



भाकृअनुप – सरसौ अनुसंधान निदेशालय
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No. 4-197/SP/Custom/19

Dated: 02-11-2019

E- TENDER NOTICE No 13
TENDER OPENING CLOSING AND OTHER RELATED DATES TO BE AS PER THE DATES
OF THE E-PROCUREMENT WEBSITE

ICAR- DRMR, invites online tenders for the appointment of consolidation -cum- clearance agent for a period of ONE YEAR extendable for three years on year to year basis on mutual consent basis subject to performance review by the Institute for the import of consignments from /to all over the world by air freight, air post parcel, and sea shipment under consolidation from the parties dealing with custom clearance, import handling and International freight forwarding under consolidation. The consignments contain precious and delicate type of equipments, instruments, and other special type of materials etc. required for research purposes

The crucial date is as under:-

Only the tenders engaged both in customs clearance and consolidation should submit their online tenders. Following jobs shall fall under the scope of the consolidation -cum custom clearance contract.

- I. Customs clearance of imported consignments from IAAI / ICD / Foreign post office at New Delhi / Mumbai.
 - a) Custom clearance of the consignment including all the stages of customs clearance obtaining Non- delivery certificate / short landing certificate in case the materials are short delivered by IAAI, or airlines and lodging of claims with them immediately on behalf of ICAR-DRMR. Arranging insurance survey at airport / IAAI in case of damages to the consignment. Immediate delivery of consignment at ICAR -DRMR, after custom clearance.
 - b) Any other job in connection with the clearance of goods from customs clearance of IPP parcels from customs / foreign post office New Delhi.
 - c) Clearance of consignments from ICD Delhi.
- II. **Consolidation of the consignments being imported throughout the world**
 - Complete monitoring and supervision of the movement from the date of order /LC and regular feedback on the progress of order to ICAR- DRMR. In case the same is not received before landing of the consignment the delay in clearance will be on the part of the clearing agent and the respective amount of demurrage will be recovered from the bill.
 - To provide timely information (pre-alert) regarding dispatches and other relevant information to ICAR- DRMR.
 - To facilitate specialized packing from all kinds of materials as per the IATA specifications and International packing standards.
 - Transportation of special projects materials voluminous and heavy packages, radio active, sensitive and hazardous materials.
 - Extensive communication through telephone, tele fax and Email etc.
 - Any other service needed regarding consolidation from time to time.
 - Shipment should be made preferably through AIR INDIA.

TERMS & CONDITIONS

1. The online tender must indicate "Tender for Appointment of consolidation cum custom clearance agent and addressed to the Director, ICAR- DRMR, Bharatpur.
2. Formats for quoting the rates are attached. The rates must be quoted as per the enclosed two formats only in the following manner apart from furnishing the check-list (enclosed format):
 - (a) **Airfreight Charges:** The forwarders charge the freight charges on the basis of IATA rates which are fixed by IATA. The offer of the parties will be evaluated on the basis of the percentage of discount and not on individual rates.
 - (b) **Clearance charges:** The rates must be quoted according to the format only. Otherwise tender will be ignored. DO charges on consignment coming under contract shall not be paid. DO charges for other consolidation will be paid at actual.
3. The tenders/ their counterparts must have its 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.
4. Fuel surcharges, war surcharges, security surcharges and DGR fee/ Dangerous & Perishable goods, if any, shall be paid proportionately at actual provided the same is charged by the carries (Air Company) and shown separately in MAWB. The party has to submit a clean copy of MAWB (importer / customer copy) in support of the above charges along with the bills for payment.
5. Consolidator will be responsible for the safety of the cargo in all circumstances and handling complete & proper papers whether it may be either import or export consignment. In the event of non availability of invoice or other relevant papers if consignment incurs demurrage or penalty, the consolidator shall be solely responsible.
6. Freight charges will be paid in the India in Indian rupees as per our agreement / contract on the basis of original HAWB rates after receipt of consignment at ICAR -DRMR after customs clearance. Payment of airfreight charges shall be made on the basis of exchange rates prevailing on the date of shipment supported by a reputed newspaper line EXIM etc. copy of which all be provided by the clearing agent with the bill.
7. CCF fee, if any, may also be mentioned in your on line tender, which shall be paid as per exchange rates on the basis of customs bill of entry and on the basis of original HAWB.
8. Pre- shipment advises must be intimated well in advance. A weekly statement showing consignments shipped during last week & the proposed shipment during the next week should be submitted invariably.
9. Consignment must be cleared from customs within three days by the consolidation cum clearing agent. The documents to this effect should be collected from us forthwith or in advance. The objective of consolidation cum clearance contract is to eliminate the demurrage charges. The quoted party should confirm that they will not allow any demurrage to incur. No demurrage will be paid by ICAR-DRMR except in rare case, where the decision of Director, ICAR-DRMR will be final whether to pay demurrage or not in that case.
 - (a) Transportation charged of the items/ equipment must be actual on way bill of the registered transportation.
 - (b) List of documents requires for clearance/ reimbursement of bill must be mentioned specifically.
10. Shipment will be made from the nearest International Airport of the supplier. However, if the location of the counterpart of consolidator is far from the location of our supplier, ICAR- DRMR shall have the option to get the consignment shipped through supplier or DRMR's consolidation. The consignment will be handed over by the supplier to the consolidator at the nearest airport for onward shipment to India (Delhi). Only airfreight charges shall be payable to the consolidator from the departure International Airport to the final destination i.e. Delhi of India.

Earnest Money Rs. 20,000/- (Rs. Twenty Thousand only) to be deposited in the shape of demand draft/FDR/Pay Order/Bank Guarantee from commercial bank in favour of ICAR unit, DRMR payable at Bharatpur. No other form of deposit will be accepted. There will be no exemption for paying earnest Money. However, firms registered with the Central Purchase Organization/NSIC/MSME only are exempted from submitting bids without EMD (proof of registration must be attached)

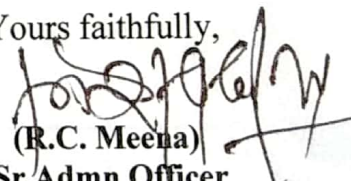
12. The online Tender without scan copy of following documents will not be considered at all :
- (i) The photocopies of Valid permanent customs licenses as CHA in the name of the bidder, failing which tender will not be considered.
 - (ii) A certificate of IASA / IATA/ FIATA stating that the tenders / its principal or counterparts is /are member of IASA / IATA.
 - (iii) The party should be registered with the custom department as a consolidator / Freight forwarder.
 - (iv) EMD of Rs.20,000/-(Rupees twenty thousand only) in the shape of demand draft/FDR/Pay Order/Bank Guarantee from commercial bank in favour of pay able at . On line tender received without scan copy of EMD shall not be considered & will be summarily rejected, which may please be noted. The EMD of unsuccessful tenders would be refunded on finalization of the contract.
 - (v) Scanned copy of Registration with Central Purchase Organization, NSIC/MSME if exemption is sought for depositing EMD.
 - (vi) The bid must accompany name and complete address of all associates located in different countries along with names, phones, and telex and e-mail numbers of contract person
 - (vii) The tendered or its principals / counterparts must be a member of International Air Shipping Association (IASA /IATA / FIATA) and should be accredited by the customs for customs clearance as CHA. The authority letter from the principal company / counterparts must be submitted with the offer.
 - (viii) Firm should also be registered with the Indian Customer as consol Agent Sister concerned/ Authorized Party certificate shall not be acceptable.
 - (ix) CHA must be registered in Custom House Delhi, Mumbai.
 - (x) The Bidder should have facility for custom clearance at Mumbai and Delhi, both for sea and air cargo & foreign post office.
 - (xi) The tenders are required to submit a certificate with online tender that their firm has not been debarred/black listed/suspended by any Government /Autonomous Organization/PSU etc.
13. The successful tenders will have to submit a FDR/ bank guarantee of Rs.50,000/- (Rs. Fifty thousand only) from a Commercial Bank as performance security, which should be valid at least for 14 months (One year of contract +60 days) from the date of contract. The same BG/FDR will be refunded / returned after successful completion of contract. However, the Director, ICAR-DRMR will have the discretion to order for the forfeiture of deposit for any breach of contract.
14. No interest on EMD and performance Security will be paid by the Institute.
15. The charges towards air freight, custom duty up to the prescribed limit, demurrage charges (if any in rare case) and clearance charges will be paid at the earliest after receipt of goods after clearance and submitting the bill to DRMR. Initially, all such charges involved in the consolidation and clearance etc. shall be paid by the contractor on behalf of ICAR- DRMR, irrespective of the fact whether the consignment has come through their consolidation or not.
16. The rates should hold good during the currency of contract.
17. The successful bidder shall handle sophisticated and valuable consignment, hence the bidder shall have to furnish a fidelity guarantee bond for an amount of Rs. 5.00 Lakh (Rs. Five lakh only) in

- favour of Director, DRMR, New Delhi to safeguard the interest of ICAR- DRMR in the event of any loss to DRMR due to any act of omission and commission by the firm.
18. The successful tenders will have to give an undertaking that no consignment of ICAR –DRMR will be detained / withheld by them before or after the clearance under any circumstances.
 19. Work will be awarded to a party who will offer higher discount on IATA rate and overall lowest in both clearance & consolidation, of air freighted consignments subject to fulfilment of other conditions of tender.
 20. Party will arrange to clear the consignments for import-export through other modes including the courier & Air parcel posts also. Rates for the same, if any, shall be mentioned separately.
 21. The bidder shall have to bear the applicable customs duty upto Rs.1,00,000/- (Rs. One Lakh only) on behalf of ICAR -DRMR which will be reimbursed to the bidder along with the bill. In case the amount of customs duty is more than Rs.1, 00,000/- the party shall intimate to ICAR-DRMR about the applicable duty in advance on the basis of purchase order so that the customs duty can be arranged well in advance. The payment of duty shall be made through bank directly in the name of PNB account custom duty. Any delay in intimation to ICAR -DRMR about the duty payable shall be to the account of the bidder. No plea on account of delay in arranging the customs duty shall be accepted. Any difference up to Rs. 1,00,000/- (Rs. One Lakh only) between the Bank Draft and the actual amount of duty shall be paid by the bidder at the time of clearance. In case of excess payment of duty to IAAI refund shall be recovered from IAAI by the bidder himself.
 22. Bids of firms who have not executed any contract satisfactory, failed to execute any such contract have poor track record shall not be considered. Misrepresentation or suppression of facts will lead to cancellation of the bid and forfeiture of the EMD.
 23. Except where otherwise provide in the clauses of this contract or the execution of the same arriving during the progress or work of after the completion, abandonment there of all disputes shall be referred to the sole arbitration of a person nominated by the Director General, ICAR and if he will unable or unwilling to act, to the sole arbitration of other person appointed by him willing to act as an arbitrator. The submission shall be deemed to be submission arbitration under the meaning of the arbitration Act 1940 or any statutory modification of re-enactment thereof for the time being in force. The award of arbitrator so appointed shall be final, conclusive & binding on all parties to this contract.
 24. In case of any confusion, the parties should seek clarification about terms & conditions & pattern of formats, instead of quoting in ambiguous manner.
 25. Director, ICAR- DRMR retain the right to appoint more than one CHA-cum-import Consolidator, for ICAR- DRMR and its other Regional Stations.
 26. The Director, ICAR- DRMR reserves the right to accept or reject any or all the tenders received, without assigning any reason.
 27. The Director, ICAR- DRMR reserves the right to terminate the contract at any time on finding the service unsatisfactory or on breach of contract.
 28. All disputes to be settled under Bharatpur Jurisdiction.
 29. On line tender may please be submitted in two bid system i.e. **technical and financial bid**. Technical bid must contain required documents as per enclosed check list of Annexure-I and other bid Price/Financial bid as per given format.
 30. Point no: 1: The Bidder should have successfully executed at least three similar Freight Forwarding and Custom Clearance works in any IIT's/NIT's/IISER's/CSIR-Labs/ICAR/ICMR-Educational Institute/ Central University (ies) with minimum 100 shipments (per client) custom clearance each year, during the last three years (i.e. 2015-16,2016-17 & 2017-18). Documentary evidence about satisfactory completion of the work together with Certificate from the client must also be enclosed with complete

mailing addresses telephone numbers, fax number, e-mail address and name of the concerned person. Institute clears its shipments under customs notification number 51/96 @ 5.15% custom duty.

31. The firm/company should not have been banned or suspended or Blacklisted or put on any holiday nor should presently be facing any service related dispute due to any reasons including adopting corrupt and fraudulent practices by them in last Five Years and an undertaking with notarized certificate on nonjudicial stamp paper worth of Rs. 50
32. The bidding agents should have valid consolidation & Custom House Agent (CHA) License in their own name (single name). Firms not having these qualifications need not apply. The CHA should have Certificate of Incorporation/Registration Certificate of the firm for a period of minimum 10 years under the respective Laws from the competent authorities appointed under in the relevant Acts.
33. The Bidder must have water proof covered storage space either owned or on lease/ hired basis within Delhi limit for the entire duration of the contract. Documentary evidence to establish the same needs to be submitted along with the offer duly attested by the Public Notary. Should also have Liability Insurance policy for the warehousing. (Attached Insurance copy with technical bid).
34. PAN number/GST number should be in the name of same company and bidder should be registered with Tax Authorities, enclosed the copy.
35. The Bidder should be certified under ISO quality system certification and registered member of IATA or FIATA. The bidder should have their own facility for Customs clearance for Air & Sea Cargo and Foreign Post Office.
36. Balance sheet of the Bidder for previous Three Years must be enclosed duly certified by chartered accountant evidencing turn-over. (Minimum Annual Turn Over Rs. 5,00,00,000/- (Five crore)

Yours faithfully,


(R.C. Meena)
Sr.Admn.Officer

NO.	1. For Imports clearance by Air, Sea and Foreign post office:- Job Work
1.	<p>A. Clearance of air-freighted consignments including all the stages of clearance like collection of delivery order from carries, DO charges of air lines/forwarder. Custom clearance of consignment including customs documentation customs examination sealing/strapping etc. and delivery/transportation of consignments at DRMR Bharatpur and its regional stations of any volume weight of consignment with loading/unloading and use of crane etc. no separate rate for the above item of clearance should be given but only in percentage(%) of charges of ACIF value to be given.</p> <p><u>B. All Statutory charges shall be payable at actual receipt.</u></p> <p><u>C. DO charges on other than console consignment will be paid on actual.</u></p> <p><u>D. DO charges shall not be paid on consignments carrying under consolidation.</u></p>
2.	Clearance of sea freight consignment at ICD Delhi or Mumbai including all stages of clearance
	<p>Delivery of consignment at DRMR from: Air Port and Seal Port India</p> <p>(I) ICD DELHI.</p> <p>(II) SEA- PORT , MUMBAI</p>
3.	<p>Clearance of Air Parcel post from foreign Post Office including the delivery of parcel at DRMR on actual subject to production of original receipt from the concerned Department.</p> <p><u>All other charges will be paid by DRMR on actual basis subject to production of original receipt from the concerned Department</u></p>

Note:

1) All Statutory charges including airfreight & post charges shall be paid on actual basis against proper receipts. Quoter not to quote any charges on his behalf/level.

(i) CC fee, Fuel surcharge and war surcharge will be payable on actual basis subject to production from original receipt for the concerned Department. Any other charge, if applicable must be shown in percentage.

SIGNATURE & SEAL OF THE TENDERER

NAME OF THE SIGNATORY
CERTIFIED THAT:

- To the best of our knowledge the rates given in above table are the IATA rates.
- Comparison of tender for airfreight rates shall be on the basis of discount offered on IATA rates and will be decided on over-all economy basis as per consignments received in past by DRMR, Bharatpur.
- Any other charges shall be paid on actual & proportionate basis provided the same is charged by Air Company and reflected in MAWB .
- Percentage of CC FEE , Fuel surcharges & War Surcharge on the basis of present rates applicable

Dated. _____ Signature of authorized person _____

Place _____ Name of the party _____

Name of the Person _____

Designation _____

Note: i) The online tender must be submitted with the details asked for. Incomplete offer received without showing the details in the manner asked for shall not be considered & will be rejected forthwith which may please be noted.

(ii) On line offer received without scan copy of requisite EMD will also not be considered

IATA RATES SHEET

Single discount (%) to be quoted for Air freight charges as per following IATA rates.

Name of country	Airport	Min wt in kg	(-) 45	(+) 45	+ (100)	(+) 300	+(500)	(+) 1000
USA	New York (US\$)	125.00	15.55	11.95	10.36	9.42	9.07	9.07
UK	Heathrow (Pound)	60.00	6.42	6.42	3.11	2.90	2.55	2.55
Germany	Frankfurt (Euro)	76.69	4.09	4.09	2.56	2.30	2.17	2.17
Japan	Tokyo (JPY)	11500.00	1610.00	1370.00	1200.00	1040.00	1040.00	1040.00
Netherlands	Amsterdam(Euro)	68.07	7.82	7.82	3.05	2.83	2.71	2.71
France	Paris(Euro)	85.00	9.10	9.10	3.64	3.27	3.15	3.15
Canada	Montreal(CAD)	185.00	18.47	14.14	12.14	11.08	10.63	10.63
Singapore	Singapore (SGD)	75.00	9.75	7.31	7.31	7.31	7.31	7.31
Switzerland	Zurich(CHF)	120.00	17.25	10.85	5.40	4.55	4.30	4.30
Italy	Milan (Euro)	67.14	4.86	4.86	3.19	3.19	1.91	1.91
Hong Kong	Hong Kong (HKD)	190.00	30.39	22.79	22.79	22.79	22.79	22.79
Sweden	Stockholm (SEK)	750.00	33.00	27.00	21.00	21.00	21.00	21.00
Australia	Melbourn (AUD)	120.00	7.50	5.65	3.85	2.70	2.55	2.55
Austria	Vienna (Euro)	71.95	11.12	8.39	8.39	8.39	8.39	8.39
Belgium	Brussels (Euro)	66.93	6.07	6.07	3.00	2.70	2.55	2.55
Denmark	Copenhagen (DKK)	670.00	29.00	26.00	18.00	18.00	18.00	18.00
Taiwan	Taipei (TWD)	1281.00	181.00	136.00	136.00	136.00	136.00	136.00
Malaysia	Kuwalampur (MYP)	113.00	12.94	9.71	9.71	9.71	9.71	9.71
Korea	Seoul (KRW)	39300.00	8260.00	6200.00	5370.00	5370.00	5370.00	5370.00
Thailand	Bangkok (THB)	800.00	86.00	65.00	65.00	65.00	65.00	65.00
Mauritius	Mauritius (MUR)	1500.00	152.40	115.00	52.90	52.90	52.90	52.90
Latvia Russia	Latvia (LVL)	47.73	5.36	4.28	2.79	2.60	2.50	2.50
Percentage of discount offered on above rates		In figures			In words			

VERIFY THAT:

- To the best of our knowledge the rates given in above table are the IATA rates.
- Comparison of tender for Airfreight rates shall be on the basis of discount Offered on IATA rates and will be decided on over-all economy basis as per Consignments received in the past by the DRMR, Bharatpur.
 - Any other charges shall be paid on actual & proportionate basis provided the same is charged by Air Company and reflected in MAWB.
 - Percentage of CC FEE, Fuel surcharge & War Surcharge on the basis of present rates applicable has been shown.

Dated _____

Signature of authorized person _____

Place _____

Name of the party _____

Name of the Person _____

Designation _____

Note: i) The online tender must be submitted with the details asked for. Incomplete online tender received without showing the details in the manner asked for shall not be considered & will be rejected forthwith which may please be noted.

ii) Online offer received without scan copy of requisite EMD will also not be considered.

Check List for some specific terms and conditions(clauses)

Sr.No.	Item/Clause	Yes/No	If No please give Reason of Deviation
1.	Whether the rates have been quoted as per the tender formats mentioned at 2(a) & (b)		
2	Whether copy of authorization letter(s) from principal/counterparts in favour of bidders is submitted		
3.	Whether the copy of valid permanent custom license (CHA) enclosed with your tender		
4.	A certificate of IASA / IATA/ FIATA stating that the offer / its principal or counterparts is /are member of IASA / IATA.		
5.	The party should be registered with the custom department as a consolidator / Freight forwarder		
6	Whether scanned copy of requisite EMD has been submitted with the offer.		
7.	Whether the list of name and complete addresses of the freight forwarders/associates with Telefax/email enclosed(clause 16) attached		
8	Firm should also be registered with the Indian Customer as consol Agent Sister concerned/ Authorized Party certificate shall not be acceptable		

	Whether the copy of certificate(s) of membership of IASA/IATA in favour of bidder/its principal/counterparts is submitted		
10.	The Bidder should have facility for custom clearance at Mumbai and Delhi, both for sea and air cargo & foreign post office		
11	A certificate with online tender that their firm has not been debarred/black listed/suspended of by any Government /Autonomous Organization/PSU etc.		
12	Whether all clauses of tender documents are compiled fully. Deviation if any may be mentioned.		

(Signature)

Name of firm with Stamp



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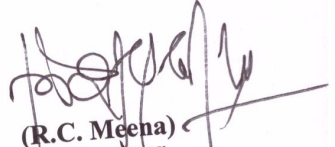


Dated: 02-11-2019

No. 4-197/SP/Custom/19

TENDER NOTICE

Online tenders are hereby invited by the Director, ICAR- DRMR on behalf of the Directorate, ICAR from the reputed clearing agent having valid license issued by the Customs Authority, New Delhi for entering into Annual Rate Contract for clearance of Foreign Consignment/Equipment, Perishable items seeds and planting material etc. of this Institute. The detailed terms and conditions of the tender may be down loaded from our website: <https://www.drmr.res.in/> and <https://eprocure.gov.in/eprocure/app>


(R.C. Meena)
Sr.Admn.Officer