



भाकृअनुप – सरसों अनुसंधान निदेशालय
ICAR-Directorate of Rapeseed-Mustard Research
(Indian Council of Agricultural Research)
Sewar, Bharatpur 321303 (Rajasthan), India



No. 4-197/SP/Custom/20

Dated: 08-12-2020

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.

1. No advance payment will be made. However, the payment is normally made within 30 days from the date of receipt of material good condition as per order.
2. Technical specification according to specification will be rejected.
3. The rates quoted should be clearly indicated whether the rates of items are inclusive/exclusive of slaes tax, central sales tax & GST.
4. In case of any disputes, the decision of the Director, DRMR, Bharatpur shall be binding on the part of the contractor/supplier.
5. The rate should be valid for one year. The contract may be renewed for further period of one year with mutual consent based on the performance of the f irm and other conditions.
6. All the bids must accompanied by a bid security/Earnest Money deposit (EMD) of Rs. 10,000/- (Rupee: Ten thousand only) in the form of Demand Draft/FDR drawn on a scheduled commercial bank in favour of 'ICAR Unit – DRMR' payable at Bharatpur. Quotation without EMD will be out rightly rejected. NO EMD will be received after opening o quotation. The EMD will be refunded to all the contractors after finalization of the contract. The firms quoting the rates should furnish the credential of the firms, i.e. the set-up of the firm experience in the relevant filed, information regarding technical manpower availability etc.

Term & Conditions: -

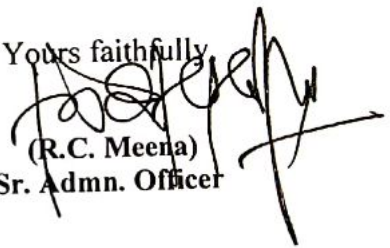
1. The rate of Agency charges should be quoted inclusive of all charges such as filling of Bill of Entry, Documentation, Examination sand sealing, Labour, Cartage and locak transportation at Delhi. However, Freight, Govt. levies etc. will be paid by us. The custom clearing agent should clear the consignment with 2-3 days time, after receipt of the required documents from us. In the even of failure to release the consignment within the stipulated period, the demurage if any will be deducted from the agency Commission bill of Clearing Agent.
2. The bidder should have a valid CHA license on their name of the same should be in use since concern/firm or any other authorized company will not be accepted.
3. The consignment after custom clearance should be dispatched to us duly nicely packed to avoid pilferage in transit to Director, DRMR, Bharatpur on To Pay basis either by passenger Train or any reputed transport company. The transits insurance of the times will be mad by us in advance.
4. The bidder should have rate contracts in hand with minimum 5 ICAR Institutes for past three years and the details of the same be submitted.
5. The copies of performance/experience certificate in the line from Govt. Semi Govt. Deptt. Should be submitted along with the tender.
6. Discount rebate of any should be indicated prominently.
7. The online tender must indicate "Tender for Appointment of consolidation cum custom clearance agent and addressed to the Director, ICAR- DRMR, Bharatpur.
8. **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.
9. 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.
10. 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) Bharatpur.
11. Transportation charged of the items/ equipment must be actual on way bill of the registered transportation.
12. 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.
13. Earnest Money Rs. 10,000/- (Rs. Ten 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)
14. **The online Tender without scan copy of following documents will not be considered at all:**
a. certificate of IASA / IATA/ FIATA stating that the tenders / its principal or counterparts is /are member of IASA / IATA.

- b. The party should be registered with the custom department as a consolidator / Freight forwarder.
 - c. EMD of Rs.10,000/-(Rupees ten 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.
 - d. Scanned copy of Registration with Central Purchase Organization, NSIC/MSME if exemption is sought for depositing EMD.
 - e. 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.
 - f. 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.
 - g. The authority letter from the principal company / counterparts must be submitted with the offer. Firm should also be registered with the Indian Customer as console Agent Sister concerned/ Authorized Party certificate shall not be acceptable. CHA must be registered in Custom House Delhi.
 - h. The Bidder should have facility for custom clearance at Delhi, for air cargo & foreign post office.
 - i. The tenders are required to submit a certificate with online tender that their firm has not been black listed by any ICAR/Government /Autonomous Organization/PSU etc.
15. The photocopies of valid permanent customs licenses as CHA in the name of the bidder, failing which tender will not be considered.
 16. 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 12 months (One year of contract) 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.
 17. No interest on EMD and performance Security will be paid by the Institute.
 18. The charges towards air freight, custom duty up to the prescribed limit, demurrage charges 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.
 19. 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, Bharatpur 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.
 20. 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.
 21. 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.
 22. 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.
 23. 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 SBI 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.

24. 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.
25. The Director, ICAR- DRMR reserves the right to accept or reject any or all the tenders received, without assigning any reason.
26. The Director, ICAR- DRMR reserves the right to terminate the contract at any time on finding the service unsatisfactory or on breach of contract.
27. All disputes to be settled under Bharatpur Jurisdiction.
28. 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.

Yours faithfully


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

For Imports clearance by Air and Foreign post office:-

| S.NO. | 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. | <p>Clearance of sea freight consignment at ICD Delhi including all stages of clearance</p> <p>Delivery of consignment at DRMR from: Air Port India</p> <p>ICD DELHI.</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:

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.

**SIGNATURE & SEAL OF THE TENDERER
NAME OF THE SIGNATORY**

CERTIFY THAT:

1. To the best of our knowledge the rates given in above table are the IATA rates.
2. 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.
3. Any other charges shall be paid on actual & proportionate basis provided the same is charged by Air Company and reflected in MAWB.

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.

(B.) Technical Bid - DOCUMENTATION COMPLIANCE

Check List for some specific terms and conditions (clauses)

| Sr. No. | Item/Clause | Yes/No | If No please give Reason of Deviation |
|---------|---|--------|---------------------------------------|
| 1. | Scanned Copy of DD (EMD) | | |
| 2 | Firm Registration Certificate (Copy) | | |
| 3. | GST Registration (Copy) | | |
| 4. | PAN Card (Copy) | | |
| 5. | Whether copy of authorization letter(s) from principal/counterparts in favour of bidders is submitted | | |
| 6 | Whether the copy of valid permanent custom license (CHA) enclosed with your tender | | |
| 7. | A certificate of IASA / IATA/ FIATA stating that the offer / its principal or counterparts is /are member of IASA / IATA. | | |
| 8 | The party should be registered with the custom department as a consolidator / Freight forwarder | | |
| 9 | Whether scanned copy of requisite EMD has been submitted with the offer. | | |
| 10. | Whether the list of name and complete addresses of the freight forwarders/associates with Telefax/email enclosed(clause 16) attached | | |
| 11 | Firm should also be registered with the Indian Customer as console Agent Sister concerned/ Authorized Party certificate shall not be acceptable | | |
| 12 | Whether the copy of certificate(s) of membership of IASA/IATA in favour of bidder/its principal/ counterparts is submitted | | |
| 13. | The Bidder should have facility for custom clearance at Delhi, for air cargo & foreign post office | | |
| 14. | A certificate with online tender that their firm has not been debarred/black listed/suspended of by any Government /Autonomous Organization/PSU etc. | | |
| 15. | Whether all clauses of tender documents are compiled fully Deviation if any may be mentioned. | | |
| 16. | Details of past experience (3 year experience 5 ICAR Institutes) for providing Govt. organization / PSU/Autonomous bodies | | |
| 17. | Balance sheet last 3 financial year | | |
| 18. | Turnover of last minimum 3 crore by CA/Audit reports | | |
| 19. | Duly filled & Signed Tender Acceptance Letter | | |
| 20. | Duly Signed & Stamped Tender Document | | |

Note: Scanned copy of all necessary document duly self-attested must be uploaded for the Purpose Technical Evaluation.

Date:

Place:

Financial statement for hiring of Custom clearing agent I: -

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#) | | | | | | | |
| UK | Heathrow (Pound) | | | | | | | |
| Germany | Frankfurt (Euro) | | | | | | | |
| Japan | Tokyo (JPY) | | | | | | | |
| Netherlands | Amsterdam(Euro) | | | | | | | |
| France | Paris(Euro) | | | | | | | |
| Canada | Montreal(CAD) | | | | | | | |
| Singapore | Singapore (SGD) | | | | | | | |
| Switzerland | Zurich(CHF) | | | | | | | |
| Italy | Milan (Euro) | | | | | | | |
| Hong Kong | Hong Kong (HKD) | | | | | | | |
| Sweden | Stockholm (SEK) | | | | | | | |
| Australia | Melbourn (AUD) | | | | | | | |
| Austria | Vienna (Euro) | | | | | | | |
| Belgium | Brussels (Euro) | | | | | | | |
| Denmark | Copenhagen (DKK) | | | | | | | |
| Taiwan | Taipai (TWD) | | | | | | | |
| Malaysia | Kuwalampur (MYP) | | | | | | | |
| Korea | Seoul (KRW) | | | | | | | |
| Thailand | Bangkok (THB) | | | | | | | |
| Mauritius | Mauritius (MUR) | | | | | | | |
| Lativia Russia | Lativia (LVL) | | | | | | | |
| Percentage of discount offered on above rates | | In figures | | | In words | | | |

Financial statement for hiring of Custom clearing agent II: "

| | | |
|----|---|--|
| 1. | Agency Attendance/Charges Customs Clearance at IAAI | |
| 2. | Transportation Charges for IGI Airport to DRMR, Bharatpur/ Our go down/ Godown/ Warehousing charges | |
| 3 | Computer Charges Re-Dry Ice filling Charges | |
| 4 | All Govt. Statutory changes & standard changes. Computer bill or entry charges Documentation Charges Bill of entry charges CMC charges Opening & Re-packing charges Loading & Unloading and rebooking Courier/Fax/Phone/Speed post Re-Dry Ice filling Charges | |
| 5 | Delivery Order Fee | |
| 6 | FAX/Phone Courier charges | |
| 7 | Transportation charges our go down to DRMR, Bharatpur | |
| 8 | Discount on Air freight for FOB/FCA/Ex-works shipments/ Consolidation Charges | |
| 9 | Any other charges | |
| 10 | GST | |
| 11 | Local Transportation | |
| 12 | Payment | |
| 13 | Clearance | |
| 14 | Validity | |