

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH

An Autonomous Institution, Ministry of Human Resource Development, Govt. of India.

900, NCL Innovation Park, Dr. Homi Bhabha Road,

Pashan Pune – 411 008.

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Website : www.iiserpune.ac.in

Indian Institute of Science Education and Research (IISER), Pune, is an autonomous Institute established under Ministry of HRD, Government of India. IISER is devoted to both teaching and research of the highest caliber in a totally integrated way. IISER, Pune would like to invite sealed tenders from the custom registered and reputed clearing agents for the purpose of clearing consignments from airport/seaport/ICD/FPO. The details are appended below

- **Description** : **Empanelment of Custom House Clearance-Cum-Consolidation Agent**

- **Tender Enquiry No** : **IISER-PUR-34-11**

- **EMD** : **Rs 50,000/-**

- **Due Date & Time** : **10.05.2011 up to 3.00 PM**
(For submission of tender)

- **Opening of technical bid** : **10.05.2011 at 03.30 PM**

Prospective Bidders may download the Tender Documents from IISER's website www.iiserpune.ac.in and submit their offers to The Director, Indian Institute of Science Education and Research, 900, NCL Innovation Park, Dr. Homi Bhabha Road, Pashan, Pune – 411008, India

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CHAPTER-1. INVITATION FOR BIDS

1. Indian Institute of Science Education and Research (IISER), Pune invites sealed tenders **under two bid system** for **Empanelment of Cargo Consolidation & Custom Clearance Agents**. The essential qualifications are given in **Chapter 3** appended herewith.
2. The Bidders are requested to give detailed tender in their own forms in two Bids i.e

Part - I : Eligibility Requirement /Technical Bid.

Part - II : Commercial Bid.

3. **Contact for information:**

Technical & Commercial contact : Assistant Registrar (Stores & Purchase)
Indian Institute of Science Education and Research (IISER), Pune 900, NCL
Innovation Park, Dr. Homi Bhabha Road,Pashan,
Pune – 411 008, India
Tel : +91-020-2590 8017
Fax : +91-020-2590 8022
Website : www.iiserpune.ac.in

4. **The tender document can be downloaded from the IISER website**
www.iiserpune.ac.in

5. **Submission of Bids :**

(i) **Place : Purchase Section of IISER, Pune - 411 008, India.**

(ii) **Time and Date of Submission: Before 3.00 PM on 10.5.2011.**

(iii) **Time and Date of opening Technical Bid: At 03.30 PM on 10.5.2011.**

IISER, Pune will not be responsible, for submission / delivery of quotation at wrong places other than the Purchase Section of IISER, Pune - 411 008, India

6. **Two Bid System:**

The two bid system should be followed for this tender. In this system the bidder must submit his offer in **two separate sealed envelopes**. Both the technical bid and commercial bid envelopes should be securely sealed and stamped separately and clearly marked as “**Envelope No.1 – Technical Bid**” and “**Envelope No.2 – Commercial Bid**” respectively. Both the sealed envelopes should be placed in a third larger envelope. The main envelope which will contain both the bids should be superscribed with our **tender enquiry IISER-PUR-034-11 due on 10.05.2011** and to be submitted to the address given below so as to reach on or before **03.00 PM on 10.05.2011**

**The Director,
Indian Institute of Science Education and Research (IISER)
900, NCL Innovation Park, Dr. Homi Bhabha Road,
Pashan,
Pune – 411 008, India**

The envelopes must be super-scribed with the following information:

- Tender Reference Number
 - Due Date
 - Name of the Vendor
- **Envelope No. 1 : Shall contain “Technical Bid” and Earnest Money Deposit (EMD)**

The technical offer **should not contain any price information.**

The Technical Bid must be submitted in an organized and structured manner. No brochures/leaflets etc. should be submitted in loose form. Please indicate page nos. on your quotation eg. If the quotation is containing 25 Pages, please indicate as 1/25, 2/25, 3/25 -----25/25.

The Technical Offer should comprise of the following:

- (i) Tenders, which are submitted without following the two bid offer system, will summarily be rejected.
- (ii) The technical offer should be complete to indicate that services asked for are quoted. Each page of the bid and cutting/corrections shall be duly signed and stamped by the bidder. **Unsigned Tenders will also be rejected.** Failure to comply with this requirement may result in the bid being rejected.
- (iii) Demand Draft/Bank Guarantee for Rs. 50,000/- (Rs. Fifty thousand only) towards Earnest Money Deposit. B.G. will be obtained from Nationalised / Schedule Bank only.

- (iv) Undertaking that the successful bidder agrees to give a security deposit amounting to Rs 5,00,000/- of the order value by way of Demand Draft in favour of The Director, IISER,Pune,
- (v) The import license is covered under OGL policy of 2007 - 2012.
- (vi) Solvency certificates (not older than twelve months) issued by Scheduled/ Nationalized bank with which bidder holds the current account.
- (vii) A copy of the Unpriced Commercial Bid. (Please see Chapter- 04 – Price Schedule).
- (viii) Duly filled in checklist as per Chapter 5 should be submitted along with the Technical Bid.

Bid documents should be submitted as per the above sequence with Index page and page numbers . Each page of the bid should be signed & stamped in original. Unsigned bids will not be considered for evaluation.

➤ **Envelope 2 : “Commercial Bid” shall contain:**

- (i) Price schedule complete in all respects with proper seal and signature of authorized person.

7. Date of opening the Technical Bids.

Technical Bids will be opened on – 10 .5. 2011 at 03.00 PM

**Indian Institute of Science Education and Research (IISER)
900, NCL Innovation Park, Dr. Homi Bhabha Road,
Pashan,
Pune – 411 008, India**

The Technical bids will be opened in the presence of the bidders on the specified time and date. Bidders/Agents who have responded to the tender only will be allowed to be present.

The technical bids will be evaluated to shortlist the eligible bidders. The commercial bids of only the short listed bidders shall be considered for further processing.

Bidders whose technical offer is found acceptable and meeting the eligibility requirements as specified in this tender will be informed about the date and time of the opening of the commercial bid.

Note: (i) Please do not insert ‘Commercial Bid’ (prices quoted) in the technical bid envelope. If the price quoted is submitted with technical bid the tender will be rejected.

(ii) No camera mobiles / mobiles are allowed during tender opening.

8. Formation of Technical Evaluation Committee

The Technical Evaluation Committee(s) will be constituted by Director, IISER, Pune. He may nominate some external/expert members, in the interest of IISER, Pune.

9. Terms of the Technical Committee

(i) A committee duly constituted by the Director, IISER, Pune will go through the technical aspects of the tender and recommend short listed agencies. The recommendation of the technical committee is the final and binding on all the parties.

(ii) The technical evaluation will be an assessment of the Technical Bid. IISER, Pune representatives will proceed through a detailed evaluation of the Technical Bids as defined in **Chapter III** (in order to determine whether they are substantially responsive to the requirements set forth in the tender. In order to reach such a determination, IISER, Pune will examine the information supplied by the Bidders, and shall evaluate the same as per the information mentioned in this tender.

(iii) The technical committee may formulate evaluation criteria in addition to the requirements indicated in the tender, in the interest of IISER, Pune and this criteria/recommendation will also form as a part of short-listing of the agency.

(iv) The Technical Committee will examine all the Technical aspects of the bids received. Further, the Technical Committee may seek additional information from the existing users at IISER, Pune or from other Institutes and also call for presentations from the bidders if it is required so.

10. Evaluation Criteria

(i) On the due date the Technical bids will be opened and referred to the Technical Committee which is duly constituted by the Director, IISER, Pune.

(ii) The information received and the bids already submitted together will be examined with reference to the tendered information and evaluation is made by the Technical Committee.

- (iii) **The commercial offers of the vendors whose technical offers are found to be technically deficient or do not meet the qualification criteria as specified in this tender will be returned to them without opening along with their EMD.**
- (iv) The successful bidders will be informed regarding the date and time of Commercial bid opening
- (v) The purpose of obtaining two bids (technical and commercial) is to evaluate all the agencies on technical basis with reference to the tendered requirements and obtaining users views with reference to the earlier services. This will enable the technical committee to arrive at a fair recommendation in the interest of the organization.
- (vi) In the event of seeking any clarification from various bidders by IISER, Pune, the bidders are required to furnish only technical clarifications that are asked for. No amendment to commercial bid will be entertained at that stage. In case if a bidder fails to quote for a particular item it amounts to non-compliance and hence such bid will not be considered for further evaluation. Further during this process if any bidder indicates the price during the clarification such bids also will not be considered for further evaluation.

11. Opening of Commercial Bids

- (i) IISER will open commercial bids of only the short listed bidders, in the presence of the bidders or their authorized representatives who choose to attend the commercial bid opening. The Date and Time of opening the Commercial Bid will be intimated only to pre-qualified and technically acceptable Bidders for the item at a later date. The representatives of short listed agencies only will be allowed for commercial bid opening.
- (ii) The bidder's representative who is present shall sign an attendance register as a proof of having attended commercial bid opening.
- (iii) The bidder's name, bid prices, discounts, EMD and such other details considered as appropriate by IISER, will be announced at the time of opening.

The bid can be submitted in person or through post/courier (IISER will not be responsible for delayed / late quotations submitted / sent by Post / Courier etc. resulting in disqualification/ rejection of any bid) so as to reach IISER on or before the due date and time. Fax / E-mail tenders will not be considered unless it is asked for. The bidders' authorized representative can attend the bid opening.

12. No request for extension of due date will be considered under any circumstances.
13. The Director, IISER, PUNE reserves the right to accept the offer in full or in parts or reject summarily or partly.

CHAPTER-2 : INSTRUCTIONS TO BIDDERS

1. Eligible Bidders

- 1.1 IISER, PUNE reserves the right to award / reject the order to any particular bidder without assigning any reason thereof.
- 1.2 Bidders should not be under a declaration of ineligibility for corrupt and fraudulent practices.
- 1.3 Bidders should QUOTE strictly in accordance with the requirements. The Bidders conditions printed on the reverse of the tender/quote or otherwise sent along with the tender shall not be binding on IISER, PUNE.
- 1.4 Bidders shall adhere to the procedure and processes laid down in this document and shall follow fair and ethical practices of trade.
- 1.5 The tenders must be clearly written or typed without any cancellations/ corrections or overwriting.
- 1.6 Conditional Offers will not be considered.
- 1.7 The authorized person who signs the tender is required to indicate his e-mail ID, mobile No. and also general e-mail ID for easy and faster communication.

2. Amendment of Bidding Documents

- 2.1. At any time prior to the deadline for submission of bids, IISER, PUNE may, for any reason, whether on its own initiative or in response to the clarification request by a prospective bidder may modify the bid document.
- 2.2. All prospective bidders who have downloaded the bidding document may visit IISER, PUNE website for amendments / modifications which will be binding on them

PREPARATION OF BIDS

3. Earnest Money Deposit (EMD)

- 3.1 The tender documents must be accompanied by Earnest Money Deposit (EMD) of **Rs. 50,000/- (Rs. Fifty thousand only)** in the form of a Demand Draft drawn on any Scheduled/Nationalized Bank in favour of the Director, Indian Institute of Science Education and Research, Pune.

- 3.2 Bids submitted without EMD will stand rejected. EMD will not be accepted in the form of cash / cheque or any other form other than DD/Bank Guarantee. No interest is payable on EMD.
- 3.3 The EMD will be returned to the bidders(s)/Agents whose offer is not accepted by IISER, PUNE within one month from the date of the placing of the final order(s) on the selected bidder(s). In case of the bidder(s) whose offer is accepted the EMD will be returned on submission of Bank Guarantee as Security Deposit (SD). However, if the return of EMD is delayed for any reason, no interest / penalty shall be payable to the bidders.
- 3.4 **The successful bidder, on award of contract / order, must send the contract / order acceptance in writing, within 7 days of award of contract / order failing which the EMD will be forfeited.**
- 3.5 **Though EMD has to be submitted by Demand Draft, Banker's Cheque or Bank Guarantee (from a scheduled Bank only), we prefer to have Bank Guarantee for easy return to the bidders once a decision is taken by IISER, PUNE.**
- 3.6 The EMD shall be forfeited:
 - 3.6.1 If the bidder withdraws the bid during the period of bid validity specified in the tender.
 - 3.6.2 In case a successful bidder fails to furnish the Security Deposit.
4. **Security Deposit**
 - 4.1 Within ten (10) days of the award of contract, the vendor shall furnish a Security Deposit amounting to Rs 5,00,000/- in the form of Demand Draft/Bank Guarantee **(from scheduled Bank only)** favoring the Director, Indian Institute of Science Education and Research, Pune.
 - 4.3 The Security Deposit should be valid for a period of one year as we plan to extend the same as Performance Bank Guarantee.
 - 4.4 **Bank Guarantee wherever mentioned in this document may be read as "Bank Guarantee from any Scheduled Bank" only.**
5. **Period of validity of bids**
 - 5.1. Bids shall be valid for a period of **90 days** from the date of opening the Technical bid.
 - 5.2. IISER, PUNE may ask for the bidder's consent to extend the period of validity. Such request and the response shall be made in writing only. The bidder is free not to accept such request without forfeiting the



IISER PUNE

EMD. A bidder agreeing to the request for extension will not be permitted to modify his bid.

5.3 Bid evaluation will be based on the bid prices without taking into consideration the above corrections.

SUBMISSION OF BIDS

6. Deadline for submission of Bids

6.1 Bids must be received by IISER, PUNE **before the time & date at address specified in the tender.** In the event of specified date for the submission of bids being declared as a holiday for IISER, PUNE, the bid-closing deadline will stand extended to the next working day. No communication is required in such cases.

6.2 In the event of holiday on due date

6.3 IISER, PUNE may, extend this deadline for submission of bids. This will suitably be notified on the IISER, PUNE website.

7. Late Bids

IISER, PUNE will not be responsible:

7.1 For delayed / late quotations submitted / sent by post / courier etc.

7.2 For submission / delivery of quotations at wrong places other than the Purchase section of IISER, Pune.

7.3 Fax / E-mail / Telegraphic / Telex tenders will not be considered.

7.4 Any bid inadvertently received by IISER, PUNE after the deadline i.e. due date & time for submission of bids, will not be accepted and returned unopened to the bidder.

AWARD OF CONTRACT

8. Award Criteria

8.1 IISER, PUNE shall award the contract to the eligible bidder whose bid has been determined as the lowest evaluated commercial bid.

8.2 IISER, PUNE reserves the right to award the contract to more than one bidder or any bidder.

9. Corrupt or Fraudulent Practices

IISER, PUNE requires that the bidders who wish to bid for this project have highest standards of ethics.

9.1. IISER, PUNE will reject a bid if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices while competing for this contract.

9.2. IISER, PUNE may declare a vendor ineligible, either indefinitely or for a stated duration, to be awarded a contract if it at any time determines that the vendor has engaged in corrupt and fraudulent practices during the execution of contract

10. **Interpretation of the clauses in the Tender Document / Contract Document**

In case of any ambiguity / dispute in the interpretation of any of the clauses in this Tender Document, **Director, IISER, PUNE's interpretation of the clauses shall be final and binding on all parties.**

11. **Indemnity**

The vendor shall indemnify, protect and save IISER, PUNE against all claims, losses, costs, damages, expenses, action suits and other proceeding, resulting from infringement of any law pertaining to patent, trademarks, copyrights etc. or such other statutory infringements in respect of all the equipments supplied by him.

12. **Jurisdiction**

The disputes, legal matters, court matters, if any, shall be subject to Pune Jurisdiction only.

13. **Arbitration**

All disputes of any kind arising out of supply, commissioning, acceptance, warranty maintenance etc. shall be referred by either party (IISER, PUNE or the bidder) after issuance of 30 days notice in writing to the other party clearly mentioning the nature of dispute to a single arbitrator acceptable to both the parties. The venue for arbitration shall be IISER, PUNE India. The jurisdiction of the courts shall be Pune, Maharashtra, India.

Registrar
IISER, PUNE

CHAPTER 3

REQUIREMENTS/ELGIBILITY CRITERIA FOR CUSTOM HOUSE CLEARANCE- CUM-CONSOLIDATION AGENT

General Conditions:

1. The agency should have their own Break Bulk facility and valid IATA & CHA licenses.
2. The agency should have refrigerated containers to bring perishable consignment from Mumbai to IISER, Pune.
3. The agency must have the facility for storing the consignment including that of perishable which could not be transported to IISER, Pune as soon as the custom clearance is done. In case the item has to be kept in cold storage, such facility should be provided / arranged including dry ice filling wherever it is required.
4. The agency should be registered with Custom House to act as consolidator. Latest attested copies of certificates issued by custom authorities at Mumbai must be enclosed confirming that they are bonafide custom approved agency.
5. The agency should indicate complete postal addresses of their offices at Pune & Mumbai along with details of telephone & fax nos. mobile nos. e-mail address etc. of both the offices. Also indicate staff strength at Pune and Mumbai.
6. The agency should have networking of cargo consolidating agents in at least 20-25 Countries viz. USA, UK, West Germany, Japan, France, Switzerland, Hong Kong, Canada, Norway, Sweden, Austria, Australia, Israel, Ireland, Dubai, Singapore, Denmark, Italy, Belgium, Turkey, Russia, China, The Netherlands (Holland), Finland etc. Their agents/associates addresses, contact person, phone number, fax, mail address etc. may be listed and enclosed.
7. The agencies having 'Track & Trace Facility', will be given preference.
8. The agency should furnish a list of their clients with special reference to Govt. and R&D departments indicating their complete postal addresses along with details of telephone/fax number, name & designation of the person to whom we may have to contact for ascertaining their performance
9. The approx. volume of imports of IISER varies from 400 to 500 consignments per annum
10. The agency should have at least 15 years experience in the field of Cargo Consolidation and Customs Clearance.

11. The agency should have contract with two Institutes of CSIR//Govt. Department for clearing the perishable and non-perishable consignments and a certificate issued after the date of this tender from them for rendering satisfactory services, may be attached with the technical bid.
12. The CHA has to clear all our shipments by filing electronic Bill of Entry in whichever of method is lesser custom duty levied.
13. For delayed clearance and mis-handled consignments what is the damages/penalty can be imposed by IISER Pune.
14. After receipt of all the documents from IISER, Pune , how fast clearing agents can clear the consignments from customs and deliver to IISER Pune.
15. Generally all our shipments are on FOB//FCA. However, if any shipment is on Ex-works basis the same is to be collected by the representative of CHA in that country free of cost.
16. All the CIF/other console shipments will be cleared and transported to IISER, Pune by CHA.
17. Transit Insurance coverage/claims to be undertaken by the agency.
18. The consignments which come through post, courier should be cleared by the agency within a reasonable time and deliver the consignments to IISER.
19. Any free samples that may come for R&D purpose should be cleared & delivered by the agency/firm and also export of R&D samples to a designated agency/firm.
20. In case of export of any item for repair / rejected, the same should be exported to the supplier as per the instructions given by IISER.
21. The agency will have to arrange for clearance of all consignments without any demurrage /storage charges within free times and transporting it to IISER Pune, in good condition. Hence all the necessary information regarding the arrival of the cargo is to be intimated well in time by CHA for sending the necessary custom clearance papers to them, and if any demurrage charges are imposed due to the negligence of agent, the same will be paid by the Agent.
22. All necessary arrangements for filling up of dry ice in perishable consignment is to be made by CHA without any charges.
23. In case of sea freight, the agency should have their own in-house shipping facilities for a trouble free transaction

24. The successful agencies have to submit return / update status of shipments on daily basis to IISER, Pune through e-mail.
25. It will be the sole responsibility of the clearing agent to mention the correct classification code (i.e. HS code) of the product and if at any point it is detected that HS code is wrong, custom duty paid against the wrong code will be recovered from the clearing agent.
26. The black listed / Suspended Agency by CSIR/Govt Organization need not to apply. If the same is detected at any stage the contract will be terminated and security deposited by the agency will be ceased.
27. If at any point of time it is detected that the over payment has been made to the agency the same will be recovered from the subsequent bills deposited by the agency.
28. Clearing agent will be fully responsible for inspection of cargo. In case of shortage/damage of consignment, he will have to obtain the short receipt certificate/short landing certificate/damaged certificate from the concerned authority/insurance Co. & Surveyor etc. Clearing agent will also ensure all formalities till handing over the consignment to IISER, Pune.
- 29 The award of work is for an aggregate period of 3-years, which will initially be given for a period of one year and reviewed for extension for another year(s) on the basis of service rendered by the CHA. It can be terminated at any point of time without assigning any reason in between if it is found that the services rendered by the agency are not satisfactory.
- 30 Conditional offer and offer with the vague terms and not as per the format supplied will be summarily rejected. All the statutory charges of IAAI/AAI/Govt. levies will be reimbursed against proper receipt.
- 31 All the statutory charges of Govt. will be payable.
- 32 HAWB issued in the name of the agent only shall be accepted.
- 33 The agency has to indicate the maximum amount of freight and custom duty that the agency can pay on behalf of IISER Pune and get the same reimbursed through their bills after clearance and receipt of consignment at IISER Pune.
- 34 The payment of Airfreight, Insurance, Customs duty and clearing charges will not be made if the consignment is in damaged condition both externally or internally. However, the payment will be released only after the amount is

recouped from the insurance company. IISER, Pune will not bear/pay any demurrage charge on account of any delay in clearance attributable to clearing agent or their freight forwarder. In case, a perishable consignment is damaged due to insufficient dry ice during clearance, Bidder shall be held responsible for the complete loss.

- 35 Pre-shipment advise(s) must be intimated well in advance (48 hrs. prior to shipment) and if the CHA fails to intimate the same well in advance as mentioned above, all the clearance charges including custom duty will be paid by the agency irrespective of amount which will be reimbursed to agency. However, no demurrage on this account will be paid by IISER, Pune.
- 36 Cargo Arrival Notice must be sent within a day to Purchase Department of IISER, Pune.
- 37 Safe custody of consignments cleared is the responsibility of the agency until it is delivered to Stores, IISER, Pune.
- 38 The agency should arrange for collection/delivery of documents on daily basis.
- 39 Tender not signed by agency will lead to rejection.
- 40 The successful bidder will have to submit a Security Deposit by BG/FDR amounting to Rs 5,00,000/- drawn in favour of Director, IISER, Pune valid for contract period
41. The Tenders should be submitted in TWO SEALED Covers separately for "Eligibility-cum- Technical & Price Bids superscribing on the outer envelope "Tender for Clearance and Consolidation Services Contract" alongwith our reference number addressed to the Director, Indian Institute of Science Education & Research- 900, NCL Innovation Park, Dr. Homi Bhabha Road, Pashan, Pune-411008 by 00.00.2011 at 3.00 pm. and the same will be opened on 00.00.2011 at 3.30 pm in the presence of Bidders or his duly authorized representative. The tenders should be accompanied with EMD amounting to Rs 50,000/- in the form of Demand Draft/Banker Cheque/BG drawn in favour of the Director, Indian Institute of Science Education & Research-Pune, 900 NCL, Innovation Park, Dr. Homi Bhabha Road, Pashan, Pune --411008 (To be enclosed with Technical Bids Only). The tenders received without EMD will out rightly be rejected. The EMD will be refunded to the bidders in due course of time.
42. The award of the work will be subject to satisfactory inspection of the office/go down facilities by committee of IISER, Pune.

43. The firms / agencies are requested to provide the details on their own letter heads.
44. The Director, IISER- Pune reserves the right to accept or reject any or all tenders without assigning any reason thereof.

CHAPTER – 4 - Price Schedule

Kindly fill the rates in the table given below country wise.

- | | | |
|-----------------|--------------------------------|-------------|
| 1. USA | 11. Austria | 21. Belgium |
| 2. UK | 12. Australia, | 22. Turkey |
| 3. West Germany | 13. Israel | 23. Russia |
| 4. Japan | 14. Ireland | 24. China |
| 5. France | 15. Dubai | |
| 6. Switzerland | 16. Singapore | |
| 7. Hong Kong | 17. Denmark | |
| 8. Canada | 18. Italy | |
| 9. Norway | 19. The Netherlands (Holland), | |
| 10. Sweden | 20. Finland | |

| | |
|----------------------------|---------------------------------------|
| Country of Origin : | Airport of Origin : |
| Currency : | Airport of Destination: Mumbai |

Air Freight Import Charges for FOB Orders

| Weight Slab in kgs | Consol Airfreight Rate | IATA Rates |
|---------------------------|-------------------------------|-------------------|
| 0 - 10 Kg | | |
| 11 – 25 Kg | | |
| 26 – 50 Kg | | |
| 51- 75 Kg | | |
| 76 – 100 Kg | | |
| 100 Kg and above | | |

Charges applicable for FCA / EXWorks orders

| Description of Charges | Charges for FCA Orders | Charges for Ex-Works Orders |
|-------------------------------|-------------------------------|------------------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |

Kindly fill the total charges as per sheet attached below

| PRICE SCHEDULE FOR CUSTOM CLEARANCE OF SHIPMENTS | | | | | |
|--|--|--------------|--------------|----------------|---------|
| AGENCY NAME.: | | | | | |
| S.N. | PARTICULARS | Air Shipment | Sea Shipment | Post / Courier | Remarks |
| 1 | Agency charges for Custom Clearance. (per consignment basis) with minimum and maximum charges per consignment Fixed charges per consignment may also be quoted seperately | | | | |
| 2 | Opening/Repacking and Strapping for Custom Examination | | | | |
| 3 | Custom Inspection Charges / Documentation | | | | |
| 4 | Bond Formalities charges, if any | | | | |
| 5 | Direct Delivery Charges (for perishable consignment) | | | | |
| 6 | a CMC Charges | | | | |
| | b S Form Charges | | | | |
| | c Custom Duty | | | | |
| | d EDI Charges | | | | |
| | e Air/Sea Port Handling Charges | | | | |
| | f Delivery Order Fee / Stamp Duty | | | | |
| | g Overtime Charges, if any | | | | |
| | h Handling /Warehouse/Demurrage Charges | | | | |
| | i Other Statutory levies/Charges (Details may be given) | | | | |
| 7 | Loading/Unloading charges (per kg / consignment basis) | | | | |
| 8 | Labour Charges (Full details may be given) | | | | |

CHAPTER – 5 : Checklist: Eligibility Criteria for Bidders

Bidders to indicate whether the following are enclosed by striking out the non-relevant option.

| S.No | Particulars | Documents Attached | Documentary Proof at Page No |
|-------------|---|---------------------------|-------------------------------------|
| 1 | Two separate bids duly filled in and signed in sealed envelopes (i) Technical (ii) Commercial | (Yes / No) | |
| 2 | The Demand Draft/BG for Rs.50,000/- towards Earnest Money Deposit | (Yes / No) | |
| 3 | Undertaking that the successful bidder agrees to give a Rs 5, 00,000/- security deposit. | (Yes / No) | |
| 4 | Client list and Experience Certificate attached | (Yes / No) | |
| 5 | Details of offices at Mumbai and Pune | (Yes / No) | |
| 6 | Details of overseas offices | (Yes / No) | |
| 7 | Solvency certificate (not older than twelve months) issued by scheduled/nationalized bank with which bidder holds the current account | (Yes / No) | |
| 8 | Copy of IATA, CHA licenses | (Yes / No) | |
| 9 | Break Bulk Facility | (Yes / No) | |
| 10 | Undertaking for Demurrage Charges on agency account to be paid in advance | (Yes / No) | |
| 11 | Undertaking for Freight Charges to be paid in advance | (Yes / No) | |
| 12 | Undertaking for Transit Insurance & Claims to be paid in advance | (Yes / No) | |
| 13 | Undertaking for Custom Duty to be paid in advance | (Yes / No) | |
| 14 | Undertaking for clearing of Consignment through Post/Courier/Samples | (Yes / No) | |
| 15 | Undertaking to make arrangements for export of Consignment | (Yes / No) | |

| | | | |
|----|---|--------------|--|
| 16 | For delayed clearance and mis-handled consignments , what is the damages/penalty can be imposed by IISER Pune | (Yes / No) | |
| 17 | After receipt of all the documents from IISER, Pune , how fast clearing agents can clear the consignments from customs and deliver to IISER Pune. | (Yes / No) | |
| 18 | Undertaking for all necessary arrangements for filling up of dry ice in perishable consignment is to be made by agency without any charges | (Yes / No) | |
| 19 | A copy of the Price bid | (Yes / No) | |

CHAPTER – 6 : BID SECURITY FORM

Whereas _____¹(hereinafter called “ the Bidder”) has submitted its bid dated _____(date of submission of bid) for the supply of _____(name and/or description of the goods)(hereinafter called “the Bid”).

KNOW ALL PEOPLE by these presents that WE _____(name of bank) of _____(name of the country), having our registered office at _____(address of bank)(hereinafter called “the Bank”), are bound unto _____(name of Purchaser) (hereinafter called “the Purchaser”) in the sum of _____

_____ for which payment well 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 this _____ day of _____ 20____. THE CONDITIONS of this obligation are:

1. If the Bidder withdraws it’s bid during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of it’s bid by the Purchaser during the period of bid validity:
 - a) fails or refuses to execute the Contract Form if required ; or
 - b) fails or refuses to furnish the performance security, in accordance with the Instruction to Bidders.

We undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser 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 to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee shall remain in force up to one year after the period of the bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

(Signature of the Bank)

¹ Name of Bidder



| IMPORTANT NOTICE |
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| TENDERERS RESPONDING TO THIS ENQUIRY SHALL BE DEEMED TO BE AGREEABLE TO THE TERMS AND CONDITIONS HEREIN CONTAINED. THESE TERMS AND CONDITIONS SHALL BE BINDING ON THE SUCCESSFUL TENDERER. CONDITIONAL TENDERS ARE LIABLE TO BE REJECTED. IISER PUNE WILL PROCESS THE TENDER AS PER IISER PUNE STANDARD PROCEDURES. THE DIRECTOR OF THE INSTITUTE RESERVES THE RIGHT TO REJECT ANY OR ALL OR PART OF TENDER WITHOUT ASSIGNING ANY REASON AND SHALL ALSO NOT BE BOUND TO ACCEPT THE LOWEST TENDER. |
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I agree to all terms and conditions mentioned in the tender document of the Institute

Signature of the Tenderer