

Central Scientific Instruments Organization (CSIR)

Chandigarh-160030

File No.:CSIO/1(41)/Pur-2010

Tender Notice

Sealed Tenders are invited in Single Bid Format from the reputed parties dealing in customs clearance, imports & exports handling and international freight forwarding under consolidations:-

Sl. No.	Name of the Equipment / Services	Specification
1	Tender for appointment of Custom House Agent for Clearance of Import Consignments, Handling exports shipments and consolidation of consignments of imports etc.. through Air, Sea and Foreign post office etc.	As detailed in G.C.C. / S.C.C.

The tender documents with detailed technical specifications and other terms and conditions can be downloaded and submitted on or before 17th March, 2010 upto 2:30 P.M. Date of opening of tender is same day at 3:00 P.M. in the Conference room of Administrative block of CSIO, Chandigarh.

EMD for Rs. 20,000.00 (Rupees Twenty Thousand Only) must be submitted as D.D./Bank Guarantee (format attached hereinunder) favoring Director, Central Scientific Instruments Organization, payable at Chandigarh.

TENDER DOCUMENT

For the

Appointment of Custom House Agent for Clearance of Import Consignments, Handling exports shipments and consolidation of consignments of imports etc..from all over the world through Air, Sea and Foreign post office etc.on behalf of CSIO, Chandigarh

Tender No. CSIO/1(41)/2010/Pur

Last date & time for submitting the tender documents 17th March, 2010 upto 2:30 P.M.

Date of Opening of tender : Same day at 3:00 P.M.

No tender document fee in case of download from website i.e. www.csio.res.in

Issued by: Director, Central Scientific Instruments Organization, Chandigarh, India.

Through

(B.M.Khanna)

STORES AND PURCHASE OFFICER, CSIO, Chandigarh

E-mail:- csiopurchase@yahoo.com, purchase@csio.res.in

Telefax: 0172-2652651

Issued to/Downloaded by:

Stores and Purchase Officer,
CSIO, Chandigarh

CENTRAL SCIENTIFIC INSTRUMENTS ORGANIZATION
Sector 30C, CHANDIGARH-160030

BID DOCUMENT

ITB * Number: CSIO/1(41)/2010/Pur Dated: 26th February, 2010

Due on 17th March, 2010 upto 2:30 PM Opening on: Same day at 3:00 P.M.

Sub: Bid for appointment of Custom House Agent for Clearance of Import Consignments, Handling exports shipments and consolidation of consignments of imports etc. through Air, Sea and Foreign post office etc.

Central Scientific Instruments Organization (CSIO), Chandigarh is one of the premier R&D laboratories of Council of Scientific and Industrial Research(CSIR), invites sealed Bids in **Single Bid System** for the appointment of Consolidation-cum Clearance Agent for a period of **One Year** subject to annual renewal on year to year basis (not more than three years in any case) based on Agent's performance and approval by the competent authority at CSIO Chandigarh, for the import / export of consignments from/to and all over the world by air-freight, air post, parcel and sea shipment under consolidation from the Bidders dealing in Custom Clearance, Import and Export handling and International freight forwarding under consolidation. CSIO Consignments comes on the basis of INCOTERMS: 2000 OR LATEST. **POSSESSION OF CHA LICENSE & CONSOLIDATION LICENSE/REGISTRATION IN THEIR OWN NAME IS A COMPULSORY QUALIFICATION FOR THE APPLICANTS.**

Bidders are requested to download the Bid Document from CSIO website i.e. www.csio.res.in No Bid Fee is required in downloading the Bid from CSIO website.

Interested Bidders are requested to submit their quotation in favour of Director, CSIO, CHANDIGARH latest by **17th March, 2010 upto 2:30 P.M.** The quotations will be opened on same day at 3:00 P.M. in the conference room of Administrative Block of CSIO in the presence of the Representative of the Bidders. Bidders are welcome in the Tender opening on the stipulated date and time.

* - ITB: - Invitation to Bid

1.0 Special Condition of Contract (SCC) :-

1.1 ELIGIBILITY CRITERIA: -Quotations of only those Bidders who have fulfilled the Eligibility Criteria as mentioned below are to be considered and necessary documents in this regard must also be enclosed with the quotation.

1.2 The Bidder should have valid *CHA Licenses in their own name (single name)* and should be **Licensed/Registered as Consolidator with the Customs Department of India**. Bidders not having these qualifications need not apply. Supporting documents copies must be enclosed with the quotation failing which their bid will be cancelled summarily

1.3 The Bidder should be registered member of **IATA or FIATA**

1.4 The Bidder should be certified under **ISO 9001** (2000/2008) quality system certification.

1.5 The Bidder should have successfully executed at least **Three** similar contracts for freight forwarding and custom clearance work during the last three years in any Govt. Department/ PSU/CSIR LABS/ Public Funded Autonomous Bodies / ICAR / IIT / ICMR / DRDO. Documentary evidences about satisfactory completion of the work Certificates of the Client must also be enclosed with their complete mailing addresses and telephone numbers.

1.6 BALANCE SHEET OF THE BIDDER FOR PREVIOUS THREE YEARS (2006-07, 2007-08, 2008-09) MUST BE ENCLOSED certified by chartered accountant evidencing turn-over.

1.7 The Bidder must submit EMD (Bid Security) of Rs.20,000.00 (Rupees Twenty thousand only) in the form of D.D./Bank Guarantee (Refer Annexure C) of scheduled nationalized bank along with the bid in favour of Director, CSIO, CHANDIGARH. ***No interest would be paid on EMD.***

1.8 Local office or Authorized person of Bidder stationed at Chandigarh (Name, Contact No. & Address).if any

Documents in support of 1.2 to 1.8 must be submitted with the Bid.

2.0 Scope of Work: – Following jobs shall fall under the scope of the Consolidation-cum-clearance contract:-

2.1.1 Customs clearance of imported consignments from DIAL/ICD/Foreign Post Office, New Delhi etc.

2.1.2 The clearance of precious and delicate type of equipments, Instruments and other special type of materials, including Perishable chemicals, dangerous goods (DGR) and ODC shipments etc.

2.1.3 Collection of all documents related to Imports / Exports from CSIO, CHANDIGARH, if local office/representative available. Otherwise documents will be sent by fastest mode.

-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 CSIO, Chandigarh.

-Arranging insurance survey at Airport/IAAI in case of damages to the consignment.

- Dispatch/ delivery of consignment to CSIO, CHANDIGARH after custom clearance.

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

2.1.5 Clearance of Post Parcels from Customs/Foreign Post Office, NEW DELHI & delivery to CSIO, Chandigarh.

2.1.6 Clearance of consignments from ICD Delhi / Patparganj and dispatch to CSIO, Stores, Chandigarh.

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

2.1.8 Clearance for consignment through courier mode.

2.2 Consolidations of the consignments being imported from through out the world:

2.2.1 Complete Monitoring And Supervision of the movement from the date of order/LC and regular feed back on the progress of order to CSIO. 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 etc. will be recovered from the party/their pending bill(s). CSIO will not pay any amount on account of demurrage charges etc. which will be incurred due to the delay/fault of CHA.

2.2.2 To provide timely information (pre-alert) regarding dispatches and other relevant Information to CSIO via E-mail/Fax etc.

2.2.3 To facilitate specialized packing (as required) of all kinds of materials as per the IATA specifications and international packing standards.

2.2.4 Clearance and Transportation of special projects materials voluminous and heavy packages, dangerous and hazardous materials including Radioactive Materials

2.2.5 Prompt communication through telephone, Tele-fax and Email etc. to ensure quick clearance.

2.2.6 Any other service needed regarding consolidation (as required).

2.3 Exports

2.3.1 Export for Repairs, which will be Re-Imported after repairs.

2.3.2 Export of equipments for replacement.

2.3.3 All procedural formalities for these Exports (as per 2.3.1 and 2.3.2), with customs will be required to be done by the Bidder.

3.0 BID EVALUATION CRITERIA :-

The Received and Qualified Tenders (w.r.t. clause 1.2 above) will be evaluated as per the **Single %age of discount offered (Refer Annexure A)** on IATA freight rates. The bidder offering the highest discount on IATA freight will be awarded the contract. While quoting discount in the bid bidders must keep this in their mind that no other charges except discounted freight and charges herein under mentioned at 3.1.2 and applicable custom duty will be paid under the contract.

3.1 Air freight charges: The Bidder on the basis of applicable IATA rates which are fixed by IATA, must offer a single discount on these rates which should be ***“in percentage (%) only”*** for all countries and shape/size of the consignment i.e. General/Voluminous/ODC etc..

3.1.1 The offer of the bidder will be evaluated on the basis of the percentage of discount and not on individual rates. Offering of discounts in different parameters for different countries, sizes, shapes (voluminous and ODC, etc.) of consignment will disqualify the Bid.

3.1.2 All other statutory charges/surcharges etc on air freight/ sea freight (Freight / Fuel / Security) will be paid at actual.

3.2 Clearance Charges: D.O. charges on consignment coming under CHA console shall not be paid. DO charges for other consolidation will be paid at actual against submission of proper supporting documents.

3.2.1 The Bidders must have their own arrangements of warehousing, insurance, pick-up and delivery by road within the country and also in the exporting country. Details of these facilities in India should be given for proper evaluation.

3.2.2 The contract will be awarded subject to fulfillment of S.C.C. and G.C.C. of this ITB.

4.0 CONTRACTUAL OBLIGATIONS/SCOPE OF WORK:–The following obligations are within **the scope of services** to be provided by the Bidder:–

4.1 Import / Export can be from/to any country. The IATA rates and discounts shall be applicable.

4.2 Bidder will be responsible for the safety of the cargo in all circumstances and handling complete and proper papers whether it may be for import or export of consignment. In the events of non availability of invoice or other relevant papers if consignments incur demurrage or penalty etc., the Bidder shall be solely responsible.

4.3 Pre-shipment advises must be intimated well in advance (48 hours prior to shipment). A weekly statement showing consignments shipped during last week and the proposed shipment during the next week through Fax / E-mail should be submitted invariably to CSIO.

4.4 The Bidder will pay all the clearing charges of the consignment including customs duty up to Rupees One Lakh per consignment (shipment) Airfreight/Sea-freight charges, custom duty and clearing charges etc., will be paid to successful bidder after receipt of the consignment in CSIO, Stores and also the receipt of pre receipted bill in duplicate addressed to Director CSIO, Chandigarh along with the relevant document as a proof for which payment is charged. The date of MAWB will be used for the Foreign Exchange calculations w.r.t. INR in relation to the passing of Bill.

4.5 The payment of Airfreight, Customs duty and clearing charges will not be made if the consignment is in damaged condition both externally or internally. However, the payment will be released only after the amount is recouped from the insurance company. CSIO will not bear/pay any demurrage charge/loss etc on account of any delay/fault in clearance attributable to clearing agent or their freight forwarder.

In case, a perishable consignment is damaged due to insufficient dry Ice during clearance, Bidder shall be held responsible for the complete loss.

4.6 Any kind of loss or damage to the consignment from foreign airport to our warehouse will be to successful bidder's (CHA) responsibility for recoupment. However, necessary documents on this account (to be prepared by successful bidder will be signed by us in the capacity of consignee/importer.

5.1 Airfreight Charges: The forwarders charge the freight charges on the basis of I.A.T.A. rates which are fixed by I.A.T.A. The IATA rates from respective country of import should be considered as the reference, while offering discount on forwarding/consolidation rates. Under no circumstances should these rates be more than those specified in latest / IATA tact book. The Bidder should furnish an undertaking (Refer Annexure

B) to this effect on its letterhead. The consignment should be shipped in the first available consol of any airline.

5.2 The Bidder, should offer a single standard/flat discount on IATA rates, which should be 'In Percentage' only, applicable for all countries and all weight slabs. The offers of the Bidders will be evaluated on the basis of the percentage of discount and not on individual rates for weight slabs. Offers/bids with discounts subject to any conditions imposed by the bidder or in any other format will be rejected.

5.3 The exchange rate as notified by customs for imports or RBI Exchange rate on the date of arrival of shipment at the New Delhi International Airport (DIAL) will be applicable.

5.4 The successful Bidder will have to submit a Performance Bank Guarantee for Rs.50,000.00 (Rupees fifty thousand only) from a nationalized bank as security, which should be valid at least for 14 months (One year of contract + two months) from the date of contract. The same Bank Guarantee will be refunded / returned after completion of 14 months. No interest would be paid on Bank Guarantee. Director, CSIO will have the discretion to invoke the payment from the Bank for any breach of contract.

5.5 Ex-works shipments: In case the foreign supplier agrees to supply the goods on ex-works basis only, the consignment shall be lifted by the agent from the foreign supplier's works for onward shipment to CSIO, Stores Chandigarh (U.T.) via New Delhi Airport. The inland handling/forwarding charges upto nearest gateway Airport in the supplier country shall be paid by CSIO, Chandigarh at actuals.

5.6 Most of our shipments will come on FOB/FCA basis. The Institute (CSIO) will not pay any Pick-up, & Terminal charges etc. and the successful bidder will have to bear these charges at their own. Institute will pay only Freight (as agreed) Fuel & War Security Charges on actual basis. The discount on AITA rates be offered keeping in view this into consideration.

5.7 Bank release order (for consignments against irrevocable letter of credit) will be delivered only after its receipt from the bank. Custom clearance should be initiated without waiting for bank release order. The Bill of Entry (B/E) in respect of CIF shipments must be sent to CSIO within 7 working days of custom clearance.

5.8 Even in the case of any dispute, the consignment shall be cleared by the agent and handed over to CSIO, Chandigarh (U.T.), pending the settlement thereof.

5.9 The efficiency of the Bidder will be judged by us on following aspects;

5.9.1 Custom clearance without DEMURRAGE CHARGES.

5.9.2 Coordinating with Customs/Carrier and Obtaining Cargo Arrival Notice within 48 Hrs landing at New Delhi Airport and Forwarding the same to CSIO, Chandigarh

5.9.3 After collection of Documents from CSIO, Chandigarh (U.T.) and customs clearance of the consignment within free period; delivery to CSIO Stores, Chandigarh (U.T.), must be made within 7 days of arrival New Delhi International Airport (DIAL)

5.9.4 The Bid must contain, names and address of all associates located in different countries along with their Telephone, Telex, Fax and E-mail numbers of the contact persons.

5.10 The successful bidder shall handle sophisticated and valuable consignment, hence the successful bidder shall have to furnish a fidelity guarantee bond for an amount of Rs.20.00 Lakhs (Rupees Twenty Lakhs only) in favour of Director, CSIO, CHANDIGARH to safeguard the interest of CSIO in the event of any loss to CSIO due to any act of omission and commission by the successful bidder.

5.11 The successful Bidder will have to give an undertaking that no consignment of CSIO will be detained / withheld by them before or after the custom clearance under any circumstances.

5.12 The Bidder must intimate CSIO well in advance (48 Hrs/pre-alert advice), BEFORE the date of arrival of the consignment at IGI New Delhi Airport with the house Airway bill and master Airway bill numbers and collect all documents required for clearance from Chandigarh office of CSIO, if local office/representative is available. Otherwise the documents will be sent by fastest mode. The Bidder shall be held responsible for any delay in customs clearance, not completed within the free period. The demurrage charges etc.. due to Bidder negligence will be recovered from them. Similarly the Bidder shall have to make good to CSIO, Chandigarh (U.T.) any loss incurred due to negligence or failure on their part to take prompt action in finalization of B.E. and clearance of consignment.

The Bidder may be required to carry out or arrange to carry out the inspection of the ordered material at the country/port of shipment or supplier's premises on behalf of CSIO, Chandigarh (U.T.), if required in certain cases.

Safe Custody of the Consignment Cleared is The Responsibility of The Bidder until It Is Delivered to Stores, CSIO Chandigarh (U.T.).

5.13 The Bidder shall be required to examine carefully all packages marked for customs examination of each consignment arrived at the airport with respective invoices/packing list etc. Any damage or loss of goods should be brought to the notice of CSIO, Chandigarh (U.T.) immediately. in

case any short landing cargo is noticed the agent shall be required to file “not traceable “ or “not found “ notice with the airport authorities and obtain ‘not traceable’ certificate and also lodge formal claim on airport authority/concerned Airlines with all necessary documents under intimation to CSIO, Chandigarh(U.T.) .

5.14 The successful bidder shall have to bear the applicable customs duty upto Rs.1,00,000.00 (Rupees One Lakh only) per consignment on behalf of CSIO which will be reimbursed to the successful bidder along with the Bill. In case the amount of Customs Duty is more than Rs. One Lakh then successful bidder shall intimate CSIO about the amount involved in Customs Duty in advance (with details of calculations of Custom Duty against our CDEC) on the basis of Purchase Order so that the customs duty can be arranged well in advance; prior to landing against Intimation and advance Bill of Entry copy from the Agent. Any delay in intimating CSIO about the duty payable shall be to the account of successful bidder. No plea on account of delay in arranging the customs duty shall be accepted.

5.15 In case the cargo is received in damaged condition/short landing, payment shall not be released to the bidder till CSIO receives the complete consignment / insurance claim. In all such cases the bidder is required to file “Shortage” or “Damage” or “Not Found” or “Not Traceable” notice with the Airport Authorities, obtain necessary certificate from the Airlines / Sealer and lodge necessary claim with the concerned authorities under intimation to CSIO.

5.16 Penalty Clause: Director, CSIO reserves the right to deduct penalty @ 0.5% per week of FCA / FOB price (incoterms 2000), for delay in consolidation and Airfreight / Sea shipment of CSIO shipments and delivery to Stores, CSIO, Chandigarh. (Maximum penalty shall be 5%) The period for this will be calculated after 30 days, from the date of intimation by supplier about the readiness of the consignment for shipment.

6.0 GENERAL CONDITIONS OF CONTRACT (G.C.C.)

6.1 Quotation will be enclosed in a sealed cover addressed to Director, CSIO, CHANDIGARH. The cover should be sealed and super scribed "QUOTATION IN RESPONSE TO CSIO ENQUIRY NO. _____ and Due DATE and Opening Date & time.

6.2 Quotation be dropped in the Tender BOX, available with Administrative officer, CSIO through S.O.(G) of General Section, CSIO Chandigarh – 226001 within scheduled date and time.

6.3 % (Percentage) Discount quoted in the Bid must be mentioned in figures and words clearly.

6.4 No deviation is acceptable after opening of quotation.

6.5 Bidders are requested to submit the EMD of Rs.20,000.00 (Rupees Twenty Thousand only) in the form of D.D/ Bank Guarantee from a nationalized bank in favour of Director, Central Scientific Instruments Organization, Chandigarh along with the bid and validity of EMD must be six months from the date of issue. **Bids received without EMD shall be rejected.** EMD of un-successful bidders will be refunded within 30 days after signing of the Contract. No interest would be paid on the Earnest Money Deposit.

6.6 **Incomplete Bid and conditional Bid will be rejected.**

6.7 **The Bid/s, Received By Fax/E-Mail and open Condition may be acceptable at the risk of bidder if it is received and made available to the purchase officer within stipulated due date and time.**

6.8 **Bids received after the due time (delayed) and due date (late) will not be considered and returned in original to the respective vendor.**

6.9 **Any bidders who have been debarred/suspended for doing business with CSIR, New Delhi & its Laboratories/Institutes need not submit their bid. If any bid is submitted by any such bidders their bid will be rejected & will not be considered for evaluation.**

6.10 The Director, CSIO reserves the right to accept or reject any or all the Bids received without assigning any reason.

6.10.1 The Director, CSIO reserves the right to terminate the contract within one month prior notice at any time on finding the service unsatisfactory or on **breach of contract.**

6.11 Insurance charges for equipment shipped on (FCA / FOB, Incoterms 2000) will be borne by CSIO.

6.12 The bids should be valid at least for 90 days.

7.0 Documents to be submitted: –

The Bid Should Contain the Following Documents (7.1 to 7.10)

7.1 Forwarding Letter In Your Letter Head Addressed to the Stores and Purchase Officer without any Condition/Remarks forwarding therewith ;

7.2 Copy of Customs House Agent License (CHA).

7.3 Copy of IATA or FIATA Membership.

7.4 Copy of ISO 9001 (2000/2008) Quality Management System Certification.

7.5 Copy of Service Tax Registration Certificate and Income tax returns filed during last 3 years.

7.6 The List Of The Customers (With Their Full Address) Where Similar Nature Of Services Were Rendered During The Last Three Years (2006–2009) (see Clause 1.5 under SCC)

7.7 EMD (Earnest Money Deposit) Rs. 20,000/- in the form of D.D./bank guarantee (as per enclosed format), with validity of Six Months

7.8 The completed compliance statement on a separate sheet showing acceptance of the terms and conditions as per this ITB.

7.9 Copy of Consolidation License/Registration.

7.10 Balance sheet of the Bidder for previous three years (2006–07, 2007–08, 2008–09) must be enclosed certified by chartered accountant evidencing turn-over.

7.11 A copy of latest IATA rates based on IATA TACT book.

7.12 The Bid should be in a sealed cover containing the bid duly filled up for evaluation. Bids not meeting the stipulated criterion/instructions will be rejected.

The sealed envelope containing the Bid must be superscribed as under :-

ITB No.CSIO CSIO/1(41)/2010/Pur for Consolidation and Custom Clearance.

Due on_____.

8 THE DIRECTOR, CSIO, CHANDIGARH (U.T.), RESERVES THE RIGHT TO ACCEPT OR REJECT PARTLY OR WHOLLY ANY BID WITHOUT ASIGNING ANY REASON WHATSOEVER.

STORES AND PURCHASE OFFICER

E-mail:- purchase@CSIO.res.in

Phone No. 0172 2652651

Encl:

1. Format of EMD (CSIR)
2. Bidders undertaking (Annexure B)

Annexure -A
Discounted offered on IATA freight rates

<p>Discount offered on Standard IATA Rates (A single flat discount for all categories to be offered irrespective of weight slabs.)</p> <p>A. Forwarding and clearance of all type of consignments including all the stages of clearance like collection of delivery order from carriers, DO charges of air lines/forwarder, customs clearance of consignments including customs documentation, customs examination sealing/strapping etc. of any volume/weight of consignment with loading/unloading and use of crane etc. including shipment of consignment after clearance from IGI Airport to CSIO, Chandigarh (No separate rate for the above item of clearance should be given. No additional charges other than those quoted in fixed amount shall be considered</p> <p>Note:- FEW OF THE CONSIGNMENTS MAY COME ON CIF BASIS, THE BIDDERS WILL ALSO HAVE TO GET CLEAR THE SAME WITHOUT ANY CHARGES, HENCE THE BIDDER MAY QUOTE THEIR RATES ACCORDINGLY</p> <p>B. All statutory charges shall be payable at actual against a proper receipt.</p> <p>C. DO charges on other than own console consignment will be paid on actual.</p> <p>D. DO charges shall not be paid on consignments arriving under consolidation of the Bidder.</p> <p>Note 1: (EVERY SIX MONTHS, A COPY OF TACT BOOK FOR IATA RATES WILL BE REQUIRED TO BE SUBMITTED) [100% of our shipments By Air are on INCOTERMS 2000 or latest BASIS, THEREFORE Terminal Charges, Forwarder's Fee, charges of Loading to carrier in shipping country etc. will not be paid separately. Fuel and War Security Surcharges shall be paid on actual basis as shown in MAWB. If there is any shipment on EX-WORKS basis, charges in shipper country will be paid on actual basis and the same has to be intimated by CHA to CSIO prior via e mail at csiopurchase@yahoo.com or purchase@csio.res.in or at fax +91 172 2652651/2657257]</p> <p>Note 2: Evaluation will be made on single discount offered on IATA freight rates. The bidder quoted the highest unconditional single discount on IATA freight rates will be the successful bidder. No other charges except freight, fuel, & security surcharges will be paid on FOB/FCA consignment. Bidder may quote their discount adjusting all charges as applicable.</p>	<p style="text-align: center;">X %</p> <p>Please write the numerical value of X only. Conditional bids will be rejected.</p>
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Conditional Offers will be rejected.

ANNEXURE B

UNDERTAKING BY THE BIDDER

1. We agree that the consignments after clearance from airport will directly be delivered to the premises of CSIO at Chandigarh(U.T.) within 48 HOURS. In case of perishable item, it will be delivered within minimum time with necessary 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 alongwith 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 two days prior to, arrival at the New Delhi 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 CSIO , Chandigarh as and when required.
6. We agree that we shall submit the original house Airway Bill alongwith copy of Manifest, Copy of master Airway Bill, Customs Signed Invoice, Bill of Entry both importer copy and exchange control copy, alongwith the clearing charge bills and ITC HS Classification code information (Custom Tariff Heading) will be informed against pre alert.
7. We shall prepare the airfreight bill strictly in accordance with the approved rates. Under no circumstances airfreight rates charged by us, shall exceed those specified in the latest issue of IATA Tact Book.
8. We shall charge Fuel & Security Surcharge on actual basis as claimed by concerned Airlines. These charges which are shown in the MAWB will be correctly apportioned amongst all HAWBs, issued against the concerned MAWBs.
9. We agree to accept the exchange rate of Customs (Import), for the purpose of calculation of airfreight charges or custom rate with documentary evidence.

10. In case the cargo is received in shortage/damages condition/short landing cargo, no payment shall be made to CHA till CSIO 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 CSIO.

During inland transportation any loss/damage is the sole responsibility of clearing agent. In that case we have to provide loss/damage certificate immediately.

11. As we shall handle sophisticated and valuable consignment, we shall have to furnish a fidelity bond of Rs. 20.00 Lakhs in favour of Director, CSIO to safeguard the interest of CSIO in the event of any loss to CSIO due to any act of Omission and Commission by we. Which should be valid till contract period. Director, CSIO will have the discretion to order for the forfeiture of deposit for any breach of contract.

12. In case the cargo is received in shortage/damaged condition/short landing cargo, no payment shall be released to us, till CSIO 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 CSIO.

13. We unconditionally accept all the terms and conditions (**GCC & SCC**) of this **ITB**

SIGNATURE WITH DATE AND
RUBBER SEAL OF THE BIDDER.

Annexure C

BID SECURITY/EARNEST MONEY DEPOSIT FORM

Whereas1 (hereinafter called “the Bidder”) has submitted its bid dated..... (date of submission of bid) for the supply of (name and/or description of the goods) (hereinafter called “the Bid”).

KNOW ALL PEOPLE by these presents that WE (name of bank) of (name of country), having our registered office at(complete address of bank) (hereinafter called “the Bank”), are bound unto (name of Purchaser) (hereinafter called “the Purchaser”) in the sum of _____ for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this ____ day of _____ 20____THE CONDITIONS of this obligation are:

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

We undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee shall remain in force up to and including forty five (45) days after the period of the bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

.....
(Signature of the Bank)

1 Name of Bidder