



TATA INSTITUTE OF FUNDAMENTAL RESEARCH
TIFR CENTRE FOR INTERDISCIPLINARY SCIENCES
(Autonomous Institution of the Department of Atomic Energy, Government of India)
Plot No. 21, Brundavan Colony, Gandipet Road, CBIT Post Office, Hyderabad – 500 075.
Telephone: 040-2419 5029, Email: purchase@tifrh.res.in, Website: www.tifrh.res.in

TIFR CENTRE FOR INTERDISCIPLINARY SCIENCES

TATA INSTITUTE OF FUNDAMENTAL RESEARCH

PUBLIC TENDER NOTICE
(TWO PART)

TENDER REFERENCE NO:
TFR/PD/WO17/1001/PUB

**Engagement of Clearing and Forwarding Agency for
Customs Clearance of Imported Consignment**

TATA INSTITUTE OF FUNDAMENTAL RESEARCH
TIFR Centre for Interdisciplinary Sciences
Plot No.21, Brundavan Colony, Narsingi,
Hyderabad - 500 075.
Tel: +91(0) 40 2419 5029.



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Tender Ref No: TFR/PD/WO17/1001/PUB

Dated: 24-05-2017

NOTICE INVITING TENDER

Sealed tenders are invited by TATA INSTITUTE OF FUNDAMENTAL RESEARCH CENTRE FOR INTERDISCIPLINARY SCIENCES, HYDERABAD from reputed, experienced & registered Organisations for "**Engagement of Clearing and Forwarding Agency for Customs Clearance of Imported Consignments** " from the parties dealing with Custom Clearance, Import & Export Handling and International Freight Forwarding under Consolidation for Transit Campus of TIFR Centre for Interdisciplinary Sciences, 21, Brundavan Colony, Gandipet Road, CBIT Post Office, Hyderabad - 500 075. The detailed tender can be downloaded from <https://www.tifrh.res.in/index.php/commercial-tenders>

TIFR-TCIS is interested in engaging the services of a Competent, Reliable, Experienced and Efficient Clearing & Forwarding Agent/ Customs Clearance of Imported Consignments /Comprehensive Service Provider, for offering integrated solution package that covers Freight Forwarding, Consolidation, Insurance (If required), Customs Clearance, Delivery and Allied Services for a period of **Three Years**, on annual renewal basis subject to satisfactory performance in handling TIFR-TCIS's logistic activities.

1. **Tender cost: Rs. 700/-** to be paid by DD/ BC in favour of "**TIFR Centre for Interdisciplinary Sciences**"(non-refundable) to be enclosed with technical bid.
2. **Earnest Money Deposit: Rs. 1,00,000/-** in the form of DD/BC from a Nationalized Bank and drawn in favour of "**TIFR Centre for interdisciplinary Sciences Hyderabad**" and payable at Hyderabad to be enclosed along with technical bid.

Date for downloading of tender documents:

24-05-2017 to 20-06-2017 upto 13.00 Hrs.

Last Date & Time for submission of tenders:

20-06-2017 by 13.00 Hrs.

Date for opening of Technical Bids:

20-06-2017 at 15.00 Hrs.at the above address.

Administrative Officer



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TENDER REFERENCE NO	:	TFR/PD/WO17/1001/PUB
PUBLISHED ON	:	25-05-2017
DUE DATE	:	20-06-2017 by 13.00 Hrs.
TENDER COST	:	Rs. 700/-
EMD AMOUNT	:	Rs. 1,00,000/-
TYPE OF TENDER	:	TWO PART

DESCRIPTION OF MATERIAL

S. No.	Description of Item	Qty.	UOM
1.	"Engagement of Clearing and Forwarding Agency for Customs Clearance of Imported Consignments" (Detailed Scope of Work as per Attached Annexure -A)	01	Job

Closing date and time : 20-06-2017 by 13.00 Hrs.

Tender will be open at : 20-06-2017 at 15.00 Hrs.

Both Technical Bid (Part A) and Financial Bid (Part B) to be submitted within the due date and time in separate envelopes and marked on top as Part A and Part B. These two sealed envelopes should be further put in one Master Envelope super scribed with the Tender No., Due Date in Bold Letters.



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Please see attached sheet for conditions of tender.

Important Instruction:

The bids shall be enclosed in an envelope and sealed duly marked “**Tender for Engagement of Clearing and Forwarding Agency for Customs Clearance of Imported Consignments**” at TCIS Campus,” Ref No. TFR/PD/WO17/1001/PUB, addressed to “Administrative Officer” at the address given below address. The bids are liable to be rejected if the sealed envelope is not addressed to “Administrative Officer” with Tender Ref No., Due date and Item Description. Offers delivered in person shall be delivered at the Tender Box in the Security Gate at TIFR TCIS Hyderabad Office. If the bids are sent through courier/post, it should reach on or before submission Due Date and Time and TCIS will not be responsible for the delay. Tender submitted after 13.00hrs on due date will be rejected.

1. **Tender Cost:** Tender cost **Rs. 700/- (Non-Refundable)** to be paid by Demand Draft (DD) (or) Bankers Cheque (BC) from a Nationalized Bank and drawn in favour of “TIFR Centre for Interdisciplinary Sciences” payable at Hyderabad to be enclosed with the technical bid (Part A) .
2. **EMD:** Earnest Money Deposit (INR) **Rs. 1,00,000/- (One Lakhs Only)** should be provided along with the technical bid in the form of Demand Draft (DD)(or) Bankers Cheque (BC) from a Nationalized Bank and drawn in favour of "TIFR Centre for Interdisciplinary Sciences", payable at Hyderabad.

The EMD will be returned back to the unsuccessful bidder at the earliest after expiry of final bid validity. The EMD will be returned back to the successful bidder after submission of the Performance Security. The EMD shall be forfeited in the event of breach of contract by the contractor in term of contract/order. Tenders submitted without EMD shall be rejected.

The EMD may be forfeited:

- a) If the bidder withdraws the bid during the period of bid validity specified in the tender.
 - b) In case a successful bidder fails to furnish the Performance Security/ Performance Bank Guarantee.
 - c) If the bidder fails to furnish the acceptance in writing, beyond one week from award of contract/ order.
 - d) The event of breach of contract by the contractor in term of contract/order
3. PART “A” (Technical Bid) consisting of Technical Bid & Commercial Terms and PART “B” (Financial Bid) consisting of only Price shall be submitted in **separate** sealed envelopes duly superscribed with the tender enquiry number, and the due date in bold letters, addressed to the Administrative Officer, Tata Institute of Fundamental Research, 21, Brundavan Colony, Narsingi, Gandipet Road, Hyderabad - 500 075. The envelopes should be clearly marked on top as either PART “A” or PART “B”.

The two sealed covers should be further put in a master cover superscribed with the Tender



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Enquiry No., Due Date in bold letters, addressed to the Administrative Officer, Tata Institute of Fundamental Research, 21, Brundavan Colony, Narsingi, Gandipet Road, Hyderabad - 500 075. The sealed master envelop has to be delivered by hand/courier in the Tender Box in the security Gate Office of TIFR-TCIS, Hyderabad (address mentioned above) on or before 20-06-2017 by 13.00 hrs. The technical bid will be opened in the presence of attending tenderers on 20-06-2017 at 15.00 hrs. by the Administration Section, TIFR-TCIS, Hyderabad (address mentioned above). Tenders submitted after 20-06-2017 after 13.00 hrs. on due date will not be considered and shall be rejected.

4. In case the PART “A” and Part “B” bids are not sealed in separate envelopes the tender will be rejected.
5. The technical bid should not contain any indication of the price, failing which the tender shall be rejected.
6. **Validity of Bids**
Quotations must be valid for a period of **180 days** from the date of opening of price bids. Even though the date of opening of price bid will be intimated to the technically qualified successful bidders, bidders to ensure the higher validity period. Bids with the shorter validity period are liable for rejection.
7. Conditional offers will not be considered.

I) The First Sealed cover – Cover I should be superscribed “Technical Bid” Part A and should contain Annexures and duly accepted, signed by authorized signatory with seal. The DD/BC towards the tender fee and EMD should also be included in cover I.

The cover I shall also contain the following documents:

- a) Please attach copies of Contract/Orders, etc.
- b) Acceptance of Terms and Conditions specified in the tender documents.
- c) Demand Draft/Bankers Cheque (BC) in lieu for Tender Cost/Earnest Money Deposit.
- d) Latest Solvency Certificate issued by Nationalized bank for value of Minimum Rs. 25 Lakhs to be submitted along with technical bid. Failure in which the tender will be rejected.
- e) Copy of valid PAN number issued by the Income-Tax Authority, Registration Certificate of the firm/agency/Company.
- f) The copy of audited financial reports/balance sheet /IT returns of the bidder for the financial year 2016-2017, 2015-2016, and 2014-2015 indicating the annual sales turnover.
- f) Duly filled technical bid with proper seal and signature of the authorized person (with name, designation & contact no.)
- h) A Copy of **Un-Priced** Commercial Bid.



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II) The Second sealed cover – COVER II superscribed ‘Financial Bid’ should contain as per CHAPTER – 6.

The Above mentioned two Covers i.e., Cover-I & Cover-II shall be sealed individually on the outside with wax seal bearing the Logo/Name the Logo/Name of the company submitting the bid. These two covers shall be again put into a single wax sealed cover superscribed “**Tender for Engagement of Clearing and Forwarding Agency for Customs Clearance of Imported Consignments**” at TCIS Campus”. This should be addressed to Administrative Officer, Tata Institute of Fundamental Research Centre for Interdisciplinary Sciences, 21, Brundavan Colony, Narsingi, Gandipet Road, Hyderabad - 500 075, India. The bid should be submitted before 13.00 Hrs. on 20-06-2017. The Technical Bid will be opened on 20-06-2017 at 15.00 Hours.

On the date of tender opening (i.e. on 20-06-2017), only the Technical Bids shall be opened in the presence of attending bidders. The Technical Bids shall be evaluated subsequently and only the shortlisted techno commercially qualified firms will be called for attending the Financial bid opening. Intimation for attending the financial bid opening shall be sent to the short listed firms in advance.

Since TIFR-TCIS is Deemed University and an Educational Institute, please consider for the necessary educational discount if any.

Due Date for submitting your offer is 20-06-2017 by 13.00hrs.

Administrative Officer

CHAPTER 1: ELIGIBILITY CRITERIA:

All the bidders/Agencies must provide the following documents and the declarations (**duly self-attested with stamp**) along with the Technical Bid, failing which their **BIDS** shall be summarily rejected:

1. Copy of Valid Consolidation and Registration certificate with customs for import consolidation/Custom House Agent (CHA) License, Port License, IATA and FIATA registration. CHA registration must have been used for a minimum of Five years at Hyderabad Customs (Airport/Seaport). Freight forwarding offers through third party/sister concerns etc. will not be accepted.
2. Copy of the (a) PAN CARD, (b) Service Tax Registration, (c) Trade License Certificate and (d) Professional Tax Certificate, if any, issued by Hyderabad Govt. must be attached.
3. **Registration with shipping line:** They must also be a member of WCA (World Cargo Alliance) and must be a Multimodal Transportation Operator (MTO) issued by Ministry of Shipping, Govt. of India.
4. **Experience:** The Clearing and Forwarding Agency for Customs Clearance of Imported Consignments must have experience in its own name of successfully executed Five to Ten similar contracts in the field of Customs Clearance, Forwarding and Consolidation relating to Equipment's, Consumables like reagents, highly perishables, dangerous and radioactive goods, etc. in any similar Educational Institution & R&D organizations like NIT, IIT, CSIR Labs, ICAR, ICMR, Central/ State Universities etc., during the last **Five years**. Preference will be given to the Agencies having similar contract with NITs/ IITs/State or Central Universities. The agencies who are ready to serve both services (Forwarding & Clearance) will be accepted. Quotation for only one service will not be entertained.
5. **Annual Turnover:** The bidder should have average annual sales turnover of minimum Rs. 1 Crore or more during the last three financial years ending 31st March, 2017. Attach firm's last 3 years audited profit and loss balance sheet duly audited by C.A.
6. **Annual Accounts:** Copies of Balance Sheet and Profit and Loss Account for the years 2014-15, 2015-16 and 2016-17 duly audited and certified by Chartered Accountant must be attached.
7. A complete List of clients/ customer for which the service has been provided must be attached. Copies of satisfactory completion of the contact certificates from at-least three reputed customers in last three years must be attached along with name, address and contact details of the customer.
8. The bidder must submit a List of having the network of cargo forwarding and consolidating agents for the following countries like Australia, Austria, Belgium, Brazil, Canada, China, Denmark, Fiji, Finland, France, Germany, Greece, Hong Kong, Hungary, Indonesia, Iran, Ireland, Italy, Japan, Korea-North, Korea-South, Malaysia, Netherlands, New Zealand, North Korea, Norway, Philippines, Poland, Portugal, Russia, Saudi Arabia, Singapore, Spain, Sweden, Switzerland, Taiwan, United Arab Emirates, United Kingdom, United States, Mexico, Israel, Hong Kong, USA, DUBAI, Israel,



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Thailand, Latvia etc. A list of the same with telephone no. and addresses must be attached with the tender.

9. ISO Certification: The Agency should be ISO certified. Copy must be attached.

10. The bidder must submit a refundable EMD of Rs. 1,00,000/- (Rupees One Lakh Only) and non-refundable Tender fees of Rs. 1,000/- (One Thousand Only) in the form of DD/ Bank Guarantee (BG) issued in favour of “TIFR Centre for Interdisciplinary Sciences” payable at Hyderabad to be enclosed with the technical bid (Part A).

10. Copies of Bill of Entry assessed at 5.15% Customs Duty. Minimum TEN Bill of Entries pertaining to last three years should be submitted.

11. Copy of the tender document duly signed and stamped and having read and understood the terms and conditions.

12. The bidder should not have been suspended or blacklisted by any Govt. Organization (An undertaking to this effect must be submitted by the bidder that the firm has not been suspended or blacklisted by any Govt. Organization)



CHAPTER 2: DECLARATIONS OF THE BIDDER

Following Declarations (self –attested with stamp) must be attached to the Technical Bid.

1. An undertaking to the effect that the Clearing and Forwarding Agency for Customs Clearance of Imported Consignments will provide **DEMURRAGE FREE SERVICE** to TIFR-TCIS Hyderabad. And no request for demurrage and ground rent shall be entertained in any case.
2. To pay the Advance for Custom Duty charges up to an amount of Rupees upto Two Lakh.
3. Solvency Certificate issued by a Nationalized Bank for Rupees 25 Lakhs.
4. **To arrange insurance on behalf of the customer, if assigned, and lodge claim as and when Required.**
5. Custom Clearing and Forwarding Agent should not have been blacklisted/ suspended or any other services related dispute like imposition of penalty to the extent of damage incurred during the subsistence of contract, and also recovery of the outstanding amount from any of the institutes /organizations. An affidavit (by Notary) to this effect should be enclosed. Non-disclosure of such information will result in termination of the tender without any notice. In case of detection of such incident, at any stage of the tender/ contract, the contract (if awarded) shall be terminated and the EMD/ PBG submitted by the firm will be either for fitted or enchased without any notice the agent.

CHAPTER 3 SCOPE OF WORK:

The scope of the Consolidation-cum-clearance contract is detailed below.

1. Customs clearance of imported consignments from International air ports like Hyderabad, Bangalore, Chennai, Mumbai etc.
2. Customs clearance of imported consignments from Sea Ports like Chennai, Mumbai, Vishakhapatnam etc.
3. The clearance of precious and delicate type of Equipment's, Instruments and other special type of materials, including Perishable chemicals, dangerous goods (DGR) and Over Dimension Cargo (ODC) shipments.
4. Collection of all documents related to Imports/ Exports from TIFR-TCIS, Hyderabad, Custom clearance of the consignment including all the stages of customs clearance -Obtaining Non-delivery certificate/short landing certificate in the case of materials are short delivered by IAAI, or airlines and lodging of claims with them immediately on behalf of TIFR-TCIS Hyderabad. Arranging insurance survey at Airport/IAAI in case of damages to the consignment.
5. Any other job in connection with the clearance of goods from Customs.
6. Clearance of Post Parcels from Customs/Foreign Post Office & delivery to TIFR-TCIS, Hyderabad
7. Clearance of consignments from Customs at Hyderabad etc. and dispatch to TIFR-TCIS, Hyderabad.
8. Follow-up of cases of recovery of any excess Customs duty paid.
9. Consolidations of the consignments being imported from Gateway Airports in the Country of TIFR-TCIS Supplier(s).
10. Complete Monitoring and Supervision of the movement from the date of order/LC and regular feedback on the progress of Shipment to TIFR-TCIS. In case the Pre-Alert/Advance Shipping Document is not received before landing of the consignment the delay in clearance will be on the part of Agent and the amount of demurrage will be recovered from the bill. TIFR-TCIS will not pay any demurrage charges.
11. To provide timely information (pre-alert) regarding dispatches and other relevant Information to TIFR-TCIS via E-mail/Fax (Weight/ P.O. No./ No. of Packages/ Supplier etc./ Type of Cargo (Perishable/ DGR/ODC).
12. To facilitate specialized packing (as required) of all kinds of materials as per the IATA specifications and international packing standards.
12. Clearance and Transportation of special projects materials voluminous and heavy packages, dangerous and hazardous materials including Radioactive Materials.

13. Prompt communication through telephone, Tele-fax and Email etc. to ensure quick clearance.
14. Any other service needed regarding consolidation (as required).
15. The cleared consignments will have to be delivered during office hours only as far as possible and practicable manpower/laborers for unloading / shifting / moving of consignments will have to arrange by the agent at his own costs and can be reimbursed against proof of documents. The agency must have the facility for storing the consignment, which could not be transported to TIFR-TCIS immediately. In case of the items has to be kept in cold storage, such facility should be provided / arranged.
16. The agent shall be required to contact this office within 24 hours after receiving telephones / e-mail message for the collection of the relevant documents.
17. Unloading and distribution of consignment(s) at the institute will be the agent responsibility and unloading should be made in the presence and supervision of the Institute staffs. Only insurance approved transporters i.e. the transporters should have documentations as per the approved norms of insurance company, be engaged in order to avoid any problem on occurrence of any on-toward incidence.
18. Even in case of any dispute, the consignment shall be cleared by agent handed over to TIFR-TCIS pending the settlement thereof.
19. Export for Repairs, which will be Re-Imported after repairs. Export of equipment's for repair and replacement should be arranged by the contractor against documents.
20. All procedural formalities for these Exports with Customs will be required to be done by the contractor.
21. The agency should have their office in Hyderabad for making this offer and this an eligibility criteria (Mandatory).
22. It is mandatory to take Insurance policy by the agency for the various CIP/CIF shipments & FOB / FCA shipments issued by TIFR-TCIS, Hyderabad. The same will be reimbursed at actuals against submission of proof of documents.
23. The agency should also quote the charges for delivery order if the shipment is brought under their console.
22. ASSIGNING & SUBLETTING: Assignment or subletting of this contract is strictly prohibited and shall result in termination of the contract with immediate effect without any compensation.
23. There should not be any upward price revisions during the contract period other than the contract terms & conditions.



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24. TIFR-TCIS will have the rights to issue Parallel Rate Contract with more than one contractor for smooth and efficient functioning.
25. TIFR-TCIS will have the right not to issue any contract in case, the bid is not found suitable.
26. The possibility from the quoted price may be considered to arrive cost benefit to TIFR-TCIS for evaluating the lowest bidder.

CHAPTER 4 : TERMS & CONDITIONS

1. The contract shall be awarded for three years renewed annually. The same may be extended subject to satisfactory performance of the agency. The successful contractor should serve the TIFR-TCIS, Hyderabad for a minimum period of 1 year with a quality service as per the tender clauses. After one year if the successful contractor wants to exit the TIFR-TCIS contract then they should well intimate with a advance notice of minimum of 3 months duration. However the contractor should ensure to continue for 3 years with good performance as per TIFR-TCIS satisfaction.

2. Performance bank Guarantee (PBG): The successful bidder should submit a PBG as per the prescribed format within 15 days of award of the contract. **PBG shall be for a sum of Rs.5 lakhs (Rupees Five lakhs)** only valid until 60 days after the expiry of the contract. EMD of the successful bidders will be returned on award of contract. The PBG should be submitted in the form of DD/BC from a Nationalized Bank and drawn in favour of “TIFR Centre for interdisciplinary Sciences Hyderabad” and payable at Hyderabad (OR) Alternatively the EMD amount may be submitted in the form of Bank Guarantee from the Nationalized Banks in an acceptable form only valid until 60 days after the expiry of the contract.

3. Special Arrangements for Perishable Consignments: In case where the consignments are highly perishable in nature, Custom House Clearing and Forwarding Agent will have to arrange dry-ice stuffing (including procurement and filling-up) of the consignments at the storage place at the airport/post office on its arrival and till their clearance and delivery at TIFR-TCIS, Hyderabad. Custom House Clearing and Forwarding Agent has to get Perishable/dangerous consignments cleared within 24 hours of arrival and deliver them at TIFR-TCIS, Hyderabad at the earliest possible time, after clearance. In case, perishable consignment is damaged on account of insufficient dry ice during storage, clearance or transportation, Custom House Clearing and Forwarding Agent will be held responsible for the damage and the loss will be recovered from the payments due.

4. Re-export and Re-import: Custom House Clearing and Forwarding Agent may be required to export certain items for repairs or replacement, which may be re-imported after repair. Custom House Clearing and Forwarding Agent should undertake completion of all the formalities with the customs authorities for this purpose.

5. Excess Remittance of Customs Duty: Custom House Clearing and Forwarding Agent is required to actively follow-up cases of recovery of excess duty, if any, paid to customs.

6. Efficiency Rating of Custom House Clearing and Forwarding Agent : TIFR-TCIS, Hyderabad yardstick for judging the efficiency of Custom House Clearing and Forwarding Agent will be as follows:

- a. Minimizing/Altogether eliminating payment of storage Charges for duration beyond free time. (Demurrage free consignment)
- b. Coordinating with customs / carrier and obtaining Cargo Arrival Notice (CAN) within a day and forwarding CAN to Stores & Purchase Department of TIFR-TCIS, Hyderabad.

c. Expeditious clearance and delivery of consignments to TIFR-TCIS, Hyderabad after receipt of all the documents from TIFR-TCIS, Hyderabad.

d. Fulfillment of the eligibility criteria mentioned earlier.

7. Maximum Amount of Freight: Custom House Clearing and Forwarding Agent should indicate in the price bid, the maximum amount of freight for a single consignment that Custom House Clearing and Forwarding Agent can pay on behalf of TIFR-TCIS Hyderabad and get it reimbursed from TIFR-TCIS Hyderabad through the bills after clearance and receipt of consignments at Hyderabad (To be indicated in price bid only).

8. General Services: TIFR-TCIS Hyderabad expects that Custom House Clearing and Forwarding Agent should have good reputation in the market, must have good rapport with the custom authorities to avoid/minimize delay in custom clearance, and not refer petty matters to TIFR-TCIS Hyderabad.

9. Other Charges/Levies: All statutory Charges/levies not mentioned in the format of rates etc. will only be paid/ reimbursed on the production of the receipts / vouchers for the same.

10. CIF/CIP Shipments: Orders are placed with foreign suppliers on CIF/CIP basis. Custom House Clearing and Forwarding Agent shall arrange to liaise with the supplier / carrier for clearance and delivery of consignments at TIFR-TCIS Hyderabad. In CIF consignment's the agent should not include the insurance cost in their clearances charges bills submitted to TIFR-TCIS.

11. FCA/FOB Shipments: Purchase Orders are also placed with foreign suppliers on FOB / FCA basis. Custom House Clearing and Forwarding Agent console airfreight rates must be based on FOB / FCA shipments i.e. from shipping Airports in the exporting country to Hyderabad Airport. Inland handling / forwarding Charges in the exporting country will not be separately payable by TIFR-TCIS, Hyderabad. The agent should ensure the packing of material in good condition before accepting the material from the supplier to avoid damages. Also the agent should take the insurance for the consignments FCA/FOB shipments which is valid upto TIFR-TCIS, Hyderabad. In case if any damage or mishandling is done then it is the sole responsibility of the agent to coordinate with the insurance company until the settlement of claim to TIFR-TCIS.

12. EX-WORKS Shipments: In case the foreign supplier agrees to supply the goods on Ex-works basis only, Custom House Clearing and Forwarding Agent shall arrange collection and shipment of the consignment from the foreign supplier warehouse to TIFR-TCIS, Hyderabad. Inland handling / forwarding Charges in the exporting country will be reimbursed by TIFR-TCIS, Hyderabad. The agent should ensure the packing of material in good condition before accepting the material from the supplier to avoid damages. Also the agent should take the insurance for the consignments Ex-Works shipments which is valid upto TIFR-TCIS, Hyderabad. In case if any damage or mishandling is done then it is the sole responsibility of the agent to coordinate with the insurance company until the settlement of claim to TIFR-TCIS.

13. Follow-Up of Shipments: Copy of the order placed by TIFR-TCIS, Hyderabad on foreign supplier will be forwarded to Custom House Clearing and Forwarding Agent. It is the sole

responsibility of the Custom House Clearing and Forwarding Agent to follow up the matter with its foreign associates and foreign supplier to ship the goods within delivery schedule.

14. Forwarding/Consolidation Facilities Abroad: Custom House Clearing and Forwarding Agent should have network of cargo forwarding / consolidating agents for the following countries like Australia, Austria, Belgium, Brazil, Canada, China, Denmark, Fiji, Finland, France, Germany, Greece, Hong Kong, Hungary, Indonesia, Iran, Ireland, Italy, Japan, Korea-North, Korea-South, Malaysia, Netherlands, New Zealand, North Korea, Norway, Philippines, Poland, Portugal, Russia, Saudi Arabia, Singapore, Spain, Sweden, Switzerland, Taiwan, United Arab Emirates, United Kingdom, United States, Mexico, Israel, Hong Kong, USA, DUBAI, Israel, Thailand, Latvia **etc.** Rates for forwarding / consolidation should be specified with reference to the Air India - IATA rates from respective countries of import to Hyderabad airport. Where Air India flights are not available then IATA rates of the national airline of that country would be considered. Consignment will be required to be shipped in the first available console of any airline. Under no circumstances should these rates exceed than those specified in latest issue of the IATA Tact Book. Custom House Clearing and Forwarding Agent should submit an undertaking to this effect on its letter head.

15. Inspection Facility: Custom House Clearing and Forwarding Agent shall, if required by TIFR-TCIS, Hyderabad, carry out or arrange to carry out inspection (arrangement of third party inspection reports) of the ordered material at the country/port of shipment/supplier's premises and also inspection of the packing/labeling/markings etc. (as per international packing standards & norms).

16. Custody of Consignments: Safe custody of consignments cleared is the responsibility of Custom House Clearing and Forwarding Agent till they are delivered to TIFR-TCIS, Hyderabad. Custom House Clearing and Forwarding Agent has to assist in processing and liaison of claim(s), if any, lodged by Hyderabad in the event of any damage, etc., if required and specifically ordered.

17. Short landing: Whenever any Short landing Cargo is noticed, Custom House Clearing and Forwarding Agent shall file "Not found" or "Not traceable" notice with the Airport Authorities, obtain 'Not Traceable Certificate', and also lodge formal claim with the Airport Authorities/airlines concerned with all necessary documents under intimation to TIFR-TCIS, Hyderabad.

18. Inspection of packages and insurance survey: It is incumbent on House Clearing and Forwarding Agent to carefully examine all the packages marked for customs examination of each consignment with the respective invoices and measurement/packaging list etc. If, at the time of physical examination of the consignment, any damage or loss of goods is noticed, the same shall be immediately brought to the notice of TIFR-TCIS and also arrange an Insurance Surveyor for surveying the consignment. Custom House Clearing and Forwarding Agent will pay fee of the Surveyor and bear expenses for carrying on the survey and the expenditure will be reimbursed to Custom House Clearing and Forwarding Agent on submission of valid receipts. The agent should ensure the packing of material in good condition before accepting the material from the supplier to avoid damages. Also the agent should take the insurance for the consignments FCA/FOB/EX-Works shipments which is valid upto TIFR-TCIS, Hyderabad. In case if any damage or mishandling is done then it is the sole responsibility of the agent to coordinate with the insurance company until the settlement of claim to TIFR-TCIS.

19. Liaison and Co-Ordination With TIFR-TCIS, Hyderabad

Custom House Clearing and Forwarding Agent

- a. Shall maintain close liaison regularly with TIFR-TCIS Hyderabad.
- b. Shall arrange collection of documents whenever telephonically informed.
- c. Shall take immediate steps for finalization of the Bill of Entry from time to time and shall see that they are filed with the customs authorities.
- d. Shall arrange one of its employees to be in contact with concerned staff of Purchase Department of TIFR-TCIS, Hyderabad. The representative of Custom House Clearing and Forwarding Agent shall make all necessary arrangements in advance for proper handling and delivery of consignments at the destination/site for installation.

20. Delay in Filing Documents: Custom House Clearing and Forwarding Agent shall be responsible for any delay in filing Bill of Entry with customs authority and/or not notifying TIFR-TCIS, Hyderabad of discrepancy, if any, in the documents. The demurrage charges (other than handling charges) for the entire period of delay due to deficiency or negligence in service on the part of Custom House Clearing and Forwarding Agent will have to borne by Custom House Clearing and Forwarding Agent. Further, Custom House Clearing and Forwarding Agent will have to make good of loss/damage, if any, suffered by TIFR-TCIS, Hyderabad on account of delay due to deficiency or negligence of service attributable to Custom House Clearing and Forwarding Agent in filing BE and/or clearance of consignments.

21. Safe Custody of Duty Exemption Certificate (DEC): Custom House Clearing and Forwarding Agent shall be responsible for safe custody and proper use of DEC provided to Custom House Clearing and Forwarding Agent by TIFR-TCIS, Hyderabad.

22. Delivery of Consignments and Arranging Labour for Unloading: Custom House Clearing and Forwarding Agent shall arrange delivery of the consignments at the earliest possible point of time. Delivery to be effected during working hours, as far as possible. In respect of perishables / urgent consignments (as intimated by TIFR-TCIS), TIFR-TCIS will accept delivery beyond office hours and on all holidays. Custom House Clearing and Forwarding Agent shall arrange requisite manpower for unloading, shifting, or moving the consignments, at laboratories TIFR-TCIS, Hyderabad.

23. Custom House Clearing and Forwarding Agent Not Blacklisted By or In Dispute Relating to Service with Any Organization: Custom House Clearing and Forwarding Agent should not have been blacklisted by any Government organization. Custom House Clearing and Forwarding Agent should also not be involved in any kind of service related dispute with any client organization. An undertaking to this effect should be enclosed. Non-disclosure of such information will result in terminate of this contract without any notice, imposition of penalty to the extent of damage incurred during the subsistence of contract, and also recovery of the outstanding amount.

24. LD Clause: In case of any delay in delivery within the time period as agreed upon, TIFR-TCIS, Hyderabad shall have the right to claim penalty for late delivery @ 0.5% of the contract value per week subject to a maximum of 10% or more as to be decided by TIFR-TCIS, Administrative Officer.

25. Custom House Clearing and Forwarding Agent Service with TIFR-TCIS: Custom House Clearing and Forwarding Agent should not have any dispute with TIFR-TCIS or with others as TIFR-TCIS is interested in very reliable and professional services.

26. Non-Interruption of Service: If any dispute of any nature arise/natural calamity, Custom House Clearing and Forwarding Agent shall continue its services as provided in this contract, if required by TIFR-TCIS, Hyderabad, during pendency of the dispute.

27. Customs Query: Custom Query shall equip itself in advance with all necessary information that may be required for answering customs queries. Custom House Clearing and Forwarding Agent shall take all necessary steps to answer both oral/verbal and written queries without any delay. In case of need of clarification from TIFR-TCIS, the queries may be communicated to TIFR-TCIS on the day the queries are raised. **Storage charges incurred on account of delay in communicating the queries to TIFR-TCIS shall be borne by Custom House Clearing and Forwarding Agent and further, damage caused to TIFR-TCIS due to the above said delay shall be made good by Custom House Clearing and Forwarding Agent.**

28. Submission of bills: Custom House Clearing and Forwarding Agent shall tender pre-receipted bills once in every Fortnight (Consolidated bills should be submitted every First Week and Third Week of the month) for service provided to TIFR-TCIS. Bill should be in letter-head of Custom House Clearing and Forwarding Agent and in the format prescribed by TIFR-TCIS. A checklist and original documents in support of various Charges indicated in the bill should accompany each bill. Any bill not accompanied by checklist and one or more documents will not be received in TIFR-TCIS. Personnel authorized by TIFR-TCIS will acknowledge receipt of the bills after due verification of enclosures. Bills that are returned to Custom House Clearing and Forwarding Agent on account of deficiencies will contain remarks about deficiencies. Incidence of storage charges attributed to oral/verbal queries of customs authorities shall not be claimed by Custom House Clearing and Forwarding Agent.

29. The bills should be submitted as per agreed tender terms & conditions clearly with the breakup along with the supporting documents, failing which the bills will not be considered for payment process until the contractor submits the clear and relevant supporting documents. The conversion of currency for duty calculations for invoicing should be taken from RBI/Nationalized Banks.

30. Payment of bills: TIFR-TCIS shall make every effort to examine and arrange payment of bills within 30 days of receipt of the pre-receipted bills with all the relevant original supporting documents. However, delay in settlement of payments shall not be accepted as valid ground for Custom House Clearing and Forwarding Agent to delay clearance of consignments and/or make any advance payment to Custom House Clearing and Forwarding Agent. It is clearly and specifically understood that storage charges incurred on account of delay in clearance of consignments on grounds of delay in payment of bills on the part of TIFR-TCIS, will have to be borne by Custom House Clearing and Forwarding Agent. TIFR-TCIS does not undertake to communicate, to Custom House Clearing and Forwarding Agent, reasons for partial or non-admission of one or more claims made in the bills. The bills should be submitted as per agreed tender terms & conditions clearly with the breakup along with the supporting documents, failing which the bills will not be considered for payment process until the

contractor submits the clear and relevant supporting documents. The conversion of currency for duty calculations for invoicing should be taken from RBI/Nationalized Banks.

31. Continuation of Services during Pendency of Payment of Bills: TIFR-TCIS will make every effort to arrange payment of bills within 30 to 45 days of receipt. If payment is delayed beyond 45 days for any reason, the Custom House Clearing and Forwarding Agent **shall NOT STOP clearing consignments and their delivery at TIFR-TCIS**. Custom House Clearing and Forwarding Agent should have adequate financial standing to continue clearance activities during pendency of payment of bills.

33. Short-Listing and Tenure of Contract: Tenderers should provide all the supporting documents mentioned above, failing which their applications will not be considered for short listing. The duration of the contract will be for Three years, but the contract may be renewed every year subject to satisfactory performance by Custom House Clearing and Forwarding Agent.

32. It is specifically made clear and understood that this contract shall not vest exclusive rights to the Custom House Clearing and Forwarding Agent to provide services to TIFR-TCIS during the tenure of this contract. Notwithstanding this Agreement, TIFR-TCIS may utilize the services of one or more other agencies for obtaining one or more or all and/or such other services enlisted under this contract.

33. Fidelity Bond: The selected Custom House Clearing and Forwarding Agent will have to submit a fidelity bond of **Rs. 20 Lakhs** as a safeguard for safe and damage free shipment at TIFR-TCIS if required.

34. ARBITRATION Settlement of Disputes & Arbitration: All matters relating to disputes and difference of opinion shall be settled mutually as far as possible. In case of any interpretational issues arise in this tender, the interpretation/decision of TIFR-TCIS shall be final and binding on the bidder. The arbitration will proceed as per Indian Arbitration Act, 1940, as amended up to date.

35. Jurisdiction: This contract between the supplier and the buyer shall be governed by the LAWS of India and under this contract shall be taken by the parties only in Hyderabad **India** to competent jurisdiction.

36. The Contract shall be awarded based on the Credentials/Experience and Network base of Agencies in India and worldwide. This is the importing of services. In case it is observed that a single contractor does not have enough capacity to cater to the entire satisfaction of TIFR-TCIS, more than one parallel contract with different service providers may be considered. The parallel contract may be depending upon the anticipation of TIFR-TCIS requirement for satisfactory performance and efficiency for smooth functioning of the organization if the prices lower. TIFR-TCIS may have right to counter offering prices falling within the reasonable band. However TIFR-TCIS have the rights to fix the Rate Contract with more than one contractor with the reasonable rates based on their experience and efficiency for smooth functioning of the organization. In fixing parallel contract with than one agency and rates the decision of TIFR-TCIS is final.



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37. TIFR-TCIS reserves the right to accept/reject any or all tenders without assigning any reasons thereof.

CHAPTER – 5: FORMAT FOR TECHNICAL BID

S.No.	Item/ Requirement from the Bidder	To be filled by the agency
1	Particulars of remittance of EMD: Specify (a) DD Number (b) Amount (c) Name of Issuing Banker Note: Bids without EMD will be rejected	
2	Particulars of remittance of Cost of Tender Document. Specify (a) DD Number (b) Amount (c) Name of Issuing Banker Note: Bids without cost of tender document will be rejected	
3	Name and Complete Postal address of the Applicant or Bidder Firm/ Company with phone/ Fax/ Mobile number	
4	Legal status / Constitution of the Bidder : (a) Sole Proprietor (b) Partnership (c) Private Limited Company d) Public Limited Company (e) others Please attach self-attested documentary proof	
5	Year of Commencement of Business and Location of the Registered / Main Office	
6	(a) Name, (b) address ,(c) designation, (d) phone & cell number and (e) E mail ID of the CONTACT PERSON of the bidder	
7	If the bidder even been blacklisted by any Government/ PSU/ State or Central University, educational institutions? Please give details and reasons thereof.	
8	Whether the rates have been quoted as per the Price Bid Format Formats enclosed with our tender document?	
9	Whether the attested copies of valid permanent custom license (CHA) in the name of quoting firm applicable in Chennai Airport/Seaport Enclosed with your quotation?	
10	Whether the list of name and complete addresses of the freight forwarders/associated With Tel/Fax/email/enclosed.	
11	Whether the quoting firm has valid IATA or FIATA Membership and copy of certificate Has been submitted.	
12	Whether the quoting firm has valid ISO quality system certification and copy of certificate has been submitted.	
13	Is quoting firm registered with Indian custom House Hyderabad as CONSOL/clearing agent?	
14	Whether the quoting path as executed at least three similar Freight forwarding and custom Clearance work during the Last three years in any NITs/IITs/IISER/CSIR Lab/R&D organizations. Or Govt. Dep't./PSU. Is documentary evidence/ certificate about satisfactory completions of the work with these organizations enclosed with their complete Mailing address and telephone numbers.	



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15	List of overseas consolidators	
16	Copy of the PAN CARD.	
17	Copy of the registered with Service Tax Authorities	
18	Membership Certificate of WCA and MTO	
17	Whether declaration and undertakings as desired in the tender document has been given?	

Authorized signatory of Bidder with Seal

Name.....

Designation.....



CHAPTER 6: FORMAT FOR PRICE BID

TABLE: A

LATEST IATA AIR FREIGHT RATES FOR IMPORT DESTINATION UPTO HYDERABAD												
S.No	Country	Name of City	Airport	Currency	Min charges < 10 KGS	Min charges 10 to 45 KGS	Min charges 46 to 100 KGS	Min charges 101 to 300 KGS	Min charges 301 to 500 KGS	Min charges 501 to 1000 KGS	Min charges 1001 to 1500 KGS	Min charges 1501 to 2000 KGS
1	Australia											
2	Austria											
3	Belgium											
4	Brazil											
5	Canada											
6	China											
7	Denmark											
8	Fiji											
9	Finland											
10	France											
11	Germany											
12	Greece											
13	Hong Kong											
14	Hungary											
15	Indonesia											
16	Iran											
17	Ireland											
18	Italy											
19	Japan											
20	Korea-North											
21	Korea-South											
22	Malaysia											
23	Netherlands											
24	New Zealand											
25	North Korea											
26	Norway											
27	Philippines											
28	Poland											
29	Portugal											
30	Russia											
31	Saudi Arabia											
32	Singapore											
33	Spain											
34	Sweden											
35	Switzerland											
36	Taiwan											
37	United Arab Emirates											
38	United Kingdom											
39	United States											
40	Mexico											
41	Israel											
42	Hong Kong											
43	USA											
44	DUBAI											
45	Israel											
46	Thailand											
47	Latvia											



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Note:

1. Discount offered by CHA without consolidation (immediate shipment) basis from above latest IATA rates upto destination Hyderabad = % (in Percentage).

2. Discount offered by CHA with consolidation basis (1 week) from above latest IATA rates upto destination Hyderabad = % (in percentage).

TABLE: B

CHARGES FOR CUSTOMS CLEARANCE & HANDLING RATES TO BE FILLED BY THE BIDDER PER KG.

S.No	Description	Currency	Ex-Works Rate	FCA Shipments Rate
1	Handling			
2	Documentation			
3	L/C Fee (if applicable)			
4	X-ray/Scanning Charges			
5	Domestic Security Charges			
6	Cert. of Origin (if applicable)			
7	Transfer Fee per shipment			
8	Terminal Handling Fee			
9	Custom Clearance Charge			
10	Pickup Charges			
11	Domestic Fuel Surcharge			
12	For any other charges at actuals confirmation to be taken at the time of clearance			
13	Airport Tax			
14	Service Tax			
15	Any other charges (if any)			

Note:

- 1. The Bidders Should quote the Cargo Rates for all the Countries mentioned in Table A & Table B is Mandatory.**
- 2. IATA rates for Export should also be submitted as per Table A is Mandatory.**

1. AIR CONSIGNMENT CUSTOM CLEARANCE CHARGES (IMPORTS)

TABLE: C

Sr. No.	Description of charges	Charges to be filled by contractor
1	Agency charges (Import)	
2	Transportation charges – Kg limit	
	a) Upto 50 kg	
	b) Upto 50 - 100 kg	
	c) Upto 100 - 250 kg	
	d) Upto 250 - 500 kg	
	e) Upto 500 - 1000 kg	
	g) Upto 1000 - 1500 kg	
	h) Upto 1500 - 2000 kg	
3	Customs Examination per Bill of Entry	
4	Packing & Repacking of packages (Under Customs inspection) per package	
	a) up to 100 kg per package	
	b) 100500 kg per package	
	c) 500 kg and above per package	
5	Loading at Port	
6	Unloading at TIFR site/lab/location	
7	Crane / Forklift Charges	
8	Service Tax as applicable	

2. AIR CONSIGNMENT CUSTOM CLEARANCE CHARGES (EXPORTS)

TABLE: D

Sr. No.	Description of charges	Charges to be filled by contractor
1	Agency charges (Import)	
2	Transportation charges – Kg limit	
	a) Upto 50 kg	
	b) Upto 50 - 100 kg	
	c) Upto 100 - 250 kg	
	d) Upto 250 - 500 kg	
	e) Upto 500 - 1000 kg	
	i) Upto 1000 - 1500 kg	
	j) Upto 1500 - 2000 kg	
3	Customs Examination per Bill of Entry	
4	Packing & Repacking of packages (Under Customs inspection) per package	
	a) up to 100 kg per package	
	b) 100500 kg per package	
	c) 500 kg and above per package	
5	Loading at Port	
6	Unloading at TIFR site/lab/location	
7	Crane / Forklift Charges	
8	Service Tax as applicable	

3. SEA CONSIGNMENT CUSTOM CLEARANCE CHARGES (IMPORTS)

TABLE: E

Sr. No.	Description of charges	Charges to be filled by contractor
1	Agency charges (Import)	
2	Transportation charges	
	a) From ICD Hyderabad	
	Up to 2 MT vehicle carrying capacity	
	Up to 9 MT vehicle carrying capacity	
	Up to 13 MT vehicle carrying capacity	
	Up to 2040 MT vehicle carrying capacity	
3	Loading at Port	
4	Unloading at TIFR site/lab/location	
5	Crane / Forklift Charges	
6	Customs Examination	
7	Packing & Repacking of packages (Under Customs inspection)	
	a) up to 100 kg per package	
	b) 100500 kg per package	
	c) 500 kg and above per package	
8	Service Tax as applicable	

Note: The bidders should quote all the fields in the tables mentioned at Table C, Table D, Table E is Mandatory.



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**4. POST PARCEL IATA AIR FREIGHT CHARGES FOR DOCUMENTS UPTO
DESTINATION HYDERABAD**

S.No	Country	Name of City	Airport	Currency	Rates for Document Weight in Kg. (Envelope)									
					0.5	1	1.5	2	2.5	3	3.5	4	4.5	5
1	Australia													
2	Austria													
3	Belgium													
4	Brazil													
5	Canada													
6	China													
7	Denmark													
8	Fiji													
9	Finland													
10	France													
11	Germany													
12	Greece													
13	Hong Kong													
14	Hungary													
15	Indonesia													
16	Iran													
17	Ireland													
18	Italy													
19	Japan													
20	Korea-North													
21	Korea-South													
22	Malaysia													
23	Netherlands													
24	New Zealand													
25	North Korea													
26	Norway													
27	Philippines													
28	Poland													
29	Portugal													
30	Russia													
31	Saudi Arabia													
32	Singapore													
33	Spain													
34	Sweden													
35	Switzerland													
36	Taiwan													
37	United Arab Emirates													
38	United Kingdom													
39	United States													
40	Mexico													
41	Israel													
42	Hong Kong													
43	USA													
44	DUBAI													
45	Israel													
46	Thailand													
47	Latvia													

5. POST PARCEL IATA AIR FREIGHT CHARGES FOR NON-DOCUMENTS (MATERIAL) UPTO DESTINATION HYDERABAD

Table G:					Rates for Non-Documents (Material) Weight in Kg.																	
S.No	Country	Name of City	Airport	Currency	Please quote for the rates starting from the weight 0.5 Kg to 600 Kgs. By adding every 0.5 Kg. increase																	
1	Australia																					
2	Austria																					
3	Belgium																					
4	Brazil																					
5	Canada																					
6	China																					
7	Denmark																					
8	Fiji																					
9	Finland																					
10	France																					
11	Germany																					
12	Greece																					
13	Hong Kong																					
14	Hungary																					
15	Indonesia																					
16	Iran																					
17	Ireland																					
18	Italy																					
19	Japan																					
20	Korea-North																					
21	Korea-South																					
22	Malaysia																					
23	Netherlands																					
24	New Zealand																					
25	North Korea																					
26	Norway																					
27	Philippines																					
28	Poland																					
29	Portugal																					
30	Russia																					
31	Saudi Arabia																					
32	Singapore																					
33	Spain																					
34	Sweden																					
35	Switzerland																					
36	Taiwan																					
37	United Arab Emirates																					
38	United Kingdom																					
39	United States																					
40	Mexico																					
41	Israel																					
42	Hong Kong																					
43	USA																					
44	DUBAI																					
45	Israel																					
46	Thailand																					
47	Latvia																					



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Note:

- 1. The Bidders Should quote the Parcel Cargo for envelope & material for all the Countries mentioned in Table F & Table G is Mandatory.**
- 2. IATA rates for Export should also be submitted as per Table F & Table G is Mandatory.**



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2. AIR CONSIGNMENT CUSTOM CLEARANCE CHARGES (IMPORTS FOR PARCEL – DOCUMENT & MATERIAL

TABLE: H

Sr. No.	Description of charges	Rate per package	Import INR	Export INR
1	Handling Agency charges			
2	Customs Clearance Charges			
3	Declared Value Charges			
4	Delivery Order Charges			
5	Delivery Charges Upto TIFR-TCIS			
6	Other Charges if any (Please specify)			

Authorized signatory of Bidder with Seal

Name.....

Designation.....



IMPORTANT NOTE

- (a) All charges should be quoted on per consignment / shipment basis.
- (b) Consignments will have to be delivered during office hours between 9 A.M to 5.30 P.M as far as possible.
- (c) Perishables/ Radioactive etc., consignments can be delivered even after office hours during holidays etc., to ensure their safety. Radioactive items should be handled with proper safety precautions. Prior intimation should be given in advance before delivery for arrangements.
- (d) Manpower for loading/ unloading at TCIS will have to be arranged by the C&F Agency. Safety of the equipment and the persons involving in doing so will be contractor responsibility. Location survey may have to be arranged in advance.
- (e) If arrangement of special equipment's (crane, pulley chain etc.,) is required for unloading/ shifting of items no separate charges will be paid for them and it will be deemed inclusive in the charges quoted above.
- (f) Please do not leave any column blank. If there are no charges, they word NIL must be specified in the relevant column.

Authorized signatory of Bidder with Seal

Name.....

Designation.....



CHAPTER 7: CERTIFICATE FOR NON BLACK LISTING

(On non-judicial stamp paper worth Rs.50)

We.....(name of the firm) certify that our company/ firm has not been black listed by any Government Department/ Government Educational Institutions/ Research Institutes during the last three years.

Authorized signatory of Bidder with Seal

Name.....

Designation.....

CHAPTER 8: UNDERTAKING BY THE BIDDER

1. We agree that the consignments after clearance from airport will directly be delivered to the premises of TCIS within 7 days of clearance. In case of perishable item, it will be delivered within minimum time with necessary temperature control arrangements.
2. We agree to pay the customs duty for all consignments at the time of clearance from airport and its reimbursement (excluding courier time) against paid challan. We shall submit bill along with the paid challan for reimbursement of customs duty paid.
3. We agree that we shall not claim any demurrage charge, if paid by us at the time of clearance, for the shipments arranged by us.
4. We agree that the house Airway bill number and date and master Airway bill number and date will be intimated to the importer at least three days prior to arrival at the Hyderabad Airport for the purpose of insurance coverage of the consignment.
5. We agree that we shall collect necessary documents required for clearing of consignments by deputing our representative to TCIS as and when required.
6. We agree that we shall submit the original house Airway Bill, Copy of master Airway Bill, Customs Signed Invoice, Bill of Entry both importer copy and Exchange control copy, along with the clearing charge bills.
7. We shall prepare the airfreight bill and transport/delivery charges bills strictly in accordance with the approved rates. Under no circumstances air freight rates charged by us, shall exceed those specified in the latest issue of IATAT Act Book.
8. We agree to accept the RBI Exchange Rate/SBI T. T. Selling rate on the date of arrival at India. (Import), for the purpose of calculation of airfreight charges.
9. In case the cargo is received in shortage/damages condition/short landing cargo, no payment shall be made to CFA till TCIS receives the insurance claim. In such cases we are required shortage/damage/not found/not traceable notice with airport authorities and obtain necessary certificate from the Airline and lodge necessary claim with the concerned authorities under intimation to TCIS. During inland transportation any loss/ damage is the sole responsibility of clearing agent. In that case we have to provide loss/ damage certificate immediately.
10. As we shall handle sophisticated and valuable consignment, we shall have to furnish a fidelity bond of Rs.20.00 Lakhs in favour of Centre Director, TCIS to safeguard the interest of TCIS in the event of any loss to TCIS due to any act of Omission and Commission by us which should be valid till contract period. Director, TCIS will have the discretion to order for the forfeiture of deposit for any breach of contract.



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11. In case the cargo is received in shortage/ damaged condition/short landing cargo, no payment shall be released to us, till TCIS receives the insurance claim. In all such cases, we are required to file “shortage” or “damage” or “not found” or not traceable” notice with Airport authorities and obtain necessary certificate from the Airline and lodge necessary claim with the concerned authorities under intimation to TCIS.

12. A statement in MS-Word detailing (1) Ex-works/FCA/FOB Shipment Pickup & Clearance details with Name of Supplier, Item, Description and Purchase Order No. ETA at Hyderabad. (2) CIF/CIP Shipments detailing the date of landing, collection of D.O. from Supplier’s Freight Forwarder, Clearance & ETA for Delivery to TCIS. Item/Weight/Nature of Cargo (Perishable/DRG/ODC/Purchase Order No.) will be sent on fortnightly to Administrative Officer, TCIS. We unconditionally accept all the terms and conditions of this Tender.

Authorized signatory of Bidder with Seal

Name.....

Designation.....

CHAPTER: 9 OTHER TERMS AND CONDITIONS OF THE TENDER

1. The technical bid should not contain any indication of the price.
2. Fax/Email/Telegraphic/Telex Tenders will not be considered.
3. The bidder should be registered under the Companies Act, 1956 or a registered firm. Registration certificate to be submitted.
4. Validity of Bids

Quotations must be valid for a period of 180 days from the date of opening of price bids. Even though the date of opening of price bid will be intimated to the technically qualified successful bidders, bidders to ensure the higher validity period. Bids with the shorter validity period are liable for rejection.
5. Bidder should provide Acceptance of Scope of Contract and Terms and Conditions specified in these tender documents along with technical bid.
6. Tenders containing correction, overwriting will not be considered. Late or delayed/Unsolicited quotations/offers shall not be considered. Post tender revisions/corrections shall also not be considered.
7. Each page of tender document should be signed by the tenderers with rubber stamp of the firm affixed on each page. Unsigned bid with rubber stamp summarily rejected.
8. This tender document/form is not transferable. Only the party to whom the tender documents have been issued shall be entitled to quote.
9. No questions or items in the Annexures shall be left blank or unanswered. Where you have no details or answers to be provided a „NO“ or „NIL“ or „Not Applicable“ statement shall be made as appropriate. Forms with blank columns or unsigned forms will be summarily rejected.
10. Tenders who do not comply with any of the condition are liable to be rejected.
11. The Institute shall be under no obligation to accept the non-qualified /lowest or any other tender received in response to this tender notice and shall be entitled to reject any tender without assigning any reason whatsoever.
12. Rates offered should be mentioned both in figures as well as in words and offer should be typed or legibly handwritten. Over writing is not acceptable.
13. TIFR-TCIS is Exempted from paying of Custom Duty under the notification No.51/96 dated 23.07.1996, Excise Duty under the notification No. 10/97 dated 01.03.1997, for all procurements/supply meant exclusively for Educational, scientific and research purpose. Certificate in this regard shall be issued by TIFR.

14. Taxes: TIFR-TCIS does not have any exemption/concession on payment of Tax .

Deduction of Indian Income Tax Deduction at Source: The Deduction of Indian Income Tax Deduction at source (TDS) will be deducted as per IT Act. The taxes at the time of actual utilization of service etc. will be deducted if applicable any.

18. No request for extension of due date will be considered under any circumstances.

19. In case the date of receipt or opening of tenders is declared a Govt. holiday then the tender will be received/ opened on the next working day at the same time.

20. Bid (or) Modification to bids received after closing date and time shall not be considered. Such modified bid to gather with original bid will be summarily rejected.

21. TIFR-TCIS will not be responsible for the loss of the tender or for delay in postal transit if any.

25. If any information furnished by the agency is found to be incorrect/false at a later stage, the tender will be rejected and the firm will be liable to be debarred from tendering.

26. Corrupt or Fraudulent Practices : TIFR-TCIS requires that the bidders who wish to bid for this project have highest standards of ethics. TIFR-TCIS 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. TIFR-TCIS may declare a bidder/firm ineligible, either indefinitely or for a stated duration, to be awarded a contract if it at any time determines that the bidder/firm has engaged in corrupt and fraudulent practices during the execution of contract.

27. The TIFR-TCIS reserves the right to accept or reject any or all the prospective applications in full or part thereof without assigning any reason whatsoever.

28. The tender form along with necessary enclosures duly filled in should be submitted in original on or before the due date and time. Deviation of this condition shall render the tender liable to rejection.

29. Unsealed, conditional/email tenders and tenders without Earnest Money Deposit or not on the prescribed form shall not be entertained.

30. The TIFR-TCIS Hyderabad in public interest reserves right to accept or reject any or all tenders without assigning any reason and also to impose/relax any terms and conditions of the tender.

31. Observance of local laws: Wherever applicable (particularly for Local vendors), the contractor shall comply with all law, statutory rules & regulations etc. The contractor shall obtain all necessary permits / approval from the local Governing Body, Police, and other concerned Authorities as may be required under law. The contractor shall pay all types of taxes, fees, license charges, deposits, duties,



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tolls, royalty or other charges that may be leviable on account of any the operations connected with the execution of this work/ contract.

32.Settlement of Disputes & Arbitration: All matters relating to disputes and difference of opinion shall be settled mutually as for as possible. In case of any interpretational issues arises in this tender, the interpretation/decision of TIFR-TCIS shall be final and binding on the bidder. The arbitration will proceed as per Indian Arbitration Act, 1940, as amended upto date.

Administrative Officer
