INDIAN INSTITUTE OF TECHNOLOGY MANDI

TENDER NOTICE

Sealed tenders are invited on behalf of the Director, IIT Mandi from the reputed Firms / Parties, in TWO BID FORMAT - (Part One: TECHNICAL BID) and (Part Two: FINANCIAL BID) for appointment of agent for consolidation of consignments of imports / exports, shipments from all over the world through Air, Sea, Cargo, Foreign Post Office, Courier and Custom Clearance and transportation upto IIT Mandi at Kamand. The tender documents with detailed technical specifications and other terms & conditions can be downloaded from the Institute website **http://www.iitmandi.ac.in** and submitted along with the tender fee & Earnest Money Deposit (EMD), by **01:00 P.M. on 22.02.2016**

IITMandi/S&P-205/2015-16/9303-04 Dated:01st February, 2016

Asstt. Registrar (S&P), IIT MANDI

TENDER DOCUMENT

FOR APPOINTMENT OF AGENT FOR CONSOLIDATION OF CONSIGNMENTS OF IMPORTS / EXPORTS, SHIPMENTS FROM ALL OVER THE WORLD THROUGH AIR, SEA, CARGO, COURIER, FOREIGN POST OFFICE AND CUSTOM CLEARANCE, INSURANCE AND TRANSPORTATION UPTO IIT MANDI AT KAMAND

Enquiry No**.** IITM/S&P-205/2015-16/9303-04	: Date : 01st February, 2016
Date of opening of the bids	: 22.02.2016 AT 03:00 P.M.
Closing date and time	: 22.02.2016 till 01:00 P.M.
Last date and time for downloading	: 22.02.2016 (upto 01:00 P.M.)
Submission of bids (TECHNICAL BID & FINANCIAL BID)	: 22.02.2016 till 01:00 P.M.

DATE OF OPPENING OF TECHNICAL BID: 22.02.2016 at 03.00 P.M.

Issued By:

The Assistant Registrar (Stores & Purchase)
Indian Institute of Technology Mandi at Kamand (HP)
Telephone: 01905-267039,
E-mail: arsp@iitmandi.ac.in

TENDER DOCUMENT

Tender No. IITMandi/S&P-206/2015-16/9303-04 Dated: 01st February, 2016

SUB : TENDER FOR APPOINTMENT OF AGENT FOR CONSOLIDATION OF CONSIGNMENTS OF IMPORTS / EXPORTS, SHIPMENTS FROM ALL OVER THE WORLD THROUGH AIR, SEA, CARGO, COURIER, FOREIGN POST OFFICE AND CUSTOM CLEARANCE AND TRANSPORTATION UPTO IIT MANDI AT KAMAND:

Indian Institute of Technology Mandi, one of the premier Educational Institute of National Importance, invites sealed tenders on behalf of the Director, in Two Bid System for appointment of agent for consolidation of consignments of imports / exports, shipments from all over the world through Air, Sea, Cargo, Courier, Foreign Post office and Custom Clearance and transportation upto IIT Mandi at Kamand for a period of **Two years** (extendable to another one year), subject to renewal on annual performance and cost / rates basis for the import/export of consignments to and from all over the world by air-freight, air post parcel, courier and sea shipment under consolidation from the parties dealing in Custom Clearance, Import and Export handling and International freight forwarding under consolidation. The INCOTERMS should be Ex-works/FOB/FCA/CIF/C&F etc. POSSESSION OF CUSTOM HOUSE AGENT (CHA) LICENCE AND CONSOLIDATION LICENCE IN THEIR OWN NAME IS A COMPULSORY QUALIFICATION FOR THE APPLICANTS.

Bidders are requested to download the Tender Document from IIT Mandi website i.e. **http://www.iitmandi.ac.in** and from CPP Portals **http://eprocure.gov.in/eprocure/app** However, while submitting the tender they shall be required to submit a **tender fee for Rs: 1000/- payable in the form of DD in favour of Registrar IIT Mandi payable at Mandi,** along with the technical document.
Interested Bidders are requested to submit their bids in TWO PARTS duly sealed and addressed to **"The Assistant Registrar (Stores & Purchase), IIT Mandi" on or before by 22.02.2016 till 01:00 P.M. The quotations will be opened at 03:00 P.M. on 22.02.2016 at, IIT Mandi at Kamand,** in the presence of the representative of the quoted firms, who shall be requested to bring authorization letter from their firm, on 22.02.2016 at IIT Mandi at Kamand. Any corrigendum (if needed) will be released on IIT Mandi and respective Websites only. Tender document also published on e- tendering (http://eprocure.gov.in/eprocure/app). The bidder can also submit bids online.

TERMS AND CONDITIONS FOR AWARD OF THE CONTRACT

1) **ELIGIBILITY CRITERIA** :- Quotations of only those bidders who would fulfill the eligibility criteria as mentioned below, shall be considered. As such, necessary documents in this regard must also be enclosed with the quotation:

a) The Agents should have valid consolidation & Custom House Agent(CHA) License Port License, IATA and FIATA registration in their own name **(single name).** Firms not having these qualifications need not apply. Copies of documents in this connection must be enclosed.

b) The bidder should have minimum turnover of not less than 2 crore per annum (enclose details) exclusive of custom duty payment. Balance sheet of previous three years {2012-13 (i.e. upto 31.03.2013), 2013-14 (i.e. upto 31.03.2014) & 2014-15 (i.e. upto 31.03.2015)} duly audited or certified by the Chartered Accountant be enclosed alongwith a statement showing three years turnover separately. Turnover should be given in the following format duly certified by the Chartered Accountant: -

Financial Year	**Turnover Exclusive of Custom Duty (Rs)**	**Custom Duty (Rs)**	**Total Turnover (Rs)**
A	**B**	**C**	**D = B + C**
2012-13			
2013-14			
2015-16			

c) A refundable amount of **Rs.1,00,000/-** as earnest money deposit **(EMD)** in the shape of DD from a scheduled bank in India (valid for a minimum period of 3 months from the date of submission of tender) should accompany the bid documents. The DD drawn in favour of **"The Registrar, IIT Mandi"** payable at Mandi should accompany the bid documents. The EMD should be kept in a separate sealed envelope, should be marked clearly and put in the outer envelope that contains the technical and financial bid envelopes. The bidders should enclose a pre-receipted bill for the EMD to enable us to return the EMD of unsuccessful bidders. Failure to deposit Earnest Money will lead to rejection of tender. In the event of the awardee bidder backing out, EMD of that bidder will be forfeited.

d) The Bidder should have successfully executed at least **three similar** Freight Forwarding and Custom Clearance works in any Govt. Department/ CSIR Labs / ICAR / ICMR / DRDO/Educational Institute / Central University / IITs with minimum 50 shipments (per client) custom clearance each year during the last three financial years (ie 2012-13, 2013-14& 2014-15).Documentary evidence about satisfactory completion of the work together with Certificates of the client must also be enclosed with their 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 dated 23rd July, 1996 @ 5.15%. The firm

should submit the minimum of 10 copies of bill of entry assessed @ 5.15%, except NIL duty clearance.

e) The Firm should be a member of IATA or FIATA and copy of membership should be enclosed. The Firm should have ISO certified company and copy of the same be enclosed.

f) The Firm should have valid Service Tax Registration Certificate (Enclose copy).

g) The firm/company with whom Government transaction have been banned or suspended or Blacklisted due to any reason including corrupt and fraudulent practices adopted by them, shall not be eligible to submit the bids.

h) The bidder must submit a List of having the network of cargo forwarding and consolidating agents in at-least 15-20 countries specially like USA, Canada, Germany, Switzerland, Mexico, UK, Italy, Sweden, Australia, Japan, Korea, France, Denmark, Israel, Singapore, Hongkong etc. A list of the same with telephone no. and addresses must be attached with the tender.

2) **SCOPE OF WORK** :- Following jobs shall fall under the scope of the Consolidation-cum-clearance contract:-

A. Customs clearance of imported consignments from Indian Airport Authority of India (IAAI) / Indian Container Depot (ICD) / Foreign Post & Courier, New Delhi and any other Indian Airport/Sea port

i. The clearance of precious and delicate type of equipments, instruments and other special type of materials, including perishable chemicals etc.

ii. Receipt of documents relating to custom from IIT, Mandi and ensuring the following;

a) Custom clearance of the consignment including all the stages of custom clearance.

b) Obtaining non-delivery certificate/short landing certificate/damage certificate in the case of materials are short delivered by Indian Airport Authority of India (IAAI), or airlines and lodging of claims with them immediately on behalf of IIT Mandi at Kamand.

c) Arranging insurance survey at airport/IAAI in case of damages to the consignment and get the damage certificate.

d) Immediate Dispatch / delivery of consignment to IIT Mandi at Kamand after custom clearance.

e) To identify the consignments of negative/banned listed & 100% Custom Duty Free items from day to day purchase orders issued by the Institute and advise the Institute accordingly.

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

iv. Clearance and intimation of Post Parcels from Customs/Foreign Post Office, New Delhi & delivery to IIT Mandi.

v. Clearance of consignments from Indian Container Depot (ICD) Delhi/Patparganj and dispatch to Central Stores and distribution to individual indenter, IIT Mandi at Kamand.

vi. Clearance of sea shipment from any port of the India and delivery of consignment at IIT Mandi at Kamand after custom clearance.

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

viii. To provide the damage certificate to the Institute for insurance claim, in case of damage consignment.

ix. Clearance for consignment arrived through courier/cargo mode.

B) Consolidation of the consignments being imported from throughout the world:

i. Complete monitoring and supervision of the movement from the date of order/letter of credit and regular feedback on the progress of order to IIT Mandi at Kamand. **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 respective amount of demurrage shall be recovered from the bill.** IIT Mandi at Kamand shall not be liable to pay any amount on account of demurrage charges, if intimation & documents received in advance to you.

ii. To provide timely information (pre-alert) regarding dispatches and other relevant information to IIT Mandi at Kamand.

iii. To facilitate specialized packing from all kinds of materials as per the International Air Traffic Association (IATA) specifications and international packing standards.

iv. Clearance & transportation of special projects materials voluminous and heavy packages, dangerous and hazardous materials including Radioactive Materials, Live Animals on priority basis.

v. Prompt communication through telephone, tele-fax and e-mail etc., to ensure quick clearance.

vi. Any other services needed regarding consolidation from time to time.

vii. If, any nearby International Airport agent's associates not available, then he will also responsible to make arrangement for smooth shipment (for EX- WORK/FOB/FCA) from any country to Indian Airport/Seaport, for that agent will not claim any extra charges.

viii. The cleared consignments will have to be delivered during office hour only as far as possible. **The manpower/labourers for unloading / shifting / moving of consignments will be arranged by the Institute at his own costs.**

ix. Even in case of any dispute, the consignment shall be cleared by agent handed over to IIT Mandi pending the settlement thereof

C) Exports to various countries:-

i. Export of certain items for repairs, which will be re-imported after repairs.

ii. Export of equipments for replacement and completion of their paper work.

iii. All procedural formalities with customs will be required to be done by the agent. The Agent should take care of the paper work of the export documents for repaired or replacement materials on priority basis.

3) CRITERIA FOR EVALUATION OF BIDS:-

A. Airfreight charges: The forwarder charge the freight charges on the basis of IATA rates which are fixed by the International Air Traffic Association (IATA). The parties 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/Odd Dimensional Cargo (ODC)/ Sea Shipments etc.

a) The offer of the parties will be evaluated on the basis of the percentage of discount on IATA Rates and agency commission.

b) Offering of discounts in different parameters for different countries, sizes, shapes (voluminous and ODC etc.) of consignment will disqualify the offer.

c) All other statutory charges will be paid as per actual, after submitting original documents.

Please see Annexure 'A' for details of evaluation

B. Clearance Charges: The rates must be quoted according to the format only, otherwise quotation will be ignored/rejected. The deliver order (DO) charges on consignment coming under own console shall not be paid. DO charges for other consolidation will be paid as per actual. No other clearance charges will be paid extra in any consignment

a) The applicants 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. The agent will be responsible to deliver the goods to the respective indenter of the materials in the Institute.

4. **CONTRACTUAL OBLIGATIONS**:- The following obligations are also applicable and the same must be fulfilled by the firm:-

i. Import/export can be from/to any country of world. The IATA rates and discounts shall be applicable there also.

ii. On the receipt of consignment, the firm shall have to submit a clear copy of Master Air Way Bill (MAWB), House Air Way Bill (HAWB), Cargo Arrival Notice (CAN), Commercial Invoice & packing list for Bank Release Order (BRO).

iii. Consolidator will be responsible for the safety of the cargo in all circumstances, besides 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, the consolidator shall be solely responsible circumstances

iv. Pre-shipment advises must be intimated well in advance (48 hours prior to shipment). A weekly statement showing consignment shipped during last week and the proposed shipment during the next week through fax / e- mail should be submitted invariably. Also Agent should give the detailed prior information's of the materials to be shifted from Delhi to IIT Mandi at Kamand by fax/e-mail so that Inspection Report should be prepared and unloading arrangement should be made in advance, if any. We shall not bear/pay any demurrage charge on account of any delay in clearance attributable to clearing agent or their freight forwarder.

v. You have to pay all the clearing charges of the consignment including customs duty up to **Rupees Five Lakh** per consignment (shipment). Airfreight/Sea-freight charges and clearing charges etc. will be paid to you after original receipt of the consignment in IIT Mandi at Kamand Central Stores and also the **receipt of pre receipted bill in duplicate addressed to The Assistant Registrar (Stores & Purchase) IIT Mandi at Kamand,** along with the relevant document as proof for which payment as to be charged by the firm. All the receipt should be provided in original including HAWB. The bill should be submitted within **15 days** from the release of materials from custom. The Institute will not responsible to pay the clearance /custom charges, if agent fails to submit the bill in time.

vi. The payment of airfreight, customs duty, clearing charges and transportation charges will not be made, if the consignment is found externally damaged condition/ short delivery. However, the payment will be released only after the amount recouped from the insurance company. It will be the responsibility of the agent to provide the damage certificate to the Institute, in case of damage consignment.

vii. The consignment after clearance from airport/seaport should be delivered at IIT Mandi at Kamand, within seven working days. In case of perishable items, it should be delivered directly within minimum required period with proper arrangements. The perishable consignments should be cleared immediately on landing and clearance process for such consignments should begin well in advance. In case a perishable consignment is damages due to insufficient arrangement or Dry Ice during clearance & transportation upto IIT Mandi at Kamand, agency shall be held responsible for the complete loss.

viii. Any kind of loss or damage to the consignment from foreign airport to our Central Stores will be firm/agency responsibility for recoupment. However necessary documents on this account (to be prepared by you) will be signed by us in the capacity of consignee/importer.

ix. The agent shall adhere that ;

a) The weight for the purpose of Airfreight will be the **"chargeable weight"** of the consignment.

(b) The weight for the purpose of clearance from airport will be the **"Gross weight"** of the consignment or "**Volume Weight"** of the consignment, which is higher.

(c) Proper dimensions should be mentioned in Air Way Bill in terms of Cms/Inches / odd dimension etc. in import as well as export documents.

x. **AIRFREIGHT CHARGES:** The agent shall charge the freight charges on the basis of IATA rates which are fixed by IATA. 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 the latest IATA tact book. The firm should furnish an undertaking to this effect on its letter-head. The consignment should be shipped in the first available consol of any airline.

xi. The agency, in the schedule of rates 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 parties will be evaluated on the basis of the **percentage of discount on IATA rates and agency commission** 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.

xii. Exchange rate of foreign currency for the purpose of calculation of air freight charge and sea freight charge will be taken from RBI Reference rate :

xiii. **Performance Bank Guarantee**: The successful tenderer shall have to furnish an unconditional Performance Security Deposit / Performance Bank Guarantee of **Rs 10,00,000/- (Rupees Ten Lac Only)** from a nationalized bank as security, within fifteen days of the award of order, which should be valid at least for 15 months from the date of contract. The same Bank Guarantee will be refunded /

returned after completion of Contract period. No interest would be paid on Bank Guarantee. In case the successful bidder fails to provide satisfactory services during contract period or discontinue or found at fault, the performance bank guarantee shall be forfeited without assigning any reason. The successful bidder shall have no right to claim for refund of performance security deposit. The Director, IIT Mandi at Kamand will have the discretion to invoke the payment from the bank for any breach of contract. The performance bank guarantee will be returned to the successful bidder after completion of the contract period as per terms and condition of the agreement and no interest would be paid thereon. For this the bidder shall have to produce application for refund of performance bank guarantee to the Institute.

xiv. **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 suppliers and forwarded shipment to IIT Mandi at Kamand (H.P.) via New Delhi. The inland handling/ forwarding charges shall be paid by us on actual basis.

xv. Bank Release Order (for consignments against irrevocable letter of credit) will be delivered after its receipt from the bank. Custom clearance should be initiated without waiting for bank release order which generally takes time.

xvi. Even in the case of any dispute the consignment shall be cleared by the agent and handed over to IIT Mandi at Kamand, pending the settlement thereof.

xvii. The efficiency of custom agency will be judged by the Institute on following aspects:

I. Eliminating payment of demurrage charges.

II. Coordinating with customs/carrier and obtaining cargo arrival notice within 24 hrs landing at New Delhi airport and forwarding the same to IIT Mandi at Kamand.

III. Number of consignment damaged during the year and follow up by the agency.

IV. Time taken to reach the IIT Mandi at Kamand after release of the consignment from the airport.

V. The Tenderer must accompany name and complete address of all associates located in different countries along with names, telephone no, fax no and e-mail address of contact persons.

xviii. The successful tenderer will have to give an undertaking that no consignment of IIT will be detained / withheld by them before or after the clearance under any circumstances.

xix. The agency must intimate IIT Mandi at Kamand well in advance (48 hrs/pre- alert advice) from the date of arrival of the consignment at IGI, New Delhi airport with the house airway bill (HAWB) and master airway bill (MAWB) numbers so that the required documents are prepared and sent to Delhi in time. The agency shall be held responsible for any delay on their part where they do not file the bill of entry with custom or do not confirm any discrepancy to IIT Mandi at Kamand. In documents the demurrage charges due to agents negligence will be recovered from them. Any loss incurred due to negligence or failure on their part to take prompt action in finalization of the Bill of Entry and clearance of consignment. The firm may be required to carry out or arrange to carry out the inspection of the orders material at the country airport of shipment or suppliers premises on behalf of IIT Mandi at Kamand. If required in certain cases safe custody of the consignment cleared is the responsibility of the agency until it is delivered to Central Stores, IIT Mandi at Kamand and delivered to the concerned indenter. The unloading of the materials at IIT Mandi at Kamand will be the managed by the Institute.

xx. The agent is also responsible for clearance of material shipped by Other Consol (CIF/CIP) or Direct Purchase Order, if all relevant documents and intimation provided in advance to them by IIT Mandi at Kamand, then NO Demurrage will be paid in any condition. Agent is fully responsible for proper monitor of shipment from principal supplier and arrangement of Demurrage Free clearance of consignment come from other Consol including Direct Orders.

xxi. Agent must ensure/check about the proper Insurance of the shipment before moving the consignment form the respective countries. In Export & Re-Import cases, agent is fully responsible to take Insurance policy for consignment. The same will be reimbursed after producing the original policy document with proper bill on actual. If any loss occurred due to non insurance of the consignment during transit, then the total loss will be recovered from the agent's bills.

xxii. Agent shall make good to Institute, any loss incurred due to negligence/ failure on his part to take prompt action in finalization of Bill of Entry and clearance of consignment within stipulated period, losses to Institute will be recovered from the agent from his bills.

xxiii. The successful bidder shall have to bear the applicable customs duty **up to Rs.5,00,000/- (Rupees Five Lacs Only**) on behalf of IIT Mandi at Kamand, which will be reimbursed to the successful bidder along with the Bill. In case the amount of Custom Duty is more than Rs. Five Lakhs, then successful bidder shall intimate IIT Mandi at Kamand about the amount with detailed calculations involved in Custom Duty & Freight in advance on the basis of Purchase Order on his Proforma Invoice, so that the custom duty & Freight can be arranged well in advance ie. 24 hrs, prior to landing against intimation and advance bill of entry copy from the Agent. Any

delay in intimating IIT Mandi 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.

xxiv. The consignment will be moved within seven (07) days of receiving of material from the foreign supplier/firm (For FOB/FCA/EX-WORK) and after clearance from airport/Sea Port should be delivered at our Central Stores within a week (7 days of landing at IGI New Delhi) (For FOB/FCA/EX- WORK/CIF etc).

xxv. **CIF/CIP Shipments:** Many orders are placed with foreign suppliers on CIF/CIP basis. CFA/CSP shall arrange to liaise with the supplier / carrier for clearance and delivery of consignments at IIT Mandi at Kamand.

xxvi. **FCA/FOB Shipments:** Purchase Orders are also placed with foreign suppliers on FOB / FCA basis. CFA/CSP's console airfreight rates must be based on FOB / FCA shipments i.e. from shipping Airports in the exporting country to Chennai Airport. Inland handling / forwarding Charges in the exporting country will not be separately payable by IIT Mandi at Kamand.

xxvii. **EX-WORKS Shipments:** In case the foreign supplier agrees to supply the goods on Ex-works basis only, CFA/CSP shall arrange collection and shipment of the consignment from the foreign supplier warehouse to IIT Mandi at Kamand. Inland handling / forwarding Charges in the exporting country will be reimbursed by IIT Mandi at Kamand.

xxviii. In case the cargo is received in shortage/damaged condition/short landing cargo no payment shall be released to the bidder till IIT Mandi at Kamand 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, damage certificate from the Airlines / Sea liner and lodge necessary claim with the concerned authorities under intimation to IIT Mandi at Kamand. It will be the duty of the successful bidder to follow up the matter with Insurance Company for claim settlement including damage certificate, surveyor inspection along with Institute representative, claim lodging and any necessary requirement.

xxix. **Penalty Clause**: The Director, IIT Mandi at Kamand reserves the right to deduct **penalty @ 0.5% per week** of shipment price for delay in consolidation and Airfreight of IIT shipments and delivery to Central Stores, IIT, Mandi at Kamand. (Maximum penalty shall be 2% of Shipment Value). The period for this will be calculated after 4 weeks from the date of intimation by supplier about the readiness of Equipment/Consumable for shipment. This will also applicable for shifting of material from New Delhi to IIT Mandi at Kamand after 07 days of clearance.

xxx. **Forfeiture of EMD**: the earnest Money deposited (EMD) will be forfeited if the bidder withdraws or amends, impairs and derogates from the tender in any respect within the period of validly of tender or fails to furnish the Performance Bank Guarantee.

xxxi. **Validity of offer**: Offer should be valid for a period of one hundred eighty days (180) days from the date of opening of the tender.

xxxii. All our imports are partially customs duty free which are imported under Notification No. 51/96 dated 23.07.1996 against which duty exemption certificate will be provide by us against each import for custom clearance purpose on receipt of Cargo Arrival Notice from the agent. The applicable custom duty is 5.15% only after duty exemption certificate in all shipment except 100% duty free items. The agent will file Bill of Entry just after landing of the consignment under intimation to us for arranging duty exemption certificate. In case of any customs objection, the written communication will be sent to us without any delay. In no case full Custom Duty shall be paid by you when Custom Duty Exemption Certificate is provided by the Institute.

5. **GENERAL CONDITIONS OF CONTRACT (G.C.C.)**

i. The sealed envelope should contain Earnest Money Deposit (EMD), Tender Fee and all required technical and other essential documents with the Technical bid, failing which the offer will be liable to be rejected. Another sealed envelope should contain FINANCIAL bid which should be Super scribed as **"FINANCIAL Bid for the services of Forwarders/Clearing Agents"** The quotation containing both TECHNICAL & FINANCIAL bid be put in a separate sealed cover addressed to: The Assistant Registrar (Stores & Purchase), IIT Mandi at Kamand, District Mandi (HP) 175005. The cover should be sealed consisting TECHNICAL and FINANCIAL bid separately and super scribed **"Quotation for Contract of Consolidation and Custom Clearance Agent"**, in response to IIT Mandi at Kamand-175005, Enquiry No. **IITM/S&P-205/2015-16/9303-04 dated 01/02/2016 and date of opening will be 22.02.2016 at 03:00 P.M** Request for extension of submission date of tenders will not be considered.

ii. Quotation received by the post addressed to the
"**Assistant Registrar, Stores and Purchase"**
Indian Institute of Technology Mandi (IIT Mandi),
Academic Block, Room No. 204 Mandi – 175001 (H.P), India"
and must reach to this office within scheduled date and time.

iii. Amount quoted in the quotation must be mentioned in figure and words. If any discrepancies found in the figure and words amount then the amount mentioned on lower side be entertained and order placed on the lower side quoted amount.

iv. Quotation will be opened on scheduled date and time in presence of the bidders, if any.

v. No deviation is acceptable after opening of quotation.

vi. Bidders are requested to submit the **EMD of Rs. 1,00,000/-** (One Lac only) in the form of DD of any recognized scheduled bank in favour of

the Registrar, IIT Mandi at Kamand along with the bid and validity of DD must be three months from the date of issue. Quotation received without EMD shall be straight away rejected. EMD of un-successful bidders will be refunded within 60 days after the opening of quotation, after submitting the written request by the unsuccessful bidder and EMD of successful bidder will be refunded within 60 days after the receipt of Performance Bank Guarantee. No interest would be paid on the Earnest Money Deposit & PBG.

vii. Incomplete tender is liable to be rejected. Late tender will not be accepted.

viii. The tender which is received by fax/E-mail and open condition will not be considered.

ix. Tenders received after the due time and due date will not be considered.

x. The Director, IIT Mandi at Kamand reserves the right to accept or reject any or all the tenders received without assigning any reason.

xi. Institute have right to appoint any other clearing agent during contract period for smooth work.

xii. The Director, IIT Mandi at Kamand reserves the right to terminate the contract with One month prior notice at any time without assigning any reason or on finding the service unsatisfactorily or on breach of contract.

xiii. Some of our consignments come under temporary import. Hence, required assistance shall be arranged.

xiv. If any damages/pilferage/theft/shortage occurs during the transportation, loading and unloading under custody of your freight forwarder/your custody after taking delivery from IAAI, your firm will be responsible for the total losses and the same will be recovered from you. This will be as per IATA rules. In the event of damages/shortage/pilferage to the consignment open delivery will be taken by us. If the same is found during the course of customs clearance the same must be got recorded on the Bill of entry. Copy of which will be provided to us by your firm.

xv. **Arbitration**: In the event of any dispute or difference(s) between the vendee Institute (IIT Mandi) and the vendor(s) arising out of non-supply of material or supplies not found according to specifications or any other cause whatsoever relating to the supply or purchase order before or after the supply has been executed, shall be referred to "The Director, IIT Mandi", Kamand who may decide the matter himself or may appoint arbitrator(s) under the arbitration and conciliation Act,1996. The decision of the arbitrator shall be final and binding on both the parties. The place of arbitration and the language to be used in arbitral proceedings shall be decided by the arbitrator. All disputes shall be subject to Mandi Jurisdiction only.

xvi. Successful contractor / bidder will have to execute bond/agreement as may be mutually agreed upon.

xvii. Income tax as applicable will be deducted at source from the bill of Firm.

xviii. Force Majure clause as may be deemed fit will be made applicable during contract period.

xix. Your **Technical Bid** should contain forwarding letter in your letter head addressed to " The Assistant Registrar (Stores and Purchase) IIT Mandi at Kamand", without any condition/remarks forwarding therewith;

a. Copy of consolidation registration of Firm and Customs House Agent certificate (CHA)

b. The Bidder should have minimum turnover of not less than 2 Crore per annum (enclosed Details) exclusive of custom duty payment. Profit & Loss account and Balance sheet of previous three years for your company/firm {i.e. 2012-13 (upto 31.03.2013), 2013-14 (upto 31.03.2014) & 2014-15 (upto 31.03.2015)} duly certified by the Chartered Accountant be enclosed.

c. EMD of Rs. 1,00,000/- in the form of Demand Draft from a scheduled Bank in India with a validity of latest three months in favour of The Registrar, IIT Mandi at Kamand .

d. Copy of the satisfactory work completion certificate for three similar work in any Govt. Department/CSIR Labs/ICAR/IISC /Educational Institute/ Central University/IITs etc. and copies of bill of entry assessed @ 5.15%.

e. Copy of FIATA certificate and ISO certification and membership certificate (if available)

f. Latest copy of Service Tax Registration certificate.

g. Copy of the prevailing IATA rates

h. The list of the customer (with their full address) where similar nature of services were rendered during the last three years (2012-13, 2013-14 & 2014-15).

i. Undertaking by the tender **'Annexure-B'** to be furnished without any addition/alteration/cutting/remark.

j. List of console associated in foreign countries with complete address, telephone number, fax no., e-mail address and contact persons.

k. Any relevant document in support of claims made by you.

l. Please enclose a terms & conditions compliance statement on a separate sheet showing acceptance with the terms desired by us.

m. Only those firms FINANCIAL bid will be opened, who qualifies all the terms and conditions of the technical bid.

n. Please enclose an undertaking to the effect that your company/firm has not been blacklisted or suspended or put on any holiday by any institutional agency Government department/ Public Sector Undertaking in the last Three (03) years.

NOTE: The photocopies of all above documents should be legible and duly attested.

xx. The **Financial bid** should contain the **Annexure-A** for evaluation and Schedule of rates duly completed with discount.

The sealed envelope containing the tender must be super-scribed as under:-
'Tender No. IITM/S&P-205/2015-16/9303-04 Dated 01/02/2016 "Bids for Services of Forwarding and Clearing Agents" due to open on 22.02.2016

The Director, IIT Mandi at Kamand, reserves the right to accept or reject partly or wholly any tender without assigning any reason what so ever.

Sd/-
Assistant Registrar
(Stores and Purchase)

Encl:
1.Format of FINANCIAL Bid (Annexure-A)
2.Bidders undertaking (Annexure-B)

ANNEXURE-B

UNDERTAKING BY THE TENDERER

1. WE AGREE TO SHIP THE CONSIGNMENT WITHIN SEVEN DAYS AFTER RECEIVING FROM THE PRINCIPAL SUPPLIER AND AFTER CLEARANCE FROM AIRPORT/SEAPORT IN INDIA, IT WILL BE DELIVERED TO THE PREMISES OF IIT MANDI AT KAMAND (U.P.) WITHIN 7 WORKING DAYS AND WILL BE DISTRIBUTED TO CONCERNED INDENTOR IMMEDIATELY. IN CASE OF PERISHABLE ITEM, IT WILL BE DELIVERED WITHIN MINIMUM TIME WITH PROPER ARRANGEMENTS.

2. WE AGREE TO PAY THE CUSTOMS DUTY UP TO RS FIVE LAKHS FOR ALL CONSIGNMENTS AT THE TIME OF CLEARANCE FROM AIRPORT AND ITS REIMBURSEMENT WITHIN 15 WORKING DAYS (EXCLUDING COURIER TIME) AGAINST PAID CHALLAN. WE SHALL SUBMIT ORIGINAL BILL ALONGWITH THE PAID CHALLANS FOR REIMBURSEMENT OF CUSTOMS DUTY SO PAID WITHIN FIFTEEN DAYS.

3. WE AGREE TO CONFIRM/CHECK REGARDING INSURANCE OF THE CONSIGMENT BEFORE MOVING THE SAME FROM RESPECTIVE COUNTRY. IF ANY LOSS OCCURRED DUE TO NON INSURANCE, THE SAME WILL BE DEDUCTING FROM OUR BILLS.

4. WE AGREE TO TAKE INSURANCE POLICY FOR ALL EXPORT /RE-IMPORT CONSIGNMENT PRIOR TO SHIPMENT.

5. WE MUST ACCOMPANY NAME AND COMPLETE ADDRESS OF ALL ASSOCIATES LOCATED IN DIFFERENT COUNTRIES ALONGWITH NAMES, TELEPHONE NO, FAX NO AND E-MAIL ADDRESS OF CONTACT PERSONS.

6. WE AGREE THAT WE SHALL NOT CLAIM ANY DEMURRAGE CHARGE. IF PAID BY US AT THE TIME OF CLEARANCE FOR THE SHIPMENTS, IF THE MATERIAL COMES BY OUR CONSOL.

7. WE AGREE TO PROPERLY MONITOR & CLEAR THE CONSIGNMENT SHIPPED BY OTHER CONSOL AND DIRECT ORDERS WITHIN DEMMURAGE FREE PERIOD. IF THE INTIMATION AND DOCUMENTS RECEIVED IN ADVANCE. WE WILL NOT CLAIM ANY DEMURRAGE.
8. WE AGREE THAT THE HOUSE AIRWAY BILL NUMBER, DATE AND MASTER AIRWAY BILL NUMBER AND DATE WILL BE INTIMATED TO THE INSTITUTE ATLEAST BEFORE TWO DAYS OF ITS ARRIVAL AT THE NEW DELHI AIRPORT FOR THE PURPOSE OF INSURANCE COVERAGE OF THE CONSIGNMENT.

9. WE AGREE THAT WE SHALL COLLECT NECESSARY DOCUMENTS (BRO, CATLOG, NOC, CDEC ETC.) REQUIRED FOR CLEARING OF CONSIGNMENTS BOTH FROM AIRPORT AND SEAPORT BY DEPUTING

OUR REPRESENTATIVE AS AND WHEN REQUIRED, DELAY WILL BE ON OUR ACCOUNT.

10. 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. ALONGWITH THE CLEARING CHARGES BILLS WITHIN FIFTEEN DAYS OF CLAERNACE OF THE SHIPEMENT.
11. WE SHALL PREPARE THE AIRFEREIGHT BILL AND CLEARING CHARGES BILLS 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.
12. WE AGREE TO THE PAYMENT TERMS AS MENTIONED IN THE TERMS AND CONDITIONS.
13. WE AGREE, IF MAWB, HAWB, LC NUMBER OR INVOICE DETAIL OF SHIPMENT WILL BE FOUND WRONG THEN IMMIDIATELY INTIMATE TO IIT MANDI AT KAMAND STORES BY THE E-MAIL/PHONE/FAX WITH THE CONTACT TO PRINCIPAL SUPPLIER FOR CORRECTION ETC, BEFORE FILING THE BILL OF ENTRY.
14. WE AGREE, IF CARGO IS RECEIVED IN DAMAGED CONDTION/SHORT LANDING CARGO, NO PAYMENT SHALL BE MADE TO CHA TILL IIT MANDI AT KAMAND RECEIVES THE INSURANCE CLAIM. IN SUCH CASES YOU ARE REQUIRED TO FILE SHORTAGE/DAMAGED/NOT FOUND/NOT TRACEABLE NOTICE WITH AIRPORT AUTHORITIES AND OBTAIN NECESSARY CERTIFICATE/DAMGE CERTIFICATE FROM THE AIRLINE AND LODGE NECESSARY CLAIM WITH THE CONCERNED AUTHORITIES UNDER INTIMATION TO IIT MANDI AT KAMAND.

15. WE AGREE, IF THE PACKET OF CONSIGNMENT FOUND EXTERNALLY DAMAGED AT THE AIRPORT/ SEAPORT THEN FIRST INFORM TO IIT MANDI STORES. IT WILL ALSO BE APPLICABLE TO THOSE CONSIGNMENT WHICH WILL COME THROUGH OTHER CONSOL ALSO.

16. DURING INLAND TRANSPORTATIONS ANY LOSS/DAMAGE IS THE SOLE RESPOSIBILITY OF CLEARING AGENT, IN THAT CASE WE SHALL PROVIDE LOSS/DAMAGE CERTIFICATE IMMEDIATELY AND FOLLOW UP THE INSURANCE CASES TILL GET REIMBURSED FROM INSURANCE COMPANY AND THEN WE SHALL SUBMIT THE CLEARANCE CHARGE BILL FOR PAYMENT.

17. WE SHALL SUBMIT PERFORMANCE BANK GUARANTEE OF RS. 10,00,000/- VALID AT LEAST 15 MONTH FROM THE DATE OF CONTRACT PERIOD, IF THE CONTRACT IS AWARDED IN OUR FAVOUR. NO INTERST WILL BE PAID ON PERFORMANCE BANK GUARANTEE.

18. WE AGREE THAT, WE WILL NOT DETAINED/WITHHELD ANY CONSIGNMENT OF IIT MANDI AT KAMAND BEFORE OR AFTER THE CLEARANCE UNDER ANY CIRCUMSTANCES.

19. WE SHALL SUBMIT BILLS WITHIN 15 DAYS OF CLEARANCE OF CONSIGNMENT WITH ALL RELEVANT & SUPPORTING DOCUMENTS.

20. WE HAVE NO OBJECTION, IF INSTITUTE APPOINT SOME OTHER CLEARING AGENT DURING THIS CONTRACT FOR SMOOTH WORKING.

21. WE ACCEPT ALL THE TERMS & CONDITIONS OF YOUR TENDER DOCUMENTS.

NAME: SIGNATURE WITH DATE AND

DATE: RUBBER SEAL OF THE TENDERER

FINANCIAL BID
ANNEXURE -A

Sr. No.	Job Description	Rates (INR)
	Percentage of Discount on IATA Rates. This percentage of discount is applicable for all countries and all weight slabs.	
	Agency Commission/attendance charges for Custom Clearance	%..... on CIF %..... On CIP %.....On FCA/FOB %.....On Ex-Works
	Re-export Agency Commission (Repair/Replacement case)	
	Delivery order charges,AAI charges, Custom Duty, Freight charges, CMC charges, Crane/Fork Lift charges all statutory & Government charges	
	Transport charges: Airport to Agent Go Down Go Down to IIT Mandi at Kamand	
	Service Tax	
	Ware house Charges	

Rates to be quoted for following categories of charges:-

1. After clearance of the Consignment from Airport/Seaport, it shall be the duty of the clearing Agent to bring the shipment to their warehouse or directly send to IIT Mandi at Kamand. No separate charges for internal transportation of the equipment at Delhi shall be paid to Clearing agent. Therefore, bidder should keep in mind this aspect while quoting the transportation charges from New Delhi to IIT Mandi at Kamand.

2. Any separate charges for CHA warehouse at New Delhi will not be paid extra on any circumstances.