIBILITY CRITERIA: Quotations of only those Bidders who fulfill the Eligibility Criteria as mentioned below shall be considered for comparison. Necessary documents in this regard must also be enclosed with the quotation (Technical Bid failing which the bid shall be summarily rejected. Bidders not have these qualifications need not apply.

1. The Bidder should have a valid Registration as Freight Forwarder / Consolidation Agent, having valid License for Agency of Customs Clearance (CHA) in its own name (Single name) and registered with Customs at New Delhi for the last Ten Years. (To attach a copy)
2. The Bidder or its foreign Collaborators / Partners should be registered member of an International Agency like IATA or FIATA as Freight Forwarder /Consolidation Agent. (To submit a copy).
3. The Bidder should have an ISO 9001 (2000) as certification of quality system. (Copy to be submitted).
4. The Bidder should have a valid Service Tax and PAN numbers (Copies to be attached).
5. The bidder should have their own facility for Customs clearance at Delhi and Mumbai for Air & Sea Cargo.
6. The Bidder should not have been Suspended or Blacklisted by any Govt. Organization. An undertaking in this effect must be submitted by the Bidder that its business has not been Suspended or Blacklisted
7. The Bidder should have successfully executed at least three(3) similar contracts per year for Freight Forwarding/Consolidation and Custom Clearance work during the last three financial years (2014-16 in any Govt. Department / PSU/CSIR Labs/ Public Funded Autonomous Bodies/ICAR/ IIT/ ICMR/ DRDO. Documentary evidences about satisfactory completion of the work Certificate by the Client must also be enclosed along with their complete mailing address and telephone numbers.
8. Balance sheet of the Bidder for previous Three Years (2013-14, 2014-15 and 2015-16) must be enclosed duly certified by chartered accountant evidencing turn-over. (Minimum Annual Turn Over Rs. 2,00,00,000/- (Two Crore) exclusive of Custom Duty per year).
9. Bidders have to submit the EMD of Rs. 2,00,000/- (Rs. Two lakh only) in the form of Demand Draft, FDR and Bank Guarantee from a nationalized bank in favour of Director, CEERI, Pilani along with the bid and validity of EMD must be valid for Six months from the date of quotation. Bids 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.
10. Hand written and unsigned Bid /Bids shall be summarily rejected.

11. 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 Technical Bid. Please also enclosed minimum 10 copies of agreement between CHA & their associates.
12. The tenderer must have water proof covered storage space either owned or on lease hired basis within Delhi limit for the entire duration of the contract. Documentary evidence to establish the same needs to be submitted along with the offer duly attested by the Public Notary. (Attached Insurance copy with technical bid). Bidder should also have liability Insurance policy for the warehousing and movement of goods under multimode transportation of goods Act 1993 along with relevant proof.
13. The bidder should have filled minimum 100 Bill of Entries as CHA agent in each of the preceding three calendar year (2014/2015/2016) at New Delhi Airport.
14. CSIR-CEERI shall not pay any penalty as per Govt. of India Notification No. 26/2017-Customs (N.T.) dated 31st March 2017 and any other Govt. of India instruction issued with reference to clearance of material.

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

2. **SCOPE OF WORK:** The Scope of work involves:
 1. Consolidation and shipment for FOB/FCA/Ex-works consignments.
 2. Insurance for shipments as indicated in category 1.
 3. Clearance of consignments from customs-warehouse and transportation of the same to CSIR-CEERI, Pilani for both type of shipments i.e. under consolidation and as well as CIF/CIP shipments.
3. **CONSOLIDATIONS AND SHIPMENT FOR FOB/FCA/EX-WORKS CONSIGNMENTS:** It is for the consignments being Imported through Gateway Ports of Shipment in the Country of Principal Supplier.
 1. Complete Monitoring and Supervision of the movement of ordered consignment from the date of Order / LC and regular feed back on the progress of Shipment to be given to CSIR-CEERI. In case the Pre-Alert/ Advance Shipping Document is not received before landing of the consignment the delay in clearance will be on the part of Agent and the amount of demurrage will be recovered from the bill. CSIR-CEERI will not pay any demurrage charges.
 2. To provide timely information (pre-alert) regarding dispatches and other relevant information to CSIR-CEERI via E-mail / Fax / P.O. Number, Number of Package/ Weight / Supplier etc and type of Cargo. (Perishable/ DGR).

3. To facilitate and ensure that the packing of the consignment is specialized packing (as required) of all kinds of materials as per the IATA specifications and international packing standards before effecting the shipment.
4. Clearance and Transportation of special materials voluminous and heavy packages, dangerous and hazardous materials including Radioactive Materials.
5. Prompt communication through telephone, Fax and E-mail etc. to ensure quick clearance.
6. Any other service needed regarding consolidation (as required)
7. The Bidder 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 premises on behalf of CSIR-CEERI, Pilani, if required in certain cases.
8. The consignment should be shipped in the first available flight of the Airlines to Delhi Airport.
9. **INSURANCE CLEARANCE:** The Freight Forwarding / Consolidation agent shall ensure that all the Ex-Works/ FOB/ FCA consignments are booked duly Insured from Warehouse to Warehouse under Open-Insurance Policy from a Govt. run Insurance Company to be opened in the name of the Director, CEERI, Pilani and managed by the Agent itself. It means that the complete processing on account of the Insurance irrespective of any consignment is to be taken care by the freight Forwarding / Consolidation Agent. Insurance cover for each consignment shall be submitted by the Agent to CSIR-CEERI along with the clearance bill.
10. Arranging Insurance same as per Point 4 mentioned below.

4. CUSTOMS CLEARANCE:

1. Customs clearance of imported consignments from International Ports at New Delhi / Mumbai/ ICD and filling of BOE for CEERI Imported Shipments.
2. The clearance of precious and delicate type of equipments, Instruments and other special type of materials, including Perishable chemicals, dangerous goods (DGR) and ODC shipments
3. Collection of all documents related to Imports/Exports shipments from Purchase Section, CSIR-CEERI, Pilani. Custom clearance of the consignment including all the stages of customs clearance and delivery to CEERI, Pilani i.e filing Bill of Entry, customs examination, assessment, sealing strapping etc. 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 CEERI. Arranging insurance survey at Airport/IAAI in case of damages to the consignment.
4. Clearance of consignments from ICD Patparganj and Tughlakabad at Delhi or customs at Mumbai and deliver to Stores Section, CSIR-CEERI, Pilani.
5. Follow-up of cases of recovery of any excess Customs duty paid.

6. Safe custody of the consignment cleared is the responsibility of the Bidder until it is delivered to Stores Section of CSIR-CEERI, Pilani.
7. Any other job in connection with the clearance of goods from Customs.

5. **EXPORTS:**

1. Export for Repairs, which will be Re-Imported after repairs
2. Export of equipments for replacement
3. All procedural formalities for these Exports with customs will be required to be done by the Bidder.
4. Bidder shall quote rate in the Proforma prescribed at Annexure C.

6. **CRITERIA FOR EVALUATION OF BIDS:**

1. QUOTING OF RATES: Bidders are required to quote the rates in prescribed format only, otherwise quotation will be rejected.
2. D.O. charges on consignment coming under own console shall not be paid. D.O. charges for other consolidation will be paid at actual against receipt.
3. Airfreight Charges: All forwarders charge the freight charges on the basis of IATA rates which are fixed by IATA TACT Card. The IATA rates from respective country of import should be considered as reference, while offering discount on forwarding/ consolidation rates. Under no circumstances should these rates be more than those specified in latest /IATA Tact Book. The Bidder should furnish an undertaking to this effect on their letter head. The firm must offer a single discount on these rates which should be "in percentage (%) only" for all countries and shape / size of the consignment i.e. General / Voluminous / ODC / Hazardous etc.
4. A sheet of such rates for various Countries and Ports for different slabs is given in Annexure – B of this document. In case the interested bidder finds a discrepancy in the rates, the same must be informed duly supported with the documentary evidence to CSIR-CEERI latest by 7 days prior to opening of the Technical Bids so that the same could be informed to other interested bidders too.
5. The contract will be awarded to the responsive and Evaluated Bidder who shall offering the highest discount subject to fulfillment of other condition of tender.
6. Statutory charges on Air freight / Sea freight will be paid at actual. Statutory charges are charges levied by Airport Authority/ Shipping Corporation / Seaport Authority or Government in their Sovereign Capacity.
7. The Bidder must have its own arrangements of warehousing, Insurance, pick up and delivery by road within the country and also in the exporting country. Details of these facilities in India should be given for proper evaluation.
8. Offers/bids with discounts subject to any conditions imposed by the bidder or in any other format will be rejected.

9. The Price Bids of the technically qualified bidders, (meeting the eligibility criteria as stipulated above in Sl. No. 1 to 14 of SSC, will be opened, under intimation to these bidders, and bids will be evaluated as detailed below.
10. Please fill up Schedule of rates and enclose it in Price Bid Annexure A &B) and Price Schedule Annexure B. Evaluation will be made based on the same.

7. FOR SHIPMENTS UNDER CONSOLIDATION SERVICES, I.E. EX-WORKS/FOB/FCA SHIPMENTS:

1. **DISCOUNT ON RATES FOR CONSOLIDATION/FREIGHT FORWARDING:** The offer of the bidder will be evaluated on the basis of the percentage of discount and not on individual rates. Bidder may submit Offer quoting only single Discount.

8. CONTRACTUAL OBLIGATIONS: The following obligations are within the scope of services to be provided by the Bidder:-

1. Import / Export can be from / to any country. The IATA rates and discounts shall be applicable.
2. Bidder 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 of consignment. In the events of non availability of invoice or other relevant papers if consignments incur demurrage or penalty, the Bidder shall be solely responsible.
3. Pre-shipment advises must be intimated well in advance (48 hours prior to shipment). Fortnightly statement showing consignments shipped during last week and the proposed shipment during the next week through Fax/ E-mail should be submitted invariably to CEERI.
4. The Bidder will pay initially all the charges irrespective of any amount payable on the Ex-Works/FOB/FCA/FAS consignment and also for CIF consignments, including the Customs Duty charges up to Rupees Five Lakh only. If, the assessable Customs Duty works out to be more than Rupees Five Lakh based on the Purchase Order Value, the FFC/CH Agent will inform in advance to CSIR-CEERI make online payment for Custom Duty against respective consignment for its timely Customs Clearance. The Airfreight/ Sea-freight charges, Customs Duty clearing charges and Transportation charges etc. will be reimbursed to the Contractor after the receipt of consignment in CSIR-CEERI, in good condition and on the receipt of pre receipted bill in duplicate addressed to Director, CEERI, Pilani along with the relevant supporting documents as a proof for which payment is billed.

5. The payment of Airfreight, Customs duty and transportation charges will not be made if the consignment is received in damaged condition both externally or internally. However, the payment will be released only after the amount is recouped from the insurance company.
6. CSIR-CEERI will not bear/pay any demurrage charge on account of any delay in clearance attributable to clearing agent or their freight forwarder.
7. In case, a perishable consignment is damaged due to insufficient dry Ice during clearance, Bidder shall be held responsible for the complete loss.
8. Any kind of loss or damage to the consignment from Warehouse of Shipper's Country to CSIR-CEERI warehouse at destination will be the responsibility of the Agent for recoupment. However, necessary documents on this account (to be prepared by the Agent) will be signed by CSIR-CEERI in the capacity of consignee / importer.
9. The weight for purpose of clearance from airport will be the "Chargeable Weight" of the consignment.

9. PAYABLE CHARGES:

1. Freight charges will be paid in India in Indian rupees as per our agreement/contract on the basis of original MAWB, after receipt of consignment at CSIR-CEERI, Pilani in outwardly good condition and full quantity of packages after custom clearance.
2. 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.
3. 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 period 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 invoke the payment from the Bank for any breach of contract.
4. CIF Shipments – Only D.O. charges, statutory levies and Transportation charges will be paid by CSIR-CEERI for CIF shipments.
5. Bank Release Order (for consignments against irrevocable letter of credit)/ Sight Draft will be delivered only after its receipt from the bank. Custom clearance should be initiated without waiting for bank release order. The Bill of Entry in respect of CIF shipments must be sent to CSIR-CEERI immediately after clearance.
6. The successful bidder shall handle sophisticated and valuable consignment, hence the successful bidder shall have to furnish a fidelity guarantee bond for an amount of Rs. 25/- Lakhs (Rupees Twenty Five lakhs only) in faavour of Director, 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.

7. The successful Bidder will have to give an undertaking that no consignment of CEERI will be detained / withheld by it before or after the custom clearance under any circumstances. Even in the case of any dispute, the consignment shall be cleared by the agent and handed over to CSIR-CEERI, Pilani pending the settlement thereof.
8. The Agent must intimate CSIR-CEER well in advance (48 Hrs/ pre-alert advice), before the date of arrival of the consignment at IGI New Delhi Airport with the house Airway bill and master Airway bill numbers and collect all documents required for clearance from CSIR-CEERI, Pilani. The Agent shall be held responsible for any delay in customs clearance, not completed within the free period. The demurrage charges due to Bidder negligence will be recovered from them. Similarly the Bidder shall have to make good to CSIR-CEERI, Pilani for any loss incurred due to negligence or failure on their part to take prompt action in finalization of Bill of Entry and clearance of consignment.
9. The Agent will ensure that correct nomenclature and the HS Classification as per Extant ITC/ Customs notification is mentioned in the Bill of Entry. Duty Free items as per Customs Tariff act should be cleared without duty. (CSIR-CEERI is eligible for concessional customs duty (vide notification Customs 51/96), on items which otherwise attract duty payment made due to wrong classification by the Agent will be liable to be recovered from the Agent.

10. GENERAL CONDITIONS:

1. Technical Bid and Price Bid addressed to Director, CEERI, Pilani – 333031 will be placed separately in two sealed cover. Both the sealed bids shall be placed in a outer cover which again should be sealed and super scribed “QUOTATION IN RESPONSE TO CEERI ENQUIRY CEERI/FF&CHA/2016-17/t- DATED 13.4.2017 DATE OF OPENING 17.5.2017and send it to the Stores & Purchase Officer, CEERI, Pilani – 333 031 (Rajasthan).
2. Quotation be dropped in the Tender Box, which is kept in Purchase Section, CEERI, Pilani – 333031 within scheduled date and time.
3. % (Percentage) discount quoted in the Price Bid must be mentioned in figures and words.
4. No deviation is acceptable after opening of quotation.
5. The Bid should be valid for minimu period of 90 (ninety) days from the date of opening.
6. Local office or Authorized person of Bidder stationed at New Delhi (Name, Contact Number and Address).
7. The Bidder must have Associates in the Gateway Ports worldwide and list of such Associate detailing location, name, fax, email, telephone numbers, etc. must be enclosed with Technical Bid.

8. Incomplete Bid and conditional Bid will be rejected.
9. The Bids received by Fax/E-mail and in opened condition will not be considered.
10. Bids received after the due time (delayed) and due date (late) will not be considered.
11. The Director, CEERI reserves the right to terminate the contract one month prior notice at any time on finding the service unsatisfactory or on breach of contract.
12. The Bidder 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 CEERI, Pilani immediately. In case any short landing cargo is noticed the agent shall be required to file “not traceable” or “not found” notice with the airport authorities and obtain “not raceable” certificate and also lodge formal claim on airport authority/ concered Airlines with all necessary documents under intimation to CEERI, Pilani.
13. In case the cargo is received in damaged condition/ short landing, payment shall not be released to the bidder till 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” notice with Airport Authorites, obtain necessary certificate from the Airlines/Sea Cargo Carriers and lodge necessary claim with the concerned authorities under intimation to CEERI.
14. Penalty Clause: Director, CEERI reserves the right to deduct penalty @0.5% per week of Ex-Works/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 10%). The period for this purpose will calculated from the date of taking delivery of the consignment by FFA and / or from the date of issue of the Gate Pass by the AAI/Customs after customs clearance.

PROFORMA FOR SUBMITTING PRICE BID

S. No.	Name of Job Work	Discount on IATA Rates
	<p>All type of shipments i.e. Ex-Works, FCA and FOB etc. including all the stages of clearance like collection of documents from CSIR-CEERI, Pilani, Insurance of shipment from suppliers warehouse to CSIR-CEERI warehouse, 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 CEERI, Pilani and Mumbai to CEERI, Pilani etc and any other charges paid by the freight forwarder during this process.</p>	

The discount should be firm and fixed and should be applicable uniformly for all slabs of weight and from different countries, as per IATA Rate.

1. On Ex-works/FCA/FOB consignments, no other charges in shipper country will be paid except freight.
2. All Govt. statutory charges / levies not mentioned in the format will be paid on the production of the receipts for the same.
3. CSIR-CEERI will be paid Fuel and Security Surcharge against duplicate copy of MAWB (**photo copy not acceptable**) issued by Airlines only, failing which CSIR-CEERI shall not make the payment of Fuel and Security charges.

Stores & Purchase Officer

PROFORMA FOR SUBMITTING PRICE BID

IATA RATES SHEET

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

S. No.	Name of Country	Airport	Currency	Min.	-45 Kgs	+45 Kgs	+100 Kgs.	+300 Kgs.	+ 500 Kgs.	+ 1000 Kgs.
1	AUSTRALIA	SYDNEY	AUD	120.00	7.50	5.65	3.85	2.70	2.30	2.30
2	AUSTRALIA	MELBOURNE	AUD	167.00	9.25	7.50	5.40	4.10	3.60	3.60
3	AUSTRIA	VIENNA	EURO	71.95	11.12	8.39	8.39	8.39	8.39	8.39
4	BELGIUM	BRUSSELS	EURO	66.93	6.07	6.07	3.00	2.70	2.55	2.55
5	BRAZIL	SAO PAULO	USD	125.00	21.25	16.30	14.75	10.72	9.35	9.35
6	CANADA	MONTREAL	CAD	185.00	18.47	14.14	12.14	11.08	10.63	10.63
7	CANADA	TORONTO	CAD	185.00	19.68	15.12	13.14	11.89	11.45	11.45
8	CHINA	SHENZHEN	CNY	266.00	36.91	26.36	26.36	26.36	26.36	26.36
9	CHINA	SHANGHAI	CNY	230.00	33.63	24.02	24.02	24.02	24.02	24.02
10	CHINA	BEIJING	CNY	230.00	35.21	25.18	25.18	25.18	25.18	25.18
11	DENMARK	COPENHEGEN	DKK	670.00	29.00	26.00	18.00	18.00	18.00	18.00
12	DUBAI	DUBAI	AED	150.00	19.10	14.40	14.40	14.40	14.40	14.40
13	FINLAND	HELSINKI	EURO	58.87	7.32	7.32	2.78	2.51	2.37	2.37
14	FRANCE	PARIS	DURO	85.00	9.10	9.10	3.64	3.27	3.15	3.15
15	GERMANY	FRANKFURT	EURO	76.69	4.09	4.09	2.56	2.30	2.17	2.17
16	NETHERLAND	AMSTERDAM	EURO	68.07	7.82	7.82	3.05	2.83	2.71	2.71
17	NEWZELAND	AUCKLAND	NZD	65.00	12.72	9.52	9.52	9.52	9.52	9.52
18	HONG KONG	HONG KONG	HKD	190.00	30.39	22.79	22.79	22.79	22.79	22.79
19	IRELAND	DUBLIN	EURO	74.03	8.92	8.92	6.89	6.89	6.89	6.89
20	ISRAEL	TEL AVIV	USD	37.00	7.67	5.75	5.75	5.75	5.75	5.75
21	ITALY	ROME	EURO	67.14	4.86	4.86	3.19	3.19	1.91	1.91
22	ITALY	VENICE	EURO	67.14	4.92	4.92	3.25	3.25	1.97	1.97
23	JAPAN	TOKYO	JPY	11500/-	1610.00	1370.00	1200.00	1040.00	1040.00	1040.00
24	KOREA	SEOUL	KRO	39300/-	8260.00	6200.00	5370.00	5370.00	5370.00	5370.00
25	LATVIA	LATVIA	EURO	67.92	7.63	6.09	3.97	3.70	3.56	3.56
26	MALAYSIA	KUALALUMPUR	MYR	113.00	12.94	9.71	9.71	9.71	9.71	9.71
27	MALAYSIA	PENANG	MYR	113.00	14.44	10.84	10.84	10.84	10.84	10.84
28	PHILIPPINES	MANILA	USD	39.00	5.69	4.28	4.28	4.28	4.28	4.28
29	POLAND	WARSAW	PLN	235.00	25.20	19.00	18.00	16.00	16.00	16.00
30	SINGAPORE	SINGAPORE	SGD	75.00	9.75	7.31	7.31	7.31	7.31	7.31
31	SPAIN	MADRID	EURO	57.10	5.66	5.66	4.24	3.11	3.11	3.11
32	SPAIN	BARCELONA	EURO	57.10	5.66	5.66	4.24	3.11	3.11	3.11
33	SWEDEN	STOCKHOLM	SEK	750.00	33.00	27.00	21.00	21.00	21.00	21.00
34	SWITZERLAND	ZURICH	CHF	120.00	17.25	10.85	5.40	4.55	4.30	4.20
35	SWITZERLAND	BASEL	CHF	120.00	17.25	10.85	5.40	4.55	4.30	4.20
36	TAIWAN	TAIPEI	TWD	1281.00	181.00	136.00	136.00	136.00	136.00	136.00
37	THAILAND	BANGKOK	THB	800.00	86.00	65.00	65.00	65.00	65.00	65.00
38	TURKEY	ISTANBUL	EURO	52.68	5.14	3.85	3.85	3.85	2.58	2.58
39	U.K.	LONDON	GBP	60.00	6.42	6.42	3.11	2.90	2.55	2.55
40	U.K	MANCHESTER	GBP	60.00	6.44	6.44	3.13	2.92	2.57	2.57
41	U.K.	BIRMINGHAM	GBP	60.00	6.44	6.44	3.13	2.92	2.57	2.57
42	U.,K.	GLASGOW	GBP	60.00	6.46	6.46	3.15	2.94	2.59	2.59
43	USA	NEW YORK	USD	125.00	15.55	11.95	10.36	9.42	9.07	9.07
44	USA	SAN FRANCISCO	USD	125.00	15.94	12.17	11.95	10.28	9.67	9.67
45	USA	BOSTON	USD	125.00	15.46	11.89	10.30	9.41	9.05	9.05
46	USA	DALLAS	USD	125.00	16.68	12.90	11.52	10.64	10.19	10.19
47	USA	LOS ANGEL	USD	125.00	15.94	12.17	11.95	10.28	9.67	9.67
48	USA	MIAMI	USD	125.00	17.00	12.42	11.22	10.30	9.90	9.90
49	USA	ATLANTA	USD	125.00	16.82	12.96	11.36	10.44	10.01	10.01
50	USA	CHICAGO	USD	125.00	16.68	12.90	11.34	10.44	9.98	9.98

Percentage of discount offered on the above rates. Only one rate of discount should be quoted irrespective of countries sizes, slabs, type (ODC and voluminous etc.) and inclusive the charges mentioned in FORMAT-A	In Figures
	In words

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 – C**PROFORMA FOR QUOTING THE RATES BY TENDRERS FOR EXPORT CHARGES BY AIR:**

Sl. No.	Name of Job Work	To Quote charges)in fix amount) in Indian Rupees
1	Export of consignments by air including customs documentation customs examination, sealing and opening of packages, preparation of shipping bills and AWB, stamp and amendment of shipping bills it required, and collection documents & packages from CEERI, Pilani and transportation up to airport of loading	Minimum Rs..... (Rupeesonly) Maximum Rx. (Rupeesonly)
	Export of consignments through courier including insurance.	Minimum Rs. (Rupeesonly) Maximum Rs. (Rupeesonly)

Signature & Seal of the Tenderer
Name of the Signatory

UNDERTAKING BY THE BIDDER

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 copy of Master Airway Bill, Customs signed Invoice, Bill of Entry 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.
10. In case the cargo is received in shortage/damages condition/short landing cargo, no payment shall be made to CHA till CEERI receives the insurance claim. In such cases we are required shortage/damage/not found/not traceable notice with airport authorities and obtain necessary certificate from the Airline and lodge necessary claim with the concerned authorities under intimation to CEERI. During inland transportation any loss/damage is the sole responsibility of clearing agent. In that case we have to provide loss/damage certificate immediately.
11. As we shall handle sophisticated and valuable consignment, we shall have to furnish a fidelity bond of Rs. 25/- 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 we. Which should be valid till contract period. Director, CEERI will have the discretion to order for the forfeiture of deposit for any breach of contract.

12. In case the cargo is received in shortage/damaged condition/short landing cargo, no payment shall be released to us, till CEERI receives the insurance claim. In all such cases, we are required to file “shortage” or “damage” or “not found” or “not traceable” notice with Airport authorities and obtain necessary certificate from the Airline and lodge necessary claim with the concerned authorities under intimation to CEERI.
13. We undertake to submit Performance Bank Guarantee of Rs. 2.00 Lakhs (Rs. Two Lakhs only) valid for contract period plus two months.
14. We agree to accept the liquidated damages clause of the bidding documents.
15. 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

Signature with Date-----

Rubber Seal of the Bidder _____

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 WEofhaving 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.