



CSIR-IGIB

# CSIR –Institute of Genomics & Integrative Biology ( IGIB)

## TENDER DOCUMENT

Tender No. IGIB/PUR/CHA/22-23  
dated 28<sup>th</sup> October, 2022

Mall Road,  
Delhi-110 007  
Tel: 011- 27667765

e-mail: [spo@igib.res.in](mailto:spo@igib.res.in)

Tender for Appointment of  
Freight  
Forwarding/Consolidation-Cum-  
Customs Clearance Agent

&

Clearing Agent for  
Import/Export of shipments  
through Air and Sea.



<b>CSIR-INSTITUTE OF GENOMICS AND INTEGRATIVE BIOLOGY</b>	
(Council of Scientific and Industrial Research)	
<b>MALL ROAD, DELHI UNIVERSITY, DELHI-110 007. INDIA</b>	
Telephone No:+91-11-27667765	Email: <a href="mailto:spo@igib.res.in">spo@igib.res.in</a>

No. IGIB/PUR/CHA/22-23

28<sup>th</sup> October, 2022

**NOTICE INVITING BID THROUGH e-PROCUREMENT**

**Sub: Appoint of Customs House Agent (CHA) cum Freight Forwarding Agent-Reg.**

Director, **CSIR - INSTITUTE OF GENOMICS & INTEGRATIVE BIOLOGY, Delhi** invites online bids in Two Bid System from Service Providers dealing in International Freight Forwarding through Consolidation and Customs clearing of Import & Export Consignments.

Sl. No.	Description of Service	Qty	Single/ Two bid
1.	Appointment of Freight Forwarding-cum-Customs Clearing Agent for import/Export of shipments through Air & Sea under a single contract or separately for:- 1) Freight Forwarding/Consolidation-cum-Customs Clearance with regard to Shipments on FOB/FCA/FAS basis and 2) ONLY Customs Clearance with regards to Shipments on CIF/CIP basis.	1 Lot	Two Bid

Interested Bidders are requested to submit their quotation in two-bid systems through online Central Public Procurement Portal <https://etenders.gov.in> as per schedule date and time mentioned in tender document. The bidders should submit their bids as per instructions for online bid submission mentioned in the tender document.

Complete set of bidding document may be downloaded from CPPP <https://etenders.gov.in> free of cost In case of any queries, bidders are requested to kindly submit their request, through mail to [spo@igib.res.in](mailto:spo@igib.res.in) latest by 08<sup>th</sup> November, 2022. **The last for submission of bids shall be 21<sup>th</sup> November, 2022 and technical bids shall be opened on 22<sup>th</sup> November, 2022. The Bids shall be submitted only online mode.**

The Director, CSIR-IGIB reserves the right to accept or reject any bids or accept all tenders either in parts or in full without assigning any reason.

  
Stores and Purchase Officer

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सीविज्ञान समवेत संस्थान-जीनोमिकी और जीव-आर.आई.  
CSIR-INSTITUTE OF GENOMICS & INTEGRATIVE BIOLOGY,  
जुबली हॉल के सामने, मॉल रोड, दिल्लीभारत .110007-  
Opp. Jublee Hall, Mall Road, Delhi-110007 India  
फोन/Phone: 011-27667765, टेलिफैक्स/तेलेफक्स: 011- 27662099  
ईमेल/e.mail : [purchase@igib.res.in](mailto:purchase@igib.res.in); वेब/Web: [www.igib.res.in](http://www.igib.res.in)

**TENDER DOCUMENT**

**(TWO BID SYSTEM)**

For the

**Appointment of Freight Forwarding/ Consolidation cum-Customs Clearance  
Agent and Clearing Agent for Import/ Export of shipments through Air & Sea.**

Tender Enquiry No. File No. IGIB/7/3/2022-23

28.10.2022.

Last date for Quarries : 08.11.2022 upto to 17.00 Hours (IST)  
Due Date & Time to Submit Tender: 21.11.2022 upto 12.30 Hours (IST)  
Due Date & Time to Open Tender: 22.11.2022 at 14.30 Hours (IST)

**STORES AND PURCHASE OFFICER**

E-mail:- [spo@igib.res.in](mailto:spo@igib.res.in) / [purchase@igib.res.in](mailto:purchase@igib.res.in)  
Phone No. 011-27667765 / 27662099





**CSIR-IGIB**

सीसंस्थान विज्ञान समवेत-जीनोमिकी और जीव-आर.आई.एस.

**CSIR-INSTITUTE OF GENOMICS & INTEGRATIVE BIOLOGY,**

जुबली हॉल के सामने, मॉल रोड, दिल्लीभारत .110007-

Opp. Jublee Hall, Mall Road, Delhi-110007 India

फोन/Phone: 011-27667765, टेलिफैक्स/तेलेफक्स: 011- 27662099

ईमेल/e.mail : [purchase@igib.res.in](mailto:purchase@igib.res.in); वेब/Web: [www.igib.res.in](http://www.igib.res.in)

### **BID DOCUMENT**

No. IGIB/PUR/CHA/22-23

28<sup>th</sup> October, 2022

#### **Instructions to Bidders(ITB)**

The Director, CSIR-Institute of Genomics & Integrative Biology, Delhi one of the premier research Institute of Council of Scientific and Industrial Research (CSIR), invites online Bids in Two Bid System for the **appointment of Contractors for our Import and/or Export from all over the world by Air-freight & Sea freight for the following contracts:**

- 1) **Contractor Agent for Freight Forwarding/Consolidation with Customs Clearance work for FOB/FCS shipment and**
- 2) **Clearing Agent only for Customs Clearance related work with regard to Import/Export of consignments for CIF/CIP shipments.**

The contract shall be **for a period of 3(three) years which may extended further up to three months or be curtailed on annual performance basis.**

The nature of consignments shall be perishable/Chemicals/Fine Chemicals, Precious and delicate scientific Equipments, Instruments and other Special type of materials, etc which shall be accordingly shipped on FCA/FOB Basis and on CIF/CIP basis (Inco-Terms). The Bidders who are Registered as Freight Forwarder & Consolidation Agent and having valid License of Customs Clearance in their own name may submit their tenders.

**Note:- Efforts will be made to award the contract for both the work to a single party subject to fulfillment of tender terms & conditions. However, if become necessary two separate contracts may be awarded one for Freight Forwarding/Consolidation with Customs Clearance and another for Customs Clearance of Import/Export consignments.**

#### **Instructions for Online Bid Submission:-**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates.

The Bid/s, received by Hard copies/email will not be considered,

## **SPECIAL CONDITION OF CONTRACT (SCC):**

- 1.0 **ELIGIBILITY CRITERIA:-** Quotations of only those Bidders who fulfill the Eligibility Criteria mentioned below shall be considered for comparison. Necessary documents in this regard must also be enclosed with the quotation (Technical Bid) failing which the bid shall be summarily rejected. Bidders not having these qualifications need not apply.
- 1.0.1 The Bidder should have a valid Registration as Freight Forwarder/ Consolidation Agent, having valid License for Agency of Customs Clearance (CHA) in its own name (single name) and registered with Customs at Mumbai and New Delhi.(To attach a copy)
- 1.0.2 The Bidder or its foreign Collaborators/Partners should be a registered member of an International Agency like IATA, FIATA and MTO as Freight Forwarder/Consolidation Agent. (To submit a copy)
- 1.0.3 The Bidder should have a valid GST No. And PAN No. (To submit a copy)
- 1.0.4 The Bidder should have an ISO 9001(2000) as certification of quality system.(Copy to be submitted)
- 1.0.5 The bidder should have the facility for Customs clearance at Mumbai & Delhi for Air & Sea Cargo. The services cannot be sub-contracted to any other agency in India.
- 1.0.6 The Bidder should have successfully executed at least three(3) similar contracts per year for Freight Forwarding/Consolidation and Custom Clearance work during the last three financial years (2019-21) in any Govt. Department/PSU/CSIR LABS/ Public Funded Autonomous Bodies / ICAR / IIT / ICMR / DRDO and Govt. Academic institutes like IITs/Universities, etc. Documentary evidences about satisfactory completion of the work Certified by the Client must also be enclosed along with their complete mailing addresses and telephone numbers. A minimum record of handling 200 cases in last three years as FF/CA and or CHA.
- 1.0.7 Bidder must be having turnover of Rs. 10.00 crore(Rs. Ten crore only) per year during the last three years ( 2019-20, 2020-21 & 2021-2022) and Balance Sheets of the last three years duly certified by Chartered Accountant must be enclosed as a proof.
- 1.0.8 The Bidder should not have been Suspended or Blacklisted by any Govt. Organization. An undertaking to this effect must be submitted by the Bidder that its business has not been Suspended or Blacklisted. In case any legal case of the firm is pending in the Court of Law by any Govt. Organization as on the date of bidding.(declaration will be given along with the judgment/Status of the case).
- 1.0.9 The successful bidder has to deposit the custom duty/IGST upto Rs. 2,00,000.00(Rs. Two Lakh only) on each consignment in the first instance on behalf of CSIR-IGIB and further recoup from the CSIR-IGIB along with the final bill.
- 1.0.10 The representative of the successful bidder must visit to CSIR-IGIB, once in a day for collection of the documents and in case of any emergency the representative may be called for collection of the clearance documents more than one time in a day or even in holidays also.
- 1.0.11 In case the cargo is received in damaged condition/short landing, payment shall not be released to the bidder till CSIR-IGIB 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/Sea Cargo Carriers and lodge necessary claim with the concerned authorities under intimation to CSIR-IGIB.
- 1.0.12 **Penalty Clause:-** Director, CSIR-IGIB 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 CSIR-IGIB shipments and delivery to Stores, CSIR-IGIB, Delhi (maximum penalty shall be 10%). The period for this purpose will be calculated from the date of taking delivery of the consignment by the FFA and/or from the date of issue of the Gate Pass by the AAI/Customs after customs clearance.
- 1.1 Hand written and unsigned Bid/Bids shall be summarily rejected.



- 2.0 **SCOPE OF WORK:** - The Scope of work involves:
- 2.1 CONSOLIDATION AND SHIPMENT FOR FOB/FCA/EX-WORKS CONSIGNMENTS,  
2.2 INSURANCE FOR SHIPMENTS AS INDICATED IN CATEGORY 2.1 AND  
2.3 CLEARANCE OF CONSIGNMENTS FROM CUSTOMS-WAREHOUSE AND TRANSPORTATION OF THE SAME TO IGIB, DELHI FOR BOTH TYPE OF SHIPMENTS, i.e., UNDER CONSOLIDATION AND AS WELL AS CIF/CIP SHIPMENTS.
- 2.1 **CONSOLIDATIONS AND SHIPMENT FOR FOB/FCA/EX-WORKS CONSIGNMENTS:** It is for the consignments being Imported through Gateway Ports of Shipment in the Country of Principal Supplier.
- 2.1.1 Complete Monitoring and Supervision of the movement of ordered consignment from the date of Order/LC and regular feedback on the progress of Shipment to be given to CSIR-IGIB. 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 will be recovered from the bill. CSIR-IGIB will not pay any demurrage charges.
- 2.1.2 To provide timely information (pre-alert) regarding dispatches and other relevant Information to CSIR-IGIB via E-mail / Fax (Weight/ P.O. No./ No. of Packages/ Supplier etc./ Type of Cargo (Perishable/ DGR)
- 2.1.3 To facilitate & ensure that the packing of the consignment is specialized packing(as required) of all kinds of materials as per the IATA specifications and international packing standards before effecting the shipments.
- 2.1.4 Clearance and Transportation of special materials voluminous and heavy packages, dangerous and hazardous materials including Radioactive Materials.
- 2.1.5 Prompt communication through telephone, Tele-fax and E-mail etc. to ensure quick clearance.
- 2.1.6 Any other service needed regarding consolidation(as required).
- 2.1.7 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 CSIR-IGIB, Delhi, if required in certain cases.
- 2.1.8 The consignment should be shipped in the first available flight of the Airlines to Delhi Airport.
- 2.1.9 **INSURANCE CLEARANCE:** The Freight Forwarding / Consolidation agent shall ensure that all the Ex-Works / FOB / FCA Consignments are booked duly Insured from Warehouse to Warehouse under Open-Insurance-Policy from a Govt. run Insurance Company to be opened in the name of the Director, CSIR-IGIB and managed by the Agent itself. It means that the complete processing on account of the Insurance irrespective of any consignment is to be taken care by the Freight Forwarding/ Consolidation Agent and the premium charges to this account is to be billed to CSIR-IGIB, Delhi for payment along with the clearance bill. Insurance cover for each consignment shall be submitted by the Agent to CSIR-IGIB along with the clearance bill.
- 2.1.10 Arranging insurance same as per Para 2.2 below
- 2.2 **CUSTOMS CLEARANCE:**
- 2.3.1 Customs clearance of imported consignments from International Ports at New Delhi/Mumbai/ ICD and filling of BOE for CSIR-IGIB Imported Shipments;



- 2.3.2 The clearance of precious and delicate type of equipments, Instruments and other special type materials, including Perishable chemicals, dangerous goods (DGR) and ODC shipments
- 2.3.3 Daily collection of all documents related to Imports/Exports from Purchase Section, CSIR-IGIB, Delhi.
- Custom clearance of the consignment including all the stages of customs clearance and delivery to CSIR-IGIB i.e. filing B/E, customs examination, assessment, sealing, strapping, etc.
  - 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 CSIR-IGIB,
  - Arranging insurance survey at Airport/IAAI in case of damages to the consignment.
- 2.3.4 Clearance of consignments from DIAL/ICD Patparganj and Tughlakabad at Delhi or Customs at Mumbai and deliver to Stores Section, CSIR-IGIB, Delhi.
- 2.3.5 Follow-up of cases of recovery of any excess Customs duty paid.
- 2.3.6 Safe Custody of the Consignment Cleared is the Responsibility of the Bidder until it is delivered to Stores Section of CSIR-IGIB.
- 2.3.7 Clearance of consignment received under courier mode after converting into Cargo mode, if required.
- 2.3.8 Any other job in connection with the clearance of goods from Customs.

## **2.4 EXPORTS:**

- 2.4.1 Export for Repairs, which will be Re-Imported after repairs.
- 2.4.2 Export of equipments for replacement.
- 2.4.3 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 FILLING OF BOQ IN E PROCUREMENT PORTAL :-**

- 3.0.1 **QUOTING OF RATES:** Bidders are required to quote the rates in the following manners:

### **For freight forwarding-cum-customs clearance:-**

- A. Bidder will quote percentage of discount in BOQ1, on the rates mentioned in Annexure A-1. The percentage(%) should be mentioned in the Column "M14" of the BOQ1 provided in the tender document in e-procurement Portal [www.etenders.gov.in](http://www.etenders.gov.in).
- B. Clearance charges should be mentioned in Column "O14" of the same BOQ1 for the job mentioned in Column "B" of the BOQ. Consignments.

### **For contract for Customs Clearance CIP/CIF shipments:**

- C. Rates for Consignments (Imports) for Customs Clearance Services only in case of CIP/CIF Consignments for the jobs as mentioned in Column B14 & B15 of the BOQ2, should be quoted in percentage of CIP/CIF value with Fix amount of Rupee for minimum and maximum ceiling.
- 3.0.2 D.O. charges on consignment coming under own console shall not be paid. DO charges for other consolidation will be paid at actual.
- 3.0.3 **Airfreight Charges:** All forwarders charge the freight charges on the basis of IATA rates which are fixed by IATA TACT Card. The IATA rates from respective country of import should be considered as 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 to this effect on their letter head. The firm 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 and should include Fuel, Security surcharge etc.

- 3.0.4 In case the interested bidder finds a discrepancy in the rates, the same must be informed duly supported with the documentary evidence to us latest by 7 days prior to opening of the Technical Bids so that the same could be informed to other interested bidders too.
- 3.0.5 The contract will be awarded to the responsive and Evaluated Bidder who shall secure maximum total score as per Annexure-A (Evaluation formula) for Consolidation and Clearance charges of all consignments subject to fulfillment of S.C.C. and G.C.C. of this Tender document.
- 3.0.6 Only Govt. levy will be paid at actual which are levied by the Govt. In their Sovereign Capacity directly to the customer i.e. CSIR-IGIB and not those levied by the Airlines/shipping line.
- 3.0.7 The Bidder 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.
- 3.0.8 Offers/bids with discounts subject to any conditions imposed by the bidder or in any other format will be rejected.
- 3.0.10 The Price Bids of the technically qualified bidders,( meeting the eligibility criteria as stipulated above in Sl. no.1.0 to 1.12 of SCC) will be opened, under intimation to these bidders.

**4.0 CONTRACTUAL OBLIGATIONS:-** 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, the Bidder shall be solely responsible.
- 4.3 Pre-shipment advises must be intimated well in advance (48 hours prior to shipment). Fortnightly statement showing consignments shipped during last week and the proposed shipment during the next week through Fax / E-mail should be submitted invariably to IGIB.
- 4.4 The Bidder will pay initially all the charges irrespective of any amount payable on the Ex-Works/FOB/FCA/FAS consignment and also for CIF Consignments, including the Customs Duty Charges up to Rupees Two Lakh only. If, the assessable Customs Duty works out to be more than Rupees Two Lakh based on the Purchase Order Value, the FFC/CH Agent will inform in advance to IGIB make online payment for Custom Duty through ICE GATE against respective consignment for its timely Customs Clearance. The Airfreight/Sea-freight charges, Customs Duty clearing charges and Transportation charges etc. will be reimbursed to the Contractor after the receipt of consignment in IGIB, Stores Section and on the receipt of pre receipted bill in duplicate addressed to Director IGIB, Delhi along with the relevant supporting documents as a proof for which payment is to be made.
- 4.5 The payment of Airfreight, Customs duty and transportation charges will not be made if the consignment is received in damaged condition both externally or internally. However, the payment will be released only after the amount is recouped from the insurance company.
- 4.5.1 CSIR-IGIB will not bear/pay any demurrage charge on account of any delay in clearance attributable to clearing agent or their freight forwarder.
- 4.5.2 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 Ware-house of Shipper's Country to our Ware-house at destination will be the responsibility of the Agent for recoupment. However, necessary documents on this account (to be prepared by the Agent) will be signed by CSIR-IGIB in the capacity of consignee/importer.



- 4.7 The weight for the purpose of clearance from airport will be the "Chargeable Weight" of the consignment.
- 4.8 It will be responsibility of the agent to collect and deliver the necessary document from/to CSIR-IGIB at least once in a day except Sundays and Public Holidays. In case of exigency, it may be done more than once and on holidays
- 5.0 The exchange rate for calculation of freight charges in INR shall be RBI Exchange rate/SBI T.T. Selling Rate on the date of arrival of shipment at the International Airport of India.
- 5.1 **Performance Bank Guarantee:-** The successful Bidder will have to submit a Performance Bank Guarantee for Rs. 2,00,000.00 (Rupees Two lakh only) as per Annexure-III from a nationalized bank as security, which should be valid at least for 40 months (three years of contract + four months) from the date of contract. The same Bank Guarantee will be refunded / returned after completion of 40 months subject to fulfillment of contracted obligation and No dues to CSIR-IGIB from Service Provider. No interest would be paid on Bank Guarantee. Director, CSIR-IGIB will have the discretion to invoke the payment from the Bank for any breach of contract.
- 5.2 Besides, the successful bidder shall be required to handle sophisticated and valuable consignment, hence the successful bidder shall have to furnish a Fidelity Guarantee Bond for an amount of Rs. 25.00 Lakhs (Rupees Twenty five Lakhs only) in favour of Director, CSIR-IGIB, Delhi to safeguard the interest of CSIR-IGIB in the event of any loss to CSIR-IGIB due to any act of omission and commission by the successful bidder.
- 5.3 **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 CSIR-IGIB, Stores Delhi via New Delhi, Airport. The inland handling/forwarding charges up to nearest gateway Airport in the supplier country shall be paid by CSIR-IGIB, Delhi at actual but the Agent must obtain prior approval of FOB charges as per INCOTERMS from CSIR-IGIB(in writing).
- 5.4 **CIF/CIP Shipments:-** Only D.O. Charges and Govt. levies over and above clearance charges as mentioned in the BOQ2 will be paid by CSIR-IGIB for CIF/CIP Shipments.
- 5.5 Bank Release order (for consignments against irrevocable Letter of Credit)/Sight Draft will be provided 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/CIP shipments must be sent to CSIR-IGIB immediately after clearance.
- 5.6 The efficiency and Performance of Service Provider will be judged by CSIR-IGIB on following aspects;
- 5.6.1 Custom clearance **without DEMURRAGE CHARGES** and Safe Delivery to CSIR-IGIB Stores, Delhi.
- 5.6.2 Filing of B/E without any penalty.
- 5.6.3 Coordinating with Customs/Carrier and Obtaining Cargo Arrival Notice/DO immediately on landing of consignment at Delhi port and Forwarding the same to CSIR-IGIB, Delhi.
- 5.6.4 After collection of documents from CSIR-IGIB, Delhi and Customs clearance of the consignment within free period, the delivery of the consignment should be delivered to CSIR-IGIB Stores, Delhi without any delay.
- 5.6.5 Efficiency of Agent for handling and Clearing the Dry Ice/Perishable Consignments.
- 5.6.6 Failure to comply with the provisions of the contract.



- 5.7 The successful bidder will have to give an undertaking as per Annexure-B stating that no consignment of CSIR-IGIB will be detained / withheld by it before or after the custom clearance under any circumstances. Even in the case of any dispute, the consignment shall be cleared by the agent and handed over to CSIR-IGIB, Delhi pending the settlement thereof. The successful Bidder will have to give an undertaking that no consignment of IGIB will be detained / withheld by it before or after the custom clearance under any circumstances. Even in the case of any dispute, the consignment shall be cleared by the agent and handed over to IGIB, Delhi, pending the settlement thereof.
- 5.8 The Agent must intimate CSIR-IGIB 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 Delhi office of CSIR-IGIB. The Agent shall be held responsible for any delay in customs clearance, not completed within the free period. The demurrage charges due to Bidder negligence will be recovered from them. Similarly the Bidder shall have to make good to CSIR-IGIB, Delhi for any loss incurred due to negligence or failure on their part to take prompt action in finalization of B.E. and clearance of consignment.
- 5.9 The Agent will ensure that correct nomenclature and the HS CLASSIFICATION AS PER EXTANT ITC/Customs notification is mentioned in the BILL OF ENTRY. DUTY FREE ITEMS AS PER Customs Tariff act should be cleared without duty. (CSIR-IGIB is eligible for concessional customs duty( VIDE notification CUSTOMS 51/96); on items which otherwise attract duty. Payment made due to wrong classification by the Agent will be liable to be recovered from the Agent.

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

- 6.1 Bid- Securing Declaration form have to be submitted by the bidder
  - 6.2 No deviation in the bid or quoted rates is acceptable after opening of quotation.
  - 6.3 The Bid should be valid for minimum period of 90 (ninety) days from the date of opening.
  - 6.4 Name, Contact No. & complete address of the local office at New Delhi and Mumbai must be mentioned in the bid.
  - 6.5 The Bidder must have Associates in the Gateway Ports worldwide and list of such Associates detailing location, name, fax, email, telephone numbers, etc. must be enclosed with Technical Bid.
  - 6.6 Incomplete Bid and conditional Bid will be rejected.
  - 6.7 The IEC Code No. of **CSIR-IGIB 0588137685** which may only be used for customs clearance.
  - 6.8 The Bid/s, received by Fax/E-Mail and in opened condition will not be considered.
  - 6.9 The Director, CSIR-IGIB reserves the right to terminate the contract one month prior notices at any time on finding the service unsatisfactory or on breach of contract.
  - 6.10 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 IGIB, Delhi 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 CSIR-IGIB, Delhi.
  - 6.11 In case the cargo is received in damaged condition/short landing, payment shall not be released to the bidder till CSIR-IGIB 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/Sea Cargo Carriers and lodge necessary claim with the concerned authorities under intimation to CSIR-IGIB.
  - 6.12 Penalty Clause: Director, CSIR-IGIB 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 CSIR-IGIB shipments and delivery to Stores, CSIR-IGIB, Delhi. (Maximum penalty shall be 10%) The period for this purpose will be calculated from the date of taking delivery of the consignment by the FFA and/or from the date of issue of the Gate Pass by the AAI/Customs after customs clearance.
- 7.0 **DOCUMENTS:** The Technical Bid (Un-priced) 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 Authorized Clearing License (CHA)
  - 7.3 Copy of IATA or FIATA Membership.
  - 7.4 Copy of ISO 9001 (2000) Quality Management System Certification.
  - 7.5 Copy of Service Tax Registration Certificate.
  - 7.6 The List of The Customers (With Their Full Address) Where Similar Nature of Services were rendered during the Last Three Years (2019-2021) (see Clause 1.5 under SCC) with a Certificate of Successful Completion from the customers.
  - 7.7 The completed compliance statement on a separate sheet showing acceptance of the terms and conditions as per this ITB (Annexure C).
  - 7.8 Copy of Consolidation License/Certificate duly attested by a Gazetted Officer.
  - 7.9 Balance sheet of the Bidder for previous three years (2019-20, 2020-21 & 2021-22) must be enclosed certified by chartered accountant evidencing turn-over.
  - 7.10 The Price Bid (Financial bid) should be in a sealed cover containing the price schedule (Annexure B) and schedule of rates (Annexure A) as per 8.1 and 8.2 duly filled up for evaluation. Bids not meeting this criterion will be rejected.
  - 7.11 The Bidder should not be Blacklisted or Suspended in last 3 years by any Govt. Organization. An Undertaking to this effect by the Bidder must be enclosed.
  - 7.12 Copy of TIN and PAN

Purchase of Services for Freight Forwarding/Consolidation of Imported Consignments and its Customs Clearance .

8. THE DIRECTOR, CSIR-IGIB, DELHI RESERVES THE RIGHT TO ACCEPT OR REJECT PARTLY OR WHOLLY ANY BID WITHOUT ASIGNING ANY REASON WHATSOEVER.

*31/10/2022*  
*28/10/2022*  
**STORES AND PURCHASE OFFICER,**  
IGIB, DELHI

E-mail:- [spo@igib.res.in](mailto:spo@igib.res.in)/[purchase@igib.res.in](mailto:purchase@igib.res.in)  
Phone No. 011-27667765/27662099

*29/10/2022*

Encl:

1. Annexure 'A', A-1, A-2 & A-3
2. Bid-Securing Declaration Format
3. Bidders undertaking (Format) (2 pages)
4. Check list for technical & price bid
5. Annexure-G



## **Bid-Securing Declaration Form**

Bid No. \_\_\_\_\_

Date: \_\_\_\_\_

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- (a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- (b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration).

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of : (insert complete name of Bidder) Dated on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

**UNDERTAKING BY THE BIDDER**

- We agree that the consignments after clearance from airport will directly be delivered to the premises of CSIR-IGIB Stores at Delhi within 3 days of clearance. In case of perishable item, it will be delivered within minimum time with necessary temperature control arrangements **LIKE DRY ICE**.
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 along with 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 CSIR-IGIB, Delhi as and when required.
  6. 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, along with the clearing charge bills.
  7. We shall prepare the airfreight bill and transport / delivery 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.
  8. We agree to accept the RBI Exchange Rate/ SBI T.T. Selling rate on the date of arrival at India. (Import), for the purpose of calculation of airfreight charges (refer 5.3).
  9. In case the cargo is received in shortage/damages condition/short landing cargo, no payment shall be made to CHA till CSIR-IGIB 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 CSIR-IGIB. During inland transportation any loss/damage is the sole responsibility of clearing agent. In that case we have to provide loss/damage certificate immediately.
  10. As we shall handle sophisticated and valuable consignment, we shall have to furnish a fidelity bond of Rs. 25.00 Lakhs (Rs. Twenty five lakh only) in favour of Director, IGIB to safeguard the interest of IGIB in the event of any loss to IGIB due to any act of Omission and Commission by we. Which should be valid till contract period? Director, IGIB will have the discretion to order for the forfeiture of deposit for any breach of contract.
  11. In case the cargo is received in shortage/damaged condition/short landing cargo, no payment shall be released to us, till CSIR-IGIB 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 CSIR-IGIB.
  12. A statement in MS-Word detailing:
    - 12.1 FCA/FOB Shipment Pick up & Clearance details with Name of Supplier, Item Descriptions, and PO No. ETA at Delhi.
    - 12.2 CIF/ CIP Shipments detailing the date of landing, collection of D.O. from Supplier's Freight Forwarder, Clearance & ETA for Delivery to CSIR-IGIB Stores. Item/ Weight/ Nature of Cargo (Perishable/DRG/ODC/ Purchase Order No.) have to be sent on fortnightly to SO (Stores & Purchase), CSIR-IGIB, Delhi.
  13. Custom duty/IGST paid by you upto Rs.2,00,000.00 (Rs. Two Lakh only)
  14. We unconditionally accept all the terms and conditions (GCC & SCC) of this ITB.
  15. We agree to accept the penalty clause as per the bidding documents.
  16. We undertake to transport the consignments through an approved mode as per carriers act.
  17. We undertake that we shall not involve or associate ourselves in any corruptive, fraudulent, coercive or unethical practices while performing our obligations under this contract.

**SIGNATURE WITH DATE AND.....**  
**RUBBER SEAL OF THE BIDDER.....**



**PERFORMANCE SECURITY FORM**

To

(Name of Purchaser)

WHEREAS \_\_\_\_\_

(name and address of the supplier) ((hereinafter called "the Supplier") has undertaken, in pursuance of contract No. \_\_\_\_\_ dated \_\_\_\_ to supply (description of goods and services) ((hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of \_\_\_\_\_ (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the \_\_\_\_ day of \_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

(Signature of the authorized officer of the Bank)

Name and designation \_\_\_\_\_ of the Officer

Seal, name & address of \_\_\_\_\_ the Bank



**SCHEDULE OF RATES/CHARGES FOR CLEARANCE & OTHER SERVICES AND DISCOUNT ON AIRFREIGHTS:****Port of Destination – Delhi and or Mumbai**

Charges which are normally claimed and rates for which are sought to be quoted by the FFC and CH Agent are classified in two groups (A & B) for the purpose of comparison amount by different bidders. Each bidder depending upon his quoted rates will be given marks from 0-100 from each group. Finally different weightage will be given to the marks obtained in each group to calculate the total score of each bidder.

<b><u>Group</u></b>	<b><u>Weightage</u></b>
8.1 Group A (Discount on Freight as per IATA rate)	50
8.2 Group B (Clearance Charges to IGIB, DELHI which should include all charges except the AAI Charges)	50
	-----
Total	100

1. Following formula will be used to arrive at Total Score of a Bidder”

$$\text{Total Score} = \frac{50 (A) + 50 (B)}{100} \text{ where A and B are marks obtained in respective group}$$

2. Rates quoted for Group-B (8.2.1) shall be converted into the marks in following manner:

Sr. No.	Quoted Marks	Marks
1.	More than Rs. 2000	10
2.	Rs. 1500-1999	25
3.	Rs. 1000-1499	50
4.	Rs. 500-999	75
5.	Rs. 0-499	100

Bidder with Maximum Total Score as per ANNEXURE B (PRICE SCHEDULE) shall be selected as the lowest evaluated bidder. Conditional Bid will be rejected.

Bidders are advised to read carefully the GCC (Clause 6.0) & SCC (Clause 1.0) before submitting Technical Bid & Price Bid.

# IATA RATES FROM WORLDWIDE TO DESTINATION DELHI

SL. NO.	COUNTRY	NAME OF CITY	AIRPORT	CURRENCY	MIN.	-45KGS	+45KGS	+100KGS	+300KGS	+500KGS	+1000KGS
1	USA	NEW YORK	NYC	USD	125	15.55	11.95	10.36	9.42	9.07	9.07
		CHICAGO	CHI	USD	125	16.68	12.9	11.34	10.44	9.98	9.98
		LOS ANGEL	LAX	USD	125	15.94	12.17	11.95	10.28	9.67	9.67
		SAN FRANCI	SFO	USD	125	15.94	12.17	11.95	10.28	9.67	9.67
		ATLANTA	ATL	USD	125	16.82	12.96	11.36	10.44	10.01	10.01
		MIAMI	MIA	USD	125	17.00	12.42	11.22	10.30	9.90	9.90
2	UK	LONDON	LON	GBP	60	6.42	3.11	2.9	2.55	2.55	2.55
		BIRMINGHAM	BHX	GBP	60	6.44	6.44	3.13	2.92	2.57	2.57
3	GERMANY	FRANKFURT	FRA	EUR	76.69	4.09	4.09	2.56	2.3	2.17	2.17
4	JAPAN	TOKYO	TYO	JPY	11500	1610	1370	1200	1040	1040	1040
		OSAKA	OSA	JPY	11500	1610	1370	1200	1040	1040	1040
5	SINGAPORE	SINGAPORE	SIN	SGD	75	9.75	7.31	7.31	7.31	7.31	7.31
6	CHINA	SHANGHAI	SHA	CNY	230	33.63	24.02	24.02	24.02	24.02	24.02
7	HONG KONG	HONG KONG	HKG	HKD	190	30.39	22.79	22.79	22.79	22.79	22.79
8	DUBAI	DUBAI	DXB	AED	150	19.1	14.4	14.4	14.4	14.4	14.4
9	MALAYSIA	KUALA LUMPUR	KUL	MYR	113	12.94	9.71	9.71	9.71	9.71	9.71
10	CANADA	MONTREAL	YMQ	CAD	185	18.47	14.14	12.14	11.08	10.63	10.63
11	FRANCE	PARIS	PAR	EUR	85	9.1	9.1	3.64	3.27	3.15	3.15
12	SWITZERLAND	ZURICH	ZRH	CHF	120	17.25	10.85	5.4	4.55	4.3	4.2
13	AUSTRALIA	BRISBANE	BNE	AUD	120	7.15	5.45	3.7	2.6	2.25	2.25
14	ISRAEL	TEL AVIV YAFO	TLV	USD	37	7.67	5.75	5.75	5.75	5.75	5.75
15	DENMARK	COPENHAGEN	CPH	DKK	670	29	26	18	18	18	18
16	NETHERLANDS	ROTTERDAM	RTM	EUR	68.07	7.82	7.82	3.05	2.83	2.71	2.71
		AMSTERDAM	AMS	EUR	68.07	7.82	7.82	3.05	2.83	2.71	2.71
17	NORWAY	OSLO	OSL	NOK	800	26	22	18.5	18.5	16	16
18	IRELAND	DUBLIN	DUB	EUR	74.03	8.92	8.92	6.89	6.89	6.89	6.89
19	ITALY	MILAN	MIL	EUR	67.14	4.86	4.86	3.19	3.19	1.91	1.91
		NAPLES	NAP	EUR	67.14	4.92	4.92	3.25	3.25	1.97	1.97
20	SWEDEN	STOCKHOLM	STO	SEK	750	33	27	21	21	21	21
21	FINLAND	HELSINKI	HEL	EUR	58.87	7.32	7.32	2.78	2.51	2.37	2.37
22	KOREA	SEOUL	SEL	KRW	39300	8260	6200	5370	5370	5370	5370
23	TAIWAN	TAIPEI	TPE	TWD	1281	181	136	136	136	136	136
24	SPAIN	BILBAO	BIO	EUR	57.1	5.74	5.74	4.32	3.19	3.19	3.19
		MADRID	MAD	EUR	57.1	5.66	5.66	4.24	3.11	3.11	3.11
25	THAILAND	BANGKOK	BKK	THB	800	86	65	65	65	65	65
26	BELGIUM	BRUSSELS	BRU	EUR	66.93	6.07	6.07	3	2.7	2.55	2.55
27	LATVIA	RIGA	RIX	EUR	47.73	7.63	6.09	3.97	3.7	3.56	3.56
28	AUSTRIA	VIENNA	VIE	EUR	71.95	11.12	8.39	8.39	8.39	8.39	8.39
29	SOUTH AFRICA	Johannesburg	JNB	ZAR	650	37.31	37.31	28.03	28.03	28.03	28.03



## 8.2 Group 'B' : PROFORMA FOR QUOTING THE RATES BY TENDERERS

## 8.2.1 For Imports Clearance by Air - for consignments under FOB/FCA/Ex-Works shipments:

Sl. No.	Name of Job Work	To Quote Charges only in fix (not in percentage) and single amount in Indian Rupees
1.	<p><b>A.</b> Clearance of air-freighted consignments including all the stages of clearance like collection of documents from CSIR-IGIB, collection of delivery order from carriers, customs clearance of consignments including customs documentation, customs Examination, sealing/ strapping etc. and delivery/transportation of consignment at CSIR-IGIB of any volume/weight/dimension of consignment with loading /unloading, arranging of crane etc. <u>No additional charges other than those quoted in fixed amount shall be considered.</u></p> <p><b>B.</b> All statutory and Crane charges (wherever used) shall be payable at actual against a proper receipt.</p> <p><b>C.</b> DO charges shall not be paid on consignments arriving under consolidation of the Agency themselves.</p>	{ } Z(1) amount
2.	Clearance of sea freighted consignment at ICD Del Mumbai including all stages of clearance....	

## 8.2.2 For Clearance of consignments under CIF/CIP shipments through Sea.

Sl. No.	Name of Job Work	To Quote Charges in of CIF/CIP percentage value with minimum and maximum ceilings
1.	<p><b>A.</b> Clearance of air-freighted consignments including all the stages of clearance like collection of documents from CSIR-IGIB, collection of delivery order from carriers, customs clearance of consignments including customs documentation, customs examination sealing/strapping etc. and delivery/transportation of consignment at CSIR-IGIB of any volume/weight/dimension of consignment with loading/unloading and arranging of crane etc. <u>No additional charges other than those quoted in fixed amount/ percentage shall be considered.</u></p> <p><b>B.</b> All statutory charges, DO charges and Crane charges (wherever used) shall be payable at actual against a proper receipt.</p>	<p>{ } Z(2) % - Please write the numerical value of Z only.</p> <p>Minimum Rs..... (Rupees.....only)</p> <p>Maximum Rs..... (Rupees.....only)</p>
2.	Clearance of sea-freighted consignment at ICD Delhi or Mumbai including all stages of clearance and delivery of the same to CSIR-IGIB Stores at Delhi.	<p>Minimum Rs..... (Rupees.....only)</p> <p>Maximum Rs..... (Rupees.....only)</p>

## Price Schedule for services being offered by CHA

ITB No. \_\_\_\_\_ Name of the Bidder : \_\_\_\_\_

1	2	3	4	5	6	7	8	9
Sl. No	Description of Services	% Discount on IATA rate as per Annexure - 'A-1'	FIXED Single Amount on Customs Clearance inclusive of all charges involved	% Discount with Min. and Max. on Customs Clearance inclusive of all charges involved	Marks Obtained as per 3 ..... (To be filled by IGIB)	Marks Obtained as per 4 ..... (To be filled by IGIB)	Total Marks Obtained	Remarks
		Y%	Z(1)	Z(2) %	Y	Z	50 x Y + 50 x Z	
		Y x 50/100	Amount	Min. + Max.			100	
			50/100	50/100				
1	Freight Forwarding/ Consolidation-cum-customs Clearance for Shipments on FOB/FCA/ FAS basis			NA				
2	Customs Clearance only for Shipments on CIF basis;	NA	NA	1. 2. 3.				

Total marks obtained in Figure and Words

Signature of Bidder

Name: \_\_\_\_\_

(Note: - 1) Please write Numerical value of Y and Z only as written in Annexure A. (2) Please also calculate your total marks as per Column No. 7 of Annexure C. (3) Please don't put any condition otherwise your Bid will be rejected.)

(4) Please refer Clause 5.5, Annexure A and 8.2 (a) & (b) and also Clause 4.

(5) Value of 'Z' for column 4 shall be taken as

S.No.	Quoted Amount	Converted Value/Marks
	More than Rs. 2000	10
	Rs. 1500-1999	25
	Rs. 1000-1499	50
	Rs. 500-999	75
	Rs. 0-499	100



**ANNEXURE - 'C'****PROFORMA FOR QUOTING THE RATES BY TENDERERS FOR EXPORT CHARGES BY AIR:**

Sl. No.	Name of Job Work	To Quote Charges (in fix amount) in Indian Rupees
1.A.	Export of consignments by air including customs documentation customs examination, sealing and opening of packages, preparation of shipping bill s and AWB, stamp & amendment of shipping bills if required, and collection of documents & packages from IGIB and transportation up to airport of loading.	( )ZZ % - Please write the numerical value of ZZ only.  Minimum Rs..... (Rupees.....only)  Maximum Rs..... (Rupees.....only)
B.	Export of consignments through courier including insurance.	Minimum Rs..... (Rupees.....only)  Maximum Rs..... (Rupees.....only)

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

**Check List For Technical And Price Bid**

<b>S.No</b>	<b>ITEM/CLAUSE</b>	<b>Confirmation on compliance(Yes/No) If possible, complete details may be indicated</b>	<b>Remarks</b>
1	Bid-Securing Declaration Form		
2	Confirmation on GST Valid GST and PAN (attach copies of the documents).		
3	Details of valid registration as a freight forwarder/consolidation agent having valid license for agency of custom clearance (CHA) in its own name (single name) and registered with customs at Mumbai and New Delhi.( Attach copies of the documents).		
4	Details of foreign collaborators/partners as a registered member of an International agency like IATA, FIATA & MTO as Freight forwarder/consolidation agent (attach copies of the relevant documents).		
5	Confirmation on having the custom clearance facility at Mumbai & Delhi for Air and Sea Cargo.		
6	Confirmation on execution of three similar contracts per year for freight forwarding/consolidation and custom clearance work during the last three financial years in any Govt. Departments/PSUs/CSIR Labs/Public Funded Autonomous bodies like ICAR/ICMR/DRDO & Academic Institutions like IITs & Govt. Universities. Information may be provided along with the certificates for the satisfactory completion of the work by the clients.		
7	Confirmation on turnover of Rs. 1.0 Crore per year during the last three years (attach copies of the last three financial years Balance Sheet duly certified by (CA).		
8	Confirmation on handling minimum 200 consignment clearance during the last three years as FF/CA or CHA.		
9	Confirmation on submission of PBG of Rs. 2.0 Lakh(Rs. Two lakh only) And fidelity bond of Rs. 25 Lakh(Rs. Twenty five lakh only), in case of successful bidder.		
10	Confirmation on deposit of Rs. 2.0 Lakh(Rs. Two lakh only) Custom duty/IGST on single case at their own level.		
11	Are you agreed with all other terms and conditions of the tender document. If not, please mention the same clearly in the remarks column.		

Price Bids of only those firms will be opened who fulfill our terms & conditions for technical bid (Please refer Clause - 1.1 to 1.10 and 7.1 to 7.12).

(Signature)

Name of the firm with Stamp