

टाटा मूलभूत अनुसंधान संस्थान हैदराबाद /
TATA INSTITUTE OF FUNDAMENTAL RESEARCH HYDERABAD
प्लॉट नंबर 36/पी, गोपनपल्ली गांव, सेरिलिंगमपल्ली मंडल, रंगा रेड्डी जिला, हैदराबाद - 500 107,
तेलंगाना, भारत.
Plot No.36/P, Gopanpally Village, Serilingampally Mandal, Ranga Reddy District,
Hyderabad - 500 107, Telangana, India

टेलीफोन /Telephone: +91-40-2020 3020
वेबसाइट /Website: www.tifrh.res.in

ई-मे /Email: purchasegroup@tifrh.res.in
तारीख /Date: 23.04.2025

Notice Inviting Tender cum Tender Document (Two Part Public Tender) for the following:

Engagement of Clearing and Forwarding Agency for Customs Clearance of Imported Consignments for TIFR Hyderabad.

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| लनलवदा संख्या / Tender No. | TIFR/PD/WO25-02/25-26/250002 |
| प्रकाशन की लतिल / Date of Publishing | 23-04-2025 |
| प्री-लबड मीलटंग की लतिल / Pre-Bid Meeting Date | 30-04-2025 at 11:00 Hrs. (Through ZOOM- Zoom link details please visit our website https://www.tifrh.res.in/tender/ / Direct Visit at TIFR, Hyderabad premises) |
| लनलवदा शुल्क/ Tender Fees | Rs. 00 (USD 00) |
| ईएमडी / EMD (Earnest Money Deposit) | EMD/Bid Security Declearation to be submitted as per the date of Opening Bids (Part A) Format attached at Chapter - 11 |
| बोली जमा करने की अंतिम तिथि / Last Date for Submission of Bid | 20-05-2025 upto 13.00 Hrs. |
| बोलियाँ खोलने की तिथि (भाग ए)/ Date of Opening Bids (Part A) | 20-05-2025 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.

The Bids should be addressed to the Administrative Officer, Tata Institute of Fundamental Research, Plot No.36/P, Gopanpally Village, Serilingampally Mandal, Ranga Reddy District. Hyderabad- 500 046, Telangana, India.

Please see attached sheet for conditions of tender.

Note: All future corrigendum/addendum will be published in TIFR Hyderabad website / GEM only and no separate advertisement will be released for the same.

All prospective bidders are requested to visit our website regularly for any such updates/Corrigendum.

**ADMINISTRATIVE OFFICER
(PURCHASE SECTION)
TIFR, HYDERABAD**

NOTICE INVITING TENDER

Sealed tenders are invited by TATA INSTITUTE OF FUNDAMENTAL RESEARCH, Hyderabad from reputed, experienced & registered Organizations 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 TIFR Hyderabad, Plot No.36/P, Gopanpally Village, Serilingampally Mandal, Ranga Reddy District, Hyderabad - 500 107, Telangana, India. The detailed tender can be downloaded from <https://www.tifrh.res.in/index.php/commercial-tenders>

TIFR, Hyderabad 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 Hyderabad logistic activities.

Date for downloading of tender documents:

24-04-2025 to 20-05-2025 upto 13.00 Hrs.

Last Date & Time for submission of tenders:

20-05-2024 by 13.00 Hrs.

Date for opening of Technical Bids:

20-05-2025 at 15.00 Hrs.

**ADMINISTRATIVE OFFICER
(PURCHASE SECTION)
TIFR, HYDERABAD**

TATA INSTITUTE OF FUNDAMENTAL RESEARCH

**Plot No.36/P, Gopanpally Village, Serilingampally Mandal, Ranga Reddy District.
Hyderabad - 500 107, Telangana, India.**

DESCRIPTION OF TENDER

| S. No. | Description | Qty. | UOM |
|---------------|--|-------------|------------|
| 1. | “Engagement of Clearing and Forwarding Agency for Customs Clearance of Imported Consignments for TIFR Hyderabad” (Detailed Scope of Work as per Attached Chapters) | 01 | Job |

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.

The Bids should be addressed to the Administrative Officer, Tata Institute of Fundamental Research, Plot No.36/P, Gopanpally Village, Serilingampally Mandal, Ranga Reddy District. Hyderabad- 500 046, Telangana, India.

**ADMINISTRATIVE OFFICER
(PURCHASE SECTION)
TIFR, HYDERABAD**

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 for TIFR Hyderabad**”, Tender Ref. No. TIFR/PD/WO25-02/25-26/250002, addressed to “Administrative Officer”. 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 Security Gate of TIFR Hyderabad Office. If the bids are sent through courier/post, it should reach on or before submission Due Date and Time and TIFR Hyderabad will not be responsible for the delay. Tender submitted after 13.00 hrs. on due date mentioned will be rejected.

1. EMD/Bid Security Declaration to be submitted as per the Date of Opening Bids (Part A) format at Chapter 11.
2. 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, Survey No.36/P, Gopanapally Village, Serilingampally Mandal, Ranga Reddy Dist, Hyderabad - 500107. 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 Enquiry No., Due Date in bold letters, addressed to the Administrative Officer, Tata Institute of Fundamental Research, Survey No.36/P, Gopanapally Village, Serilingampally Mandal, Ranga Reddy District, Hyderabad - 500107. The sealed master envelop has to be delivered by hand/courier at the security Gate Office of TIFR, Hyderabad (address mentioned above) on or before due date.

3. In case the PART “A” and Part “B” bids are not sealed in separate envelopes the tender will be rejected.
4. The technical bid should not contain any indication of the price, failing which the tender shall be rejected.
5. **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.
6. 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) EMD/Bid Security Declaration to be submitted as per the Date of Opening Bids (Part A) format attached at Chapter 11.
- 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) Audited Annual Turnover (Format given at Chapter – 10) for the last 3 years should be certified by Chartered Accountant (CA) as per the format given above duly signed and stamped by the CA on their letterhead.
- g) 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.

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 for TIFR Hyderabad**”. This should be addressed to Administrative Officer, TATA INSTITUTE OF FUNDAMENTAL RESEARCH, Plot No.36/P, Gopanpally Village, Serilingampally Mandal, Ranga Reddy District, Hyderabad - 500 107, Telangana, India. The bid should be submitted before the due date.

On the date of tender opening, only the Technical Bids shall be opened in the presence of TIFRH Officials. 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.

All the bidders/contractors should provide Company Authorization Letter duly signed and stamped by Authority to participate in the Technical bid opening and Financial bid opening etc.

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

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 (In India) must have been use 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, GST Registration, (c) Trade License Certificate and (d) Professional Tax Certificate, if any, issued by Government of India 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. 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:**

Audited Annual Turnover (Format given at Chapter – 10) for the last 3 years should be certified by Chartered Accountant (CA) as per the format given above duly signed and stamped by the CA on their letterhead.

6. **Annual Accounts:** Copies of Balance Sheet and Profit and Loss Account for the last 3 financial years 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, 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. Copies of Bill of Entry assessed at 5.50% 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, 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 per shipment. If the Customs Duty amount is more than Rupees Two Lakhs per shipment then the said amount should be paid by the bidder/contractor and arrange to submit the bills with documentary proof, to TIFR Hyderabad, then the same will be reimbursed to the bidder/contractor within three working days.
3. **To arrange insurance on behalf of TIFR Hyderabad, if assigned, and lodge claim as and when required.**
4. 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 without any notice to 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 airports 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 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 Hyderabad. Arranging insurance survey at Airport/IAAI in case of damages to the consignment.
5. To pay the Advance for Custom Duty charges up to an amount of Rupees upto Two Lakh per shipment. If the Customs Duty amount is more than Rupees Two Lakhs per shipment then the said amount should be paid by the bidder/contractor and arrange to submit the bills with documentary proof to TIFR Hyderabad, then the same will be reimbursed to the bidder/contractor within Three working days.
6. The Customs Clearance documents will be forwarded through email for immediate filing bill of entry (BE) at Customs to avoid demurrage charges and the Original Customs Clearance documents will be forwarded through Speed Post / Courier.
7. Any other job in connection with the clearance of goods from Customs.
8. The Consignments after clearance from airport should directly be delivered to the premises of TIFR Hyderabad immediately. In case of perishable item, it should be delivered within minimum time with necessary temperature control arrangements.
9. The agency should pay the customs duty for all consignments at the time of clearance from airport and its reimbursement (excluding courier time) against paid challan. The agency shall submit bill along with the paid challan for reimbursement of customs duty paid.
10. The agency shall not claim any demurrage charge, if paid by the agency at the time of clearance, for the shipments arranged by the agency.
11. Clearance of Post Parcels from Customs/Foreign Post Office & delivery to TIFR Hyderabad
12. Clearance of consignments from Customs at Hyderabad etc. and dispatch to TIFR Hyderabad.
13. Follow-up of cases of recovery of any excess Customs duty paid.
14. Consolidations of the consignments being imported from Gateway Airports in the Country of TIFR Hyderabad Supplier(s).

15. Complete Monitoring and Supervision of the movement from the date of order/LC and regular feedback on the progress of Shipment to TIFR Hyderabad. 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 Hyderabad will not pay any demurrage charges.
16. To provide timely information (pre-alert) regarding dispatches and other relevant Information to TIFR Hyderabad via E-mail/Fax (Weight/ P.O. No./ No. of Packages/ Supplier etc./ Type of Cargo (General/Perishable/ DRY ICE/ODC/DGR).
- 17.To facilitate specialized packing (as required) of all kinds of materials as per the IATA specifications and international packing standards.
18. Clearance and Transportation of special projects materials voluminous and heavy packages, dangerous and hazardous materials including Radioactive Materials.
19. Prompt communication through telephone, Tele-fax and Email etc. to ensure quick clearance.
20. Any other service needed regarding consolidation (as required).
21. The cleared consignments will have to be delivered during office hours only as far as possible and practicable manpower/laborers/crane/forklift 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 Hyderabad immediately. In case of the items has to be kept in cold storage, such facility should be provided / arranged. Incase TIFR Hyderabad has to arrange, the same to be informed in advance, depends on the consignment.
22. 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.
23. 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.
24. Even in case of any dispute, the consignment shall be cleared by agent handed over to TIFR Hyderabad pending the settlement thereof.
25. 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.
26. All procedural formalities for these Exports with Customs will be required to be done by the contractor.
27. The agency should have their office in Hyderabad for making this offer and this an eligibility criteria (Mandatory).

28. It is mandatory to take Insurance policy by the agency for the various Ex-Works / FOB / FCA issued by TIFR Hyderabad and also required to take the transit Insurance policy for the CIP/CIF shipments from Airport/Seaport to TIFR Hyderabad Campus. The same will be reimbursed at actuals against submission of proof of documents. The CHA should ensure the safe delivery of material from Airport/Seaport to TIFR Hyderabad premises, Incase if any damage/missing of packages, during transit from Airport/Seaport, the CHA is responsible for arranging insurance upto settling of the cost involved for the damaged/missed packages to TIFR Hyderabad by the Insurance company (or) CHA scope.
29. The agency should also quote the charges for delivery order if the shipment is brought under their console.
30. 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.
31. There should not be any upward price revisions during the contract period other than the contract terms & conditions.
32. TIFR Hyderabad will have the rights to issue Parallel Rate Contract with more than one contractor for smooth and efficient functioning.
33. TIFR Hyderabad will have the right not to issue any contract in case, the bid is not found suitable.
34. The possibility from the quoted price may be considered to arrive cost benefit to TIFR Hyderabad 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 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 Hyderabad 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 Hyderabad 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. 60,000/- (Rupees Sixty Thousand) only valid until 60 days after the expiry of the 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 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 (DG/Perishable):** 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 Hyderabad. Custom House Clearing and Forwarding Agent has to get Perishable/dangerous consignments cleared within 24 hours of arrival and deliver them at TIFR 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 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 Hyderabad.
- c. Expeditious clearance and delivery of consignments to TIFR Hyderabad after receipt of all the documents from TIFR Hyderabad.
- d. Fulfillment of the eligibility criteria mentioned earlier.

7. Consignments will have to be delivered during office hours between 9 AM to 5.30 PM as far as possible. However emergency consignments may be delivered beyond office hours against TIFR Hyderabad acceptance/requirement.

8. 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 Hyderabad and get it reimbursed from TIFR Hyderabad through the bills after clearance and receipt of consignments at Hyderabad (To be indicated in price bid only).

9. General Services: TIFR 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 Hyderabad.

10. 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.

11. 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 Hyderabad.

12. 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 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 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 Hyderabad.

13. 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 Hyderabad. Inland handling / forwarding Charges in the exporting country will be reimbursed by TIFR 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 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 Hyderabad.

14. Follow-Up of Shipments: Copy of the order placed by TIFR 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.

15. 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.

16. Inspection Facility: Custom House Clearing and Forwarding Agent shall, if required by TIFR 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).

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

18. 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 Hyderabad.

19. 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 Hyderabad 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 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 Hyderabad.

20. Liaison and Co-Ordination with TIFR Hyderabad

Custom House Clearing and Forwarding Agent

- a. Shall maintain close liaison regularly with TIFR 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, 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.

21. 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 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 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.

22. 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 Hyderabad.

23. 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 Hyderabad), TIFR Hyderabad 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 of TIFR Hyderabad.

24. 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.

25. LD Clause: In case of any delay in delivery within the time period as agreed upon, TIFR 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 Hyderabad, Administrative Officer.

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

27. 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 Hyderabad, during pendency of the dispute.

28. 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 Hyderabad, the queries may be communicated to TIFR Hyderabad on the day the queries are raised. **Storage charges incurred on account of delay in communicating the queries to TIFR Hyderabad shall be borne by Custom House Clearing and Forwarding Agent and further, damage caused to TIFR Hyderabad due to the above said delay shall be made good by Custom House Clearing and Forwarding Agent.**

29. 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 Hyderabad. Bill should be in letter-head of Custom House Clearing and Forwarding Agent and in the format prescribed by TIFR Hyderabad. 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 Hyderabad. Personnel authorized by TIFR Hyderabad 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.

30. 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. Payment of bills: TIFR Hyderabad 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 Hyderabad, will have to be borne by Custom House Clearing and Forwarding Agent. TIFR Hyderabad 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.

32. Continuation of Services during Pendency of Payment of Bills: TIFR Hyderabad 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 Hyderabad. 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.

34. 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 Hyderabad during the tenure of this contract. Notwithstanding this Agreement, TIFR Hyderabad 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.

35. 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 Hyderabad shall be final and binding on the bidder. The arbitration will proceed as per Indian Arbitration Act, 1940, as amended up to date.

36. 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.

37. 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 Hyderabad, more than one parallel contract with different service providers may be considered. The parallel contract may be depending upon the anticipation of TIFR Hyderabad requirement for satisfactory performance and efficiency for smooth functioning of the organization if the prices lower. TIFR Hyderabad may have right to counter offering prices falling within the reasonable band. However TIFR Hyderabad 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 Hyderabad is final.

38. TIFR Hyderabad 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 | EMD/Bid Security Declaration to be submitted as per the Date of Opening Bids (Part A) format at Chapter 11. | |
| 2 | Name and Complete Postal address of the Applicant or Bidder Firm/ Company with phone/ Fax/ Mobile number | |
| 3 | 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 | |
| 4 | Year of Commencement of Business and Location of the Registered / Main Office | |
| 5 | (a) Name, (b) address ,(c) designation, (d) phone & cell number and (e) E mail ID of the CONTACT PERSON of the bidder | |
| 6 | If the bidder even been blacklisted by any Government/ PSU/ State or Central University, educational institutions? Please give details and reasons thereof. | |
| 7 | Whether the rates have been quoted as per the Price Bid Format Formats enclosed with our tender document? | |
| 8 | 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? | |
| 9 | Whether the list of name and complete addresses of the freight forwarders/associated With Tel/Fax/email/enclosed. | |
| 10 | Whether the quoting firm has valid IATA or FIATA Membership and copy of certificate Has been submitted. | |
| 11 | Whether the quoting firm has valid ISO quality system certification and copy of certificate has been submitted. | |
| 12 | Is quoting firm registered with Indian custom House Hyderabad as CONSOL/clearing agent? | |
| 13 | 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. | |
| 14 | List of overseas consolidators | |
| 15 | Copy of the PAN CARD / GST Certificate. | |
| 16 | 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 | | | | | | | | | | | |

Note: (For General Cargo)

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).

3. Note (For DG/Perishable/ODC/Dry Ice Shipments)

Discount offered by CHA without consolidation basis (immediate shipment) basis 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 | GST | | | |
| 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 | |
| | h) Upto 1000 - 1500 kg | |
| | i) 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 | GST 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 (Export) | |
| 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 | |
| | j) Upto 1000 - 1500 kg | |
| | k) 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) 100 to 500 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 | GST 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) 100 to 500 kg per package | |
| | c) 500 kg and above per package | |
| 8 | GST as applicable | |

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

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 TIFR Hyderabad will have to be arranged by the Custom House & Forwarding Agent. 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 TIFR Hyderabad 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 TIFR Hyderabad 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 not exceed those specified in the latest issue of IATA Tact Book.
8. We agree to accept the Nationalized Bank Exchange Rate/SBI T. T. Selling rate/Customs exchange 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 TIFR Hyderabad 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 TIFR Hyderabad. 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 safeguard the interest of TIFR Hyderabad in the event of any loss to TIFR Hyderabad due to any act of Omission and Commission by us which should be valid till contract period. Centre Director, TIFR Hyderabad will have the discretion to order for any breach of contract.
11. In case the cargo is received in shortage/ damaged condition/short landing cargo, no payment shall be released to us, till TIFR Hyderabad 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 TIFR Hyderabad.

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 TIFR Hyderabad. Item/Weight/Nature of Cargo (Perishable/DRG/ODC/Purchase Order No.) will be sent on fortnightly to Administrative Officer, TIFR Hyderabad. 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 Hyderabad 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 does not have any exemption/concession on payment of Sales.

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.

GST rule will be applicable with effect from 01.07.2017. The applicable TDS /other charges if any as per GST rule will be deducted as per new GST regime.

TIFR Hyderabad GST NO: 36AAATT3951F2ZG.

15. No request for extension of due date will be considered under any circumstances.
16. 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.
17. 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.
18. TIFR Hyderabad will not be responsible for the loss of the tender or for delay in postal Transit if any.
19. 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.
20. Corrupt or Fraudulent Practices: TIFR Hyderabad requires that the bidders who wish to Bid for this project have highest standards of ethics. TIFR Hyderabad 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 Hyderabad may declare a Bidder/firm Ineligible, either indefinitely or for a state 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.
21. The TIFR Hyderabad reserves the right to accept or reject any or all the prospective Applications in full or part thereof without assigning any reason whatsoever.
22. 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.
23. Unsealed, conditional/email tenders and tenders without Earnest Money Deposit or not On the prescribed form shall not be entertained.
24. The TIFR 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 condition the Tender.
25. 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, tolls, royalty or other charges that may be Levi able on account of any the operations connected with the execution of this work/ Contract.
26. 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 Arises in this tender, the interpretation/decision of TIFR Hyderabad shall be final and Binding on the bidder. The arbitration will proceed as per Indian Arbitration Act, 1940, as Amended upto date.

**ADMINISTRATIVE OFFICER
(PURCHASE SECTION)
TIFR, HYDERABAD**

CHAPTER: 10 AUDITED ANNUAL TURNOVER

| S.No. | Financial/ Accounting Year | Profit (Rs.) | Loss (Rs.) | Annual Turnover (in INR) |
|--------------|---------------------------------------|---------------------|-------------------|-------------------------------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |

Authorized Signatory with Seal

Note:

This Audited Annual Turnover for the last 3 years should be certified by Chartered Accountant (CA) as per the format given above duly signed and stamped by the CA on their letterhead.

CHAPTER: 11 EMD/BID SECURITY DECLARATION

Bid Security Declaration (To be submitted on company's Letter Head)

" I/We the undersigned hereby declare that if we withdraw or modify the bids during the period of its validity, or if we are awarded the contract and fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document or fail to execute the contract, we will be suspended for the period of time specified in the request for bids document from being eligible to submit bids for contracts with the entity that invited the bids."

**Name and Signature
Of Authorized Signatory And Company Seal**
