



भा0कृ0अन0प0सरसों अनुसंधान निदेशालय
ICAR-DIRECTORATE OF RAPESEED MUSTARD RESEARCH
सेवर, भरतपुर 321 303 (राज0)
SEWAR, BHARATPUR (RAJ.) 321 303

Tel: 05644-260379/ 261725(O)
Fax: 05644-260419/260565



F. No. 4-197/SP/15/

SPEED POST
Dated: 30-12-2015

List enclosed

Sub: Quotation for appointment of Custom Clearing Agent at New Delhi – reg.

Dear Sir,

You are requested to kindly quote your lowest rates keeping in view the following conditions in respect of the above purpose indicated overleaf/ as per statement enclosed.

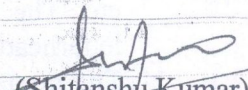
1. No advance payment will be made. However, the payment is normally made within 30 days from the date of receipt of material good condition as per order.
2. Quotations not found according to specification will be rejected.
3. Quotations should remain valid for 3 months from the date they are quoted.
4. The Rates quoted should be clearly indicated whether the rates of items are inclusive/ exclusive of sales tax, central sales tax.
5. In case of any disputes, the decision of the Director, DRMR, Bharatpur shall be binding on the part of the contractor/ supplier.
6. Director, DRMR, Bharatpur reserve the right to accept or reject any or all the quotation without assigning any reason.
7. 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 firm and other conditions.
8. All bids must accompanied by a bid security/ Earnest Money deposit (EMD) of Rs. 3,000/- (Rupee: three thousand only) in the form of Demand Draft 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 of quotation. The EMD will be refunded to all the contractors after finalization of the contract.
9. Quotation should be submitted in the neat form. Cutting should be avoided. In unavoidable circumstance, if there is any cutting, the same should be attested by the authorized signatory with date.
10. 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. The firm should also indicate CST No./ RST/ TIN as applicable on the top of the letterhead used to quote the rate.
11. The quotation may be sent to the office in sealed cover super scribed with "**Quotation for appointment of Custom Clearing Agent at New Delhi**" due date 30-01-2016 and the same must be reached to this Office on or before 05.00 PM failing which it will not be considered.

S. No.	Particulars	Rate (Rs.)
1.	Rate of Agency Charges for Custom Clearance of imported Equipment from Custom Department, New Delhi	

Terms & 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 local 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 demurrage 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 and the same should be in use since last 10 years, a copy of which must be enclosed with the quotation. The CHA license of the sister concern/firm or any other authorized company will not be accepted.
3. The rate should be valid up to 31-12-2016 and extendable on mutual consents basis.
4. 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.
5. The Custom Clearing Agent should bear the expense of custom duty, Freight and other charges up to Rs. 1,00,000/- initially, and the same will be reimbursed to him, in case of freight etc. exceeding Rs. 1,00,000/-, the same will be sent in advance to him along with the documents.
6. The bidder should have rate contracts in hand with minimum 8 ICAR Institutes for past three years and the details of the same be submitted alongwith the quotation.
7. The copies of performance/ experience certificate in the line from Govt. Semi Govt. Deptt. Should be submitted along with the quotation.
8. Discount rebate of any should be indicated prominently.
9. CDEC, NMIC, Cargo Arrival Notice duly discharged by Bank and endorsed in your name, copy of Invoice, certificate of origin of country will be sent to you by this Directorate for duty free clearance of the consignment.
10. Bidder should have minimum experience of release of equipments costing Rs. 3 Crores per every year for the last 3 consecutive years (Balance sheets for previous three years must be enclosed).
11. Payment of Agency charges will be made within 30 days after receipt of the consignment at this Directorate.
12. The document of the clearance will be sent either through representative of this Directorate or under registered cover for necessary action to your end.

Yours faithfully,


(Shitanshu Kumar)
Admn. Officer