



**INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH**  
**An Autonomous Institution, Ministry of Human Resource Development, Govt. of India.**  
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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 for **Empanelment of Custom House Clearance-Cum-Consolidation Agent** for consolidation of consignment of imports / exports, shipments from all over the world through Air, Sea, Cargo, Foreign Post Office, Courier and Custom Clearance and transportation upto IISER Pune. The details are appended below

- **Description** : **EMPANELMENT OF CUSTOM HOUSE CLEARANCE- CUM-CONSOLIDATION AGENT**
- **Tender Enquiry No** : **IISER/PUR/0748/16**
- **Pre-bid Conference Date & Time** : **03.00 pm to 4.00 pm on 06/10/2016**
- **Due Date & Time (For submission of tender)** : **Before 03.00 pm on 26/10/2016**
- **Opening of technical bid** : **At 03.30 pm on 26/10/2016**

Prospective Bidders may download the Tender Documents from IISER's website [www.iiserpune.ac.in](http://www.iiserpune.ac.in) and submit their offers to The Director, Indian Institute of Science Education and Research Pune , Dr. Homi Bhabha Road, Pashan, Pune – 411008, India

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**CHAPTER – 1**  
**ELIGIBILITY CRITERIA**

Quotations of only those bidders who would fulfill the eligibility criteria as mentioned below, shall be considered. As such, necessary documents in this regard must also be enclosed with the quotation:

Sr.No	Particulars	Details
1	The Agents should have valid consolidation & Custom House Agent (CHA) License in their own name (single name). Firms not having these qualifications need not apply. Copies of documents in this connection must be enclosed.	Yes /No
2	The Firm should be a member of IATA or FIATA and copy of membership should be enclosed. The Firm should be ISO certified company and copy of the same be enclosed.	Yes /No
3	The Firm should have a valid Service Tax Registration Certificate and PAN CARD (Enclose copy)	Submitted /Not Submitted
4	The Firm should have networking of cargo consolidating agents in at least following countries viz. USA, UK, Germany, Japan, France, Switzerland, Singapore, China, Hongkong . Their agents/associates addresses, contact person, phone number, fax, mail address etc. may be listed and enclosed.	Submitted /Not Submitted
5	The Firm should have a office located in Mumbai/ Pune and self declaration towards providing local support/services at IISER Pune.	Submitted /Not Submitted
6	IISER Pune will not pay any demurrage charges for the shipments in the CHAs consolidation/others console for any reason whatsoever. If demurrage is at all charged on the consignment then it will not be paid even if the delay is on the part of IISER Pune except in cases of Force Majeure. An undertaking to the effect to be provided as <b>Annexure B</b>	Submitted /Not Submitted
7	The firm/company with whom Government transactions are banned or suspended or Blacklisted due to any reasons including corrupt and fraudulent practices adopted by them, shall not be eligible to submit the bids. <b>Self Declaration as Annexure C</b>	Submitted /Not Submitted

8	<p>The Bidder should have successfully executed a continues service for the last one year with similar Freight Forwarding and Custom Clearance works in any Govt. Department/ CSIR Labs / ICAR / ICMR / DRDO/Educational Institute / Central University/IISERs/ IITs./Public Sector Undertakings/Corporate/Autonomous Institutes/Private R&amp;D Organization. Documentary evidence about satisfactory completion of the work together with Certificates of the client must also be enclosed with their complete mailing addresses, telephone numbers, fax number, e-mail address and name of the concerned person. Institute clears its shipments under customs notification number 51/96 dated 23.07.1996 @5.15% customs duty. The firm should submit the minimum of 10 copies of bill of entry assessed @ 5.15% ,except NIL duty clearance, either from same client or different client – <b>Client List as Annexure D</b></p>	Submitted /Not Submitted
9	<p>The bidder should have minimum turnover of not less than 30 lakhs per annum (enclose details) exclusive of custom duty payment. Balance sheet of previous three years {2014-15 (i.e. upto 31.03.2015), 2013-14 (i.e. upto 31.03.2014) &amp; 2012-13 (i.e. upto 31.03.2013)} duly audited or certified by the Chartered Accountant be enclosed alongwith a statement showing three years turnover separately. Submit copy of the audited Balance Sheet and income tax return filed for the financial years – 2012-13, 2013-14, 2014-15 Turnover should be given in the format duly certified by the Chartered Accountant: - <b>Annexure E</b></p>	Submitted /Not Submitted
10	Bidder's Information. – <b>Annexure F</b>	Submitted /Not Submitted

## CHAPTER-2

### 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.

2. The Bidders are requested to submit tender forms in two Bids i.e

#### **Part - I : Eligibility Requirement and Technical Bid.**

#### **Part - II : Commercial Bid.**

3. Contact for information:

Technical & Commercial contact : Assistant Registrar ( Stores & Purchase )  
Indian Institute of Science Education and Research Pune , Dr. Homi Bhabha Road,  
Pashan, Pune – 411 008, India  
Tel : +91-020-2590 8017  
Website : [www.iiserpune.ac.in](http://www.iiserpune.ac.in)

4. The tender document can be downloaded from the IISER website [www.iiserpune.ac.in](http://www.iiserpune.ac.in)

5. A Pre-bid conference will be held at IISER, Pune , Purchase Department Meeting Room, Dr Homi Bhabha Road , Pune – 411008 on 06/10/ 2016 from 3.00 PM to 4.00 PM ( IST). All prospective bidders are requested to kindly submit their queries to the address indicated above or email ID : [purchase@iiserpune.ac.in](mailto:purchase@iiserpune.ac.in) so as to reach latest by 05/10/2016. During Pre-bid meeting the answers / clarifications to the queries will be made available and also uploaded on our website. No queries will be entertained after the Pre-bid meeting.

6. Submission of Bids :

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

**(ii) Time and Date of Submission: Before 3.00 PM on 26/10/2016**

**(iii) Time and Date of opening Technical Bid: At 03.30 PM on 26/10/2016**

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

7. 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-748-16 due on 26.10.2016** and to be submitted to the address given below so as to reach on or before **03.00 PM on 26.10.2016**

**The Director,  
Indian Institute of Science Education and Research (IISER)  
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) 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.

(ii) 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.

(iii) Undertaking that the successful bidder agrees to give a security deposit amounting to Rs. 5,00,000/- by way of Demand Draft/ Bank Guarantee in favour of The Director, IISER,Pune,

(iv) Solvency certificates (not older than twelve months for Rs 40 lakhs) issued by Scheduled/ Nationalized bank with which bidder holds the current account.)

(v) A copy of the Unpriced Commercial Bid. (Please see Chapter- 06 – Price Schedule).

(vi) Duly filled in checklist as per Chapter 9 should be submitted along with the Technical Bid.

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

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

**8. Date of opening the Technical Bids.**

**Technical Bids will be opened on – 26.10. 2016 at 03.00 PM  
Indian Institute of Science Education and Research (IISER)  
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.**

**9. 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. 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.

(vii) The award of the work will be subject to satisfactory inspection of the office/go down facilities by committee of IISER, Pune.



**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 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, 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.

14. The Director reserves the right to give preference to Public Sector Undertakings when applicable as per Government Policies/Guidelines

**CHAPTER-3**  
**INSTRUCTIONS TO BIDDERS**

**1. Eligible Bidders**

- 1.1 Bidders should not be under a declaration of ineligibility for corrupt and fraudulent practices.
- 1.2 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.
- 1.3 Bidders shall adhere to the procedure and processes laid down in this document and shall follow fair and ethical practices of trade.
- 1.4 The tenders must be clearly written or typed without any cancellations/ corrections or overwriting.
- 1.5 Conditional Offers will not be considered.
- 1.6 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.



## **IISER 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.
- 3.7 The firms registered with NSIC are exempted from payment of EMD provided such registration is valid as on date. This includes the service bidder is offering i.e Custom House Clearance-Cum-Consolidation Agent Services.
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.
  - 4.2 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 EMD. A bidder agreeing to the request for extension will not be permitted to modify his bid.

### **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 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.

### **8. Award Criteria**

8.1 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 agency. The rates quoted should be valid for a period of 3 years. 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.

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

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

8.4 Successful contractor / bidder will have to execute bond/agreement as may be mutually agreed upon within 15 days from the award of contract failing which it will be treated as the bidder is not interested to work with the institute.

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. **Submission of Bills For Payment**

The rates for payment to CHA for services rendered will be paid as per Schedule of Rates under Chapter 6 of the Contract. Bills for the other work done will be submitted by CHA to IISER as per the terms of agreement with documentary proof. In respect of all CHA's bills, which are submitted by CHA to IISER where IISER has received all corresponding documents, payment will be made within one month of receipt provided that bills are in order and complete in all respects.

12. **Penalty Clause:**

The Director, IISER, PUNE reserves the right to deduct a penalty @ 0.5% per week of shipment price for delay in consolidation and Airfreight of IISER, PUNE shipments and delivery to IISER, PUNE, (Maximum penalty shall be 2% of Shipment Value). The period for this will be calculated after 4 weeks from the date of intimation by supplier about the readiness of Equipment/Consumable for shipment.



### **13. 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.

### **14. Jurisdiction**

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

### **15. Arbitration**

In the event of any question, dispute or difference arising under this contract /agreement or in connection there with except as to matter the decision of which is specifically provided under this contract/agreement, the same shall be referred to an arbitrator be appointed by the Director, IISER Pune and the decision of the Arbitration will be binding on both parties of this contract / agreement. The venue for arbitration shall be IISER, PUNE India.

Assistant Registrar (S&P)

29<sup>th</sup> September 2016

## CHAPTER - 4

### **SCOPE OF WORK AND CONTRACTUAL OBLIGATIONS**

Following jobs shall fall under the scope of the Consolidation-cum-clearance contract:-

#### **A. Customs clearance of imported consignments from Indian Airport Authority of India (IAAI) / Inland Container Depot (ICD) / Foreign Post & Courier, Mumbai any other Indian Airport/Sea port**

i) The clearance of precious and delicate type of equipments, instruments and other special type of materials, including perishable chemicals, antibiotics, spares, hazardous and dangerous cargo, live animals, radioactive materials, precious material like gold, silver etc, temperature controlled shipments/dry ice shipments etc.

ii) Collection of documents relating to custom from IISER, Pune and ensuring the following;

(a) Custom clearance of the consignment including all the stages of customs clearance.

(b) Obtaining non-delivery certificate/short landing certificate/damage certificate in the case of materials are short delivered by Indian Airport Authority of India (IAAI), or airlines and lodging of claims with them immediately on behalf of IISER Pune.

(c) Arranging insurance survey at airport/IAAI in case of damages to the consignment and get the damage certificate.

(d) Immediate Dispatch / delivery of consignment to IISER Pune after custom clearance.

(e) To identify the consignments of negative/banned listed & 100% Custom Duty Free items from day to day purchase orders issued by the Institute and advise the Institute accordingly.

iii) Any other job in connection with the clearance of goods from Customs.

iv) Clearance and intimation of Post Parcels from Customs/Foreign Post Office, Mumbai & delivery to IISER Pune..

v) Clearance of sea shipment from any port of the India and delivery of consignment at IISER Pune after custom clearance.

vi) Follow-up of cases of recovery of any excess duty paid to customs.



vii) To provide the damage certificate to the Institute for insurance claim, in case of damage consignment.

viii) Clearance for consignment arrived through courier/cargo mode.

ix) Clearance of any free samples (equipments or chemicals, antibodies, temperature controlled/dry ice shipments etc) that may come for R&D purpose

**B) Consolidation of the consignments being imported from across the world:**

i) Complete monitoring and supervision of the movement from the date of order/letter of credit and regular feedback on the progress of order to IISER, PUNE. 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 respective amount of demurrage shall be recovered from the bill. IISER, PUNE shall not be liable to pay any amount on account of demurrage charges.

ii) To provide timely information (pre-alert) regarding dispatches and other relevant information to IISER, PUNE.

iii) To facilitate specialized packing for all kinds of materials as per the International Air Transport Association (IATA) specifications and international packing standards.

iv) Clearance & transportation of special projects materials voluminous and heavy packages, dangerous and hazardous materials including Radioactive Materials, Live Animals on priority basis.

v) Prompt communication through telephone, & e-mail etc., to ensure quick clearance.

vi) The Agency shall render all services as and when necessary and as directed by IISER Pune, shall also perform all such auxiliary and incidental services as may be necessary in the course of performing the Contract.

vii) If, any nearby International Airport Agent's associates is not available, then the Agency will also be responsible for making arrangements for smooth shipment (for EX-WORK/FOB/FCA) from any country to Indian Airport/Seaport, for that, agent will not claim any extra charges. The transfer/trucking charges will be paid by IISER Pune only till nearest International exit point (Airport).

viii) The loading port for all the shipment should always be the nearest international exit point. In case of non-availability of flight/vessel, the same should be intimated to IISER Pune for taking alternative course of action.



**C) For the CIF/C&F shipments :-**

- i) Delivery Order should be collected from the forwarder on the same day when informed by IISER Pune.
- ii) The consignment should be cleared within free clearance period taking over all the documents required for Custom Clearance.
- iii) All the consignments to be delivered at IISER Pune.
- iv) Any procedure for clearing of shipments on CIF/C&F basis, not restricting to the above.

**D) Exports to various countries:-**

- i) Export of certain items for repair, which will be re-imported after repairs, the items may be under warranty or after expiry of warranty period .
- ii) Export of equipments for replacement and completion of their paper work.
- iii) Export of R&D samples to a designated agency/firm.
- iv) All procedural formalities with customs will be required to be done by the agent. The Agent should take care of the paper work of the export documents for repair or replacement materials on priority basis.

**E. Import/Export of Live Animals / Developmental Stages of Live Animals**

- i) Clearance of Live Animal on Ex-Works/FCA /CIF Basis
- ii) The Agency will make arrangements in getting all the requisite documents and approvals from various agencies for the purpose of import of live animals .
- iii) Transportation of the live animals to IISER Lab at the requisite temperature , on same day basis.

**F. Volume of work:**

- i) No guarantee is given as to any definite volume of work which will be trusted to you at any time or throughout the period of the Contract.
- ii) IISER Pune reserves the right:

- a) Of placing the Contract simultaneously or at any time during its tenure with one or more other Clearing agents as they may think fit, even by calling fresh tenders and/or by negotiations and appoint some other Clearing agents accordingly, at the sole discretion of IISER Pune.
- b) Of appointing clearing agent for services rendered to in the Contract to meet emergency, if IISER Pune is satisfied that CHA are not in a position to render specific services within the period in which their services are required.
- c) To retain full discretion to allocate work among the Clearing Agents in case of (a) and/or (b) above and CHA will not be entitled to make any representation on this account.

**CONTRACTUAL OBLIGATIONS:-**

The following obligations are also applicable and the same must be fulfilled by the firm:-

- a) The Agent should have refrigerated containers to bring perishable consignment from Mumbai to IISER, Pune.
- b) The Agent 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.
- c) The consignment after clearance from airport/seaport should be delivered at IISER, PUNE , within two working days. In case of perishable items, it should be delivered directly within minimum required period with proper arrangements. The perishable consignments should be cleared immediately on landing and clearance process for such consignments should begin well in advance. In case the perishable consignment is damaged due to insufficient arrangement or Dry Ice during clearance & transportation upto IISER PUNE , agency shall be held responsible for the complete loss.
- d) On the receipt of consignment, the firm shall have to submit a clear copy of Master Air Way Bill (MAWB), House Air Way Bill (HAWB), Cargo Arrival Notice (CAN), Commercial Invoice & packing list for Bank Release Order (BRO).
- e) Consolidator will be responsible for the safety of the cargo in all circumstances, besides 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 consolidator shall be solely responsible.

- f) Pre-shipment advises must be intimated well in advance (48 hours prior to shipment). The agent has to submit invariably statement / update status of shipments arrival / proposed shipment on daily basis to IISER, Pune through e-mail. Also agent should give the detailed prior information of the materials to be shifted from Mumbai to IISER, PUNE by e-mail so that Inspection Report should be prepared and unloading arrangement should be made in advance, if any.
- g) Agent has to pay all the clearing charges of the consignment including customs duty up to Rupees Five Lakhs per consignment (shipment). Airfreight/Sea-freight charges and clearing charges etc. will be paid after original receipt of the consignment at IISER, PUNE and also the receipt of pre receipted bill in duplicate addressed to The Assistant Registrar (Stores & Purchase) IISER, PUNE , along with the relevant documents as proof for which payment has to be charged by the firm. All the receipt should be provided in original including HAWB. The bill should be submitted within 15 days from the release of materials from custom.
- h) The payment of airfreight, customs duty, clearing charges and transportation charges will not be made, if the consignment is found in externally damaged condition/ short delivery. However, the payment will be released only after the amount is recouped from the insurance company. It will be the responsibility of the agent to provide the damage certificate/short delivery certificate to the Institute, in case of damage/short delivery of the consignment.
- i) Bank Release Order (for consignments against irrevocable letter of credit) will be delivered after its receipt from the bank. Custom clearance should be initiated without waiting for bank release order which generally takes time.
- j) The Agent must intimate IISER PUNE well in advance (48 hrs/pre- alert advice) from the date of arrival of the consignment at Mumbai airport with the house airway bill (HAWB) and master airway bill (MAWB) numbers so that the required documents are prepared and collected by agent representative in Pune in time. The Agent shall be held responsible for any delay on their part where they do not file the bill of entry with custom or do not confirm any discrepancy to IISER PUNE . The demurrage charges due to agent's negligence will be recovered from them. Similarly the agent shall have to make good to IISER, PUNE any loss incurred due to negligence or failure on their part to take prompt action in finalization of the Bill of Entry and clearance of consignment. The firm may be required to carry out or arrange to carry out the inspection of the orders material at the country airport of shipment or suppliers premises on behalf of IISER PUNE, If required in certain cases safe custody of the consignment cleared is the responsibility of the Agent until it is delivered to IISER PUNE and delivered to the concerned indenter. The unloading of the materials at IISER PUNE will be the responsibility of the agent. The Institute will pay the crane/forklift charges for unloading the heavy materials as per actual to the CHA to be claimed in their invoice with supporting /proper receipt.

- k) The agent is also responsible for clearance of material shipped by Other Consol (CIF/CIP & C&F) or Direct Purchase Order, all relevant documents and intimation will be provided in advance to them by IISER PUNE. Agent is fully responsible for proper monitoring of shipment from principal supplier and arrangement of Demurrage Free clearance of consignment coming from other Consol, including Direct Orders. No Demurrage will be paid for any reason whatsoever.
- l) Agent must ensure/check about the proper Insurance of the shipment before moving the consignment from the respective countries. In Export & Re-Import cases, the agent is fully responsible to take Insurance policy for the consignment. The same will be reimbursed after producing the original policy document with proper bill on actuals. If any loss has occurred due to non insurance of the consignment during transit, then the total loss will be recovered from the agent's bill.
- m) Agent shall make good to the Institute, any loss incurred due to negligence/ failure on his part to take prompt action in finalization of Bill of Entry and clearance of consignment within the stipulated period, losses to Institute will be recovered from the agent from his bills.
- n) The consignment will be moved within seven (07) days of receiving of material from the foreign supplier/firm (For FOB/FCA/EX-WORK) and after clearance from airport/Sea Port should be delivered at IISER Pune within a week (For FOB/FCA/EX- WORK/CIF etc).
- o) In case the cargo is received in shortage/damaged condition/short landing cargo, no payment shall be released to the Agency till IISER, PUNE 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 the Airport Authorities. Obtain necessary certificate, damage certificate from the Airlines / Sea liner and lodge necessary claim with the concerned authorities under intimation to IISER, PUNE . It will be the duty of the Agent to follow up the matter with Insurance Company for claim settlement including damage certificate, surveyor inspection along with Institute representative, claim lodging and any necessary requirement.
- p) All our imports are partially customs duty free which are imported under Notification No. 51/96 dated 23.07.1996 against which duty exemption certificate will be provided by us against each import for custom clearance purpose on receipt of Cargo Arrival Notice from the agent. The applicable custom duty is 5.15% only after duty exemption certificate in all shipment except 100% duty free items. The agent will file Bill of Entry just after landing of the consignment under intimation to us for arranging duty exemption certificate. In case of any customs objection, the written communication must be sent to us without any delay. In no case full Custom Duty shall be paid by Agent when Custom Duty Exemption Certificate is provided by the Institute.

- q) If any damages/pilferage/theft/shortage occurs during the transportation, loading and unloading under custody of your freight forwarder/your custody after taking delivery from IAAI, agency will be responsible for the total losses and the same will be recovered. This will be as per IATA rules. In the event of damages/shortage/pilferage to the consignment, open delivery will be taken by us. If the same thing is found during the course of customs clearance the same must be got recorded on the Bill of entry. Copy of which will be provided to IISER by agency.
- r) Unloading and distribution of consignment at IISER, PUNE will be the agents' responsibility. Only Insurance approved transporters i.e. the transporters that have documentations as per the approved norms of insurance company be engaged so that in case of any untoward incidence, filling of insurance claim becomes easy.
- s) Any kind of loss or damage to the consignment from foreign airport to IISER, PUNE will be firm's/Agent's responsibility for recoupment. However necessary documents on this account (to be prepared by Agent) will be signed by us in the capacity of consignee/importer.
- t) Even in the case of any dispute the consignment shall be cleared by the agent and handed over to IISER, PUNE pending the settlement thereof.
- u) 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.
- v) The Agent should arrange for collection/delivery of documents on daily basis from IISER Pune Purchase Department.
- w) SBI, TT selling rate or Customs/RBI exchange rate (Import) of foreign currency on the date of arrival in India will be applicable for the purpose of calculation of air freight charges and sea freight charges.
- x) The Agent should settle all the labour related matter with Mathhadi Association
- y) The agent shall adhere to;
- (i) The weight for the purpose of Airfreight will be the "chargeable weight" of the consignment.
- (ii) The weight for the purpose of clearance from airport will be the "Gross weight" of the consignment or "Volume Weight" of the consignment, whichever is higher.
- (iii) Proper dimensions should be mentioned in Air Way Bill in terms of Cms / Inches / odd dimension etc. in import as well as export documents.

## **CHAPTER - 5**

### **CRITERIA FOR EVALUATION OF BIDS**

- A. Airfreight charges: The forwarder charge the freight charges on the basis of IATA rates which are fixed by the International Air Transport Association (IATA). The parties must offer a single discount on these rates which should be “in percentage (%) only” for all countries, shape and size of the consignment i.e. General/Voluminous/Odd Dimensional Cargo (ODC)/ Sea Shipments etc.

The bidder may quote the rates for perishable / ODC/ DGR goods/ live animals in separate format, if applicable . However these rates will not be considered for evaluation purpose.

(a) The offer of the bidders will be evaluated on the basis of the percentage of discount and not in individual rates.

(b) Offering of discounts in different parameters for different countries, sizes, shapes (voluminous and ODC etc.) of consignment will disqualify the offer.

(c) All other statutory charges will be paid as per actual, after submitting original documents.

**CHAPTER - 6  
PRICE SCHEDULE**

**Schedule of Rates to be Charged for clearance & other services and Discount on Air freights port of landing – Mumbai Airport.**

Charges which are normally claimed and rates for which are sought to be quoted by the C&F Agents are classified in five groups (A,B,C,D,E).

**The comparison will be made on the basis of A, B and C (C1 +C2) Groups and the bid will be awarded based on the total of A, B and C.**

Each Bidder, depending upon his quoted rates will be given marks from 0-10 for each group.

**For Group – A**

Bidder giving maximum discount will be given more marks.

**For Group – B & C**

Bidder having lowest rate will be given maximum marks

Finally different weightage will be given to the marks obtained in each group to calculate the Total Score of each bidder :

Group	W eightage
A	40
B	35
C1	15
C2	10

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

$$\text{Total Score} = 40(A) + 35(B) + 15(C1) + 10 (C2)$$


---

100

(Where A,B,C, are marks obtained in respective group) Bidder with maximum total score shall be selected

Note:

1. Discounts/Concessions subject to any conditions imposed by the Bidder will be rejected
2. All pages of Commercial Bid should be duly attested with the company seal by the bidder

**GROUP – A**

**DISCOUNTED RATES OF AIRFREIGHT FOR FORWARDING CASES**  
**(IMPORT & EXPORT)**

Discount offered on standard IATA Rates (a single flat discount for each category to be offered irrespective of weight slabs)	Criteria for calculating marks
1. For forwarding cases : % _____	Flat Discount offered

Note :

1. Every six months, a copy of IATA rates will be required to be submitted by bidders. Shipments by air shall be on FOB/FCA basis, therefore Terminal charges, Forwarder's fee, Charges for loading to carrier in shipping country etc. will not be paid separately. If there is any shipment on Ex-works basis, charges in shipper country will be paid on actual basis on submission of supporting documents in original.
2. No other charges except freight, fuel & security surcharges will be paid on FOB/FCA consignment. Bidders may quote their discount adjusting other charges if any. Fuel & Security surcharges will be paid on actual basis as shown on MAWB. The signed copy of MAWB should be enclosed with the bills.

Note:

1. The rates must be quoted according to the format only, otherwise quotation will be ignored/rejected.
2. DO charges on other than bidder's consol consignments will be paid on actual on original receipt.
3. No DO charges will be paid for the consignments arrive under bidder's consol. However, Airline DO / Carting Charges will be paid on actual basis for the shipments arriving under bidder's consol
4. TSP charges excluding demurrage charges will be paid on actual on submission of original receipt.



**GROUP – B**

S.N	Particulars	Air Shipments	Sea Shipments	Post / Courier Shipments	Remarks
1	Agency Charges for custom clearance (per consignment basis)				Per Bill of Entry
2	Opening / Repacking and Strapping for Custom Examination				Per Package
3	Custom Inspection Charges / Documentation				Per Bill of Entry
4	Air/Sea Port Handling Charges				Per Bill of Entry
5	/ Stamp Duty				
	<b>Total Amount</b>				<b>For Commercial Bid Comparison</b>
	<b>Below charges as per actual</b>				
1	Transit Insurance Charges	These charges will be paid as per actual supported by receipt			Per Bill of Entry
2	Fork Lift , Crane charges				Per Bill of Entry
3	Dry Ice charges				Per Bill of Entry
4	CMC Charges				Per Bill of Entry
5	S Form Charges				Per Bill of Entry
6	Custom Duty				Per Bill of Entry
7	Handling /Warehouse/				Per Bill of Entry
8	EDI Charges	Nil			
9	Bond Formality Charges, if any	NIL			
10	Service Tax	As applicable			
11	<b>*Loading / Unloading charges (per Kg/ consignment basis)</b>				Per Bill of Entry
12	<b>*Labour Charges (Per labour charges for shipment more than 200 Kgs / piece only</b>				Per Bill of Entry for shipment more than 200 Kgs / piece only

**\*As per the statutory orders of Ministry for Labour & Employment OMs which are revised from time to time**

**GROUP – C**

**Transportation charges from Mumbai Air Cargo Office/Agency Warehouse to the campus at IISER, PUNE, for both consol and non-consol shipments**

**For - Import & Export – (Group - C1)**

S.No	Particulars	Charges
1	Upto - 50 kg	@ Rs
2	Above 50 Kgs – 100 Kgs	@ Rs
3	Above 100 kgs – 250 kgs	@ Rs
4	Above 250 Kgs – 500 Kgs	@ Rs
5	Above 500 Kgs - 1000 kgs	@ Rs
6	For every additional 500 kgs or part there of	@ Rs
	<b>Total Amount for Bid Comparison</b>	
<p>The Odd Dimension Shipments, will be transported to IISER Pune, based on dimensional weight or actual weight whichever is higher, based on above weight bracket. The weight charged should be specified in the transportation Invoice. This applies only to Odd Dimension shipments. Normal shipments will be charged according to the above weight brackets. Formulae for calculating Dimensional Weight – <math>L \times W \times H</math> in cms /6000.</p>		

**For - Import & Export – Perishable Shipments (Group - C2)**

S.No	Particulars	Charges
1	Delivery of perishable consignments on next day basis (Shipment should be kept under refrigerated facility)	@ Rs
S.No	Particulars	Charges
2	Delivery of perishable consignments on the same day after custom clearance (overnight delivery )	@ Rs
	<b>Total Amount for Bid Comparison</b>	

Note: -

1. After clearance of the Consignment from Airport/Seaport, it shall be the duty of the clearing Agent to bring the shipment to their warehouse or directly send to IISER, PUNE . No separate charges for internal transportation of the equipment at Mumbai shall be paid to clearing agent. Therefore, bidder should keep in mind this aspect while quoting the transportation charges from Mumbai to IISER, PUNE.
2. Any separate charges for CHA warehouse at New Mumbai will not be paid extra on any circumstances.

**GROUP – D**

**Air EXPORT CHARGES**

Sr. No.	Particulars	Charges
1	Freight Charges	
2	Clearance Charges	
	CMC Charges	
	MIAPL Charges	
3	Transportation Charges from Pune to Mumbai	
4	Opening / Repacking / Strapping Charges	
	Custom Inspection Charges/ Documentation	
	Port Handling Charges	
	Loading/ Unloading Charges	
	Agency & Attendance Charges	
	<b>Delivery Charges from Destination Airport to Consignee</b>	
1	Handling	
2	Documentation	
3	Delivery Charges	
4	Terminal Charges	
5	Custom Clearance charges	

The particulars of charges as shown above are only indicative. All the charges may not be applicable in all the cases. Similarly any applicable charges which is not covered above may be indicated in your bid.

**GROUP – E**

Import of Shipment by Sea

<b>Sr. No.</b>	<b>Particulars</b>	<b>Charges</b>
1.	Sea Freight Charges	
2.	Charges Collect Fee	
3.	Currency Adjustment Factor	
4.	Delivery Order Fees/ Charges	
5.	Endorsement Charges	
6.	Consol Charges	
7.	Documentation Charges	
8.	Terminal Handling Charges	
9.	LCL Charges (Less than Container Load)	

The particulars of charges shown above are only indicative. All the charges may not be applicable in all the cases. Similarly any applicable charges which are not covered above may be indicated in your bid.

**GROUP – F**

Import/Export of Live Animals/Development stages of Live Animals.

<b>Sr. No.</b>	<b>Particulars</b>	<b>Charges</b>
1.	Agency Charges for custom clearance	
2.	Custom Inspection & Documentation	
3.	Loading & Unloading Charges	
4.	Opening/Repacking Charges	
5.	Animal Quarantine – NOC	
6	Delivery Charges (Temperature Controlled Vehicle - Cool Cab )	
7	Death Certificate Formalities – if required	

The particulars of charges shown above are only indicative. All the charges may not be applicable in all the cases. Similarly any applicable charges which are not covered above may be indicated in your bid.

## **CHAPTER- 7**

### **UNDERTAKING BY THE TENDERER**

1. We agree to ship the consignment within seven days after receiving from the principal supplier and after clearance from airport/seaport in India, it will be delivered to the premises of IISER, Pune (within 2 working days and will be distributed to concerned indenter immediately. In case of perishable item, it will be delivered within minimum time with proper arrangements.
2. We agree to pay the customs duty up to Rs. Five lakhs for all consignments at the time of clearance from airport/seaport and its reimbursement within 30 working days (excluding courier time) against paid challan. We shall submit original bill alongwith the paid challans for reimbursement of customs duty so paid within fifteen days.
3. We agree to confirm/check regarding insurance of the consignment before moving the same from respective country. If any loss occurred due to non insurance, the same will be deducted from our bills.
4. We Agree To Take Insurance Policy For All Export /Re- Import Consignment Prior To Shipment.
5. We Must Accompany Name And Complete Address Of All Associates Located In Different Countries Alongwith Names, Telephone No, Fax No And E-Mail Address Of Contact Persons.
6. We agree that we shall not claim any demurrage charges, if paid by us at the time of clearance for the shipments.
7. We agree to properly monitor & clear the consignment shipped by other consol and direct orders within demurrage free period.
8. We agree that the house airway bill number, date and master airway bill number and date will be intimated to the institute atleast two days before its arrival at the mumbai airport for the purpose of insurance coverage of the consignment.
9. We agree that we shall collect necessary documents (BRO, Catlog, NOC , CDEC etc.) Required for clearing of consignments both from airport and seaport by deputing our representative as and when required, delay will be on our account.
10. We also agree to open an office at pune and help the institute on day to day basis in import and export matters within 30 days of offer letter or before start of work (which will be earlier).

11. We agree that we shall submit the original house airway bill, copy of master airway bill, customs signed invoice, bill of entry both importer copy and exchange control copy along with the clearing charge bills within fifteen days of clearance of the shipment.
12. We shall prepare the air freight bill and clearing charges bills strictly in accordance with the approved rates. Under no circumstances airfreight rates charged by us shall exceed those specified in the latest issue of IATA TACT Book.
13. We agree to accept the T.T Selling rate issued by the State Bank Of India, main branch , for the purpose of calculation of airfreight charges or custom rate with documentary evidence.
14. We agree to the payment terms as mentioned in the terms and conditions.
15. We agree, if MAWB, HAWB, LC number or invoice detail of shipment is found wrong then we will immediately intimate IISER Pune by the e-mail/phone/fax with the intimation to principal supplier for correction etc, before filing the bill of entry.
16. We agree, if cargo is received in damaged condition/short landing cargo, no payment shall be made to Agent/CHA till IISER Pune receives the insurance claim. In such cases we will file shortage/damaged/not found/not traceable notice with airport authorities and obtain necessary certificate/damage certificate from the airline and lodge necessary claim with the concerned authorities under intimation to IISER, Pune
17. We agree, if the packet of consignment found externally damaged at the airport/ seaport then first inform to IISER, Pune for insurance survey. It will also be applicable to those consignment which will come through other consol also.
18. During inland transportations any loss/damage is the sole responsibility of clearing agent, in that case we shall provide loss/damage certificate immediately and follow up the insurance cases till get reimbursed from insurance company and then we shall submit the clearance charge bill for payment.
19. We shall submit performance bank guarantee from any nationalised bank of Rs.5,00,000/- valid at least 48 month from the date of contract period, if the contract is awarded in our favour.
20. We agree that, we will not detain/withheld any consignment of IISER Pune before or after the clearance under any circumstances.



21. We shall submit bills within 15 days of clearance of consignment with all relevant & supporting documents.
22. We have no objection, if institute appoint some other clearing agent during this contract for smooth working/functioning.
23. We agree that we will not charge any DO Collection/Airline charges for the shipment under our own console.
24. We accept all the terms & conditions of tender document.

Name:Signature with Date:

Rubber Seal Of The Tenderer



**CHAPTER – 8 : BID SECURITY FORM**

Whereas \_\_\_\_\_<sup>1</sup>(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)

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<sup>1</sup> Name of Bidder



**CHAPTER – 9**

**ANNEXURES**

**ANNEXURE A : DECLARATION FOR NOT EXCEEDING IATA RATES**  
(On Company / firm's Letterhead)

To,

Date :

The Director  
Indian Institute of Science Education And Research Pune  
Dr.Homi Bhabha Road  
Pashan Pune 411 008

Sir,

**Ref:**

I/we hereby confirm that quoted rates in Chapter 6 - Commercial Bid (Envelope B) are not exceeding than those specified in Latest issue of IATA Tack Book.

Yours faithfully,

(Signature of the Bidder)

Name

Designation

Seal

Date :

Business Address :



**ANNEXURE B – DECLARATION FOR DEMURRAGE FREE SERVICE**  
(On Company / firm's Letterhead)

To,  
The Director  
Indian Institute of Science Education And Research Pune  
Dr.Homi Bhabha Road  
Pashan Pune 411 008  
Sir,

Date :

**Ref.**

I/we have carefully gone through the Terms & Conditions contained in the above referred RFP. I/we hereby declare that my company / firm will provide **DEMURRAGE FREE SERVICE to IISER Pune.** I agree that, If demurrage is charged on the consignment, then it will not be paid even if delay is on part of IISER Pune except Force majeure.

Yours faithfully,

(Signature of the Bidder)

Name

Designation

Seal



**ANNEXURE C – DECLARATION REGARDING CLEAN TRACK BY BIDDER**  
(On Company / firm's Letterhead)

To,

Date :

The Director  
Indian Institute of Science Education And Research Pune  
Dr.Homi Bhabha Road  
Pashan Pune 411 008

Sir,

**Ref:**

I/we have carefully gone through the Terms & Conditions contained in the above referred RFP. I/we hereby declare that my company / firm is not currently debarred / black listed or no legal case pending by any Government / Semi Government Organizations / Institutions in India or abroad. I/we further certify that I'm competent officer in my company /firm to make this declaration.

Or

I/we declare the following

No.	Country in which the company is debarred / blacklisted / case is pending	Black listed / debarred by Government / Semi Government Organizations / Institutions	Reason	Since when and for how long

(NOTE : In case the company / firm was blacklisted previously, please provide the details regarding Period for which the company / firm was blacklisted and the reason/s for the same)

Yours faithfully

(Signature of the Bidder)

Name

Designation



**ANNEXURE D : CLIENT LIST**  
(On Company / firm's Letterhead)

To,

Date :

The Director  
Indian Institute of Science Education And Research Pune  
Dr.Homi Bhabha Road  
Pashan Pune 411 008

Sir,

**Ref :**

I/we hereby mention following list of clients where our firm had provided services  
:

<b>Sr. No.</b>	<b>Name of Educational Institute</b>	<b>Description of Work done</b>	<b>Contact Person &amp; Telephone No.</b>

Yours faithfully,

(Signature of the Bidder)

Name

Designation

Seal

Date :

Business Address :

Encl : As above



**ANNEXURE E : DECLARATION OF ANNUAL TURNOVER AND  
INCOME TAX RETURN**

(On Company / firm's Letterhead)

To,

Date:

The Director  
Indian Institute of Science Education And Research Pune  
Dr.Homi Bhabha Road  
Pashan Pune 411 008

Sir,

**Ref.**

1) I/we hereby declare that, our firm's Annual Turnover is as follows, and I/we have also supported an Audited Account for below three years for your references :

Financial Year	Turnover Exclusive of Custom Duty	Custom Duty	Total Turnover
A	B	C	D= B+C
2012-13			
2013-14			
2014-15			

And,

2) I/we hereby declare that, our firm had filed Income Tax Returns for last three years i.e. 2012-13 ,2013-14 & 2014-15. Supported by copy of ITR of two years.

Yours faithfully,

(Signature of the Bidder)

Countersigned by Chartered

Name

Designation

Seal

Date :

Encl : As above

**ANNEXURE F : BIDDER'S INFORMATION**

Details of the Bidder		
1	Name of Bidder	
2	Address of the Bidder	
3	Status of Company (Public Ltd/Pvt Ltd/Proprietorship etc)	
4	Details of the Incorporation of the Company	Date
		Ref Document
5	Valid Sales Tax Registration No	
6	Valid Service Tax Registration No	
7	Permanent Account No (PAN)	
8	Name & Designation of the Contact Person to whom all references shall be made regarding this tender	
9	Telephone No (with STD Code) Fax No	
10	Email Address of the contact person	
11	Website	

**CHAPTER – 10 : CHECKLIST**

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

<b>S.No</b>	<b>Particulars</b>	<b>Documents Attached</b>	<b>Documentary Proof at Page No</b>
Envelope A –			
1	The Demand Draft/BG for Rs.50,000/- towards Earnest Money Deposit	( Yes / No )	
2.	All the documentary proof as asked in eligibility criteria – Chapter 1	( Yes / No )	
3	Undertaking that the successful bidder agrees to give a Rs 5,00,000/- security deposit.	( Yes / No )	
4	Solvency certificate for Rs.40 lacs (not older than twelve months) issued by scheduled/nationalized bank with which bidder holds the current account	( Yes / No )	
5	A copy of the Un-Priced bid - As per Chapter 6	( Yes / No )	
6	Undertaking – As per Chapter 7	( Yes / No )	
7	Bid Security Form – As per Chapter 8	( Yes / No )	
8	All Annexures ( A, B, C, D, E, F)	( Yes / No )	
Envelope B –			
1	Price Bid as per Chapter 6	(Yes/No)	





**IMPORTANT NOTICE**

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. IISER PUNE WOULD NOT BE UNDER ANY OBLIGATION TO GIVE ANY CLARIFICATIONS TO THE AGENCIES WHOSE BIDS ARE REJECTED.

I agree to all terms and conditions mentioned in the tender document of the Institute

Signature of the Tenderer