



भाकृअनुप - राष्ट्रीय पशु रोग जानपदिक एवं सूचना विज्ञान संस्थान
ICAR-National Institute of Veterinary Epidemiology and Disease Informatics

रामगोंडनहल्ली, येलाहंका, बेंगलुरु - 560064

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F. No. 5-213/P&S/PDADMAS/10-11/

Dated: 25-5-2018

TENDER NOTICE

National Institute of Veterinary Epidemiology and Disease Informatics (NIVEDI) is a public funded Research Organization under the administrative control of Indian Council of Agricultural Research, Department of Agricultural Research and Education, Ministry of Agriculture & Farmers Welfare, Govt. of India, New Delhi.

The Director, ICAR-NIVEDI invites sealed competitive proposals from reputed, experienced & registered Organizations dealing with Custom Clearance Import handling and International Freight forwarding for “**Engagement of Clearing and Forwarding Agency for Customs Clearance of Imported consignments**” for ICAR-NIVEDI, Bengaluru. The contract will be for a period of one year extendable for three years on year to year basis on mutual consent basis subject to performance review by the Institute for the import of consignments from all over the world by air freight, sea freight, air post parcel, depending upon the requirement of the ICAR-NIVEDI from time to time as per the terms and conditions set forth in the following paragraphs. The consignments contain precious and delicate type of equipments, instruments and other special type materials required for research purposes.

The last date for submission of proposals in the ICAR-NIVEDI is **16-6-2018 upto 16.30 hrs.** The proposals will be opened on **18-6-2018 at 11.00 hrs.** and the acceptance by the Institute will be communicated by FAX/Email/ letter or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the FAX/Email etc. should be acted upon immediately.

Following jobs shall fall under the scope of the consolidation cum custom clearance contract.

- I. Customs clearance of imported consignments from KIA (Bengaluru airport) / ICD / Foreign post office at Bengaluru/Chennai.
 - a) Custom clearance of the consignment including all the stages of customs clearance obtaining Non- delivery certificate / short landing certificate in case the materials are short delivered by IAAI, or airlines and lodging of claims with them immediately on behalf of ICAR-NIVEDI. Arranging insurance survey at airport / IAAI in case of damages to the consignment. Immediate delivery of consignment at ICAR -NIVEDI, after custom clearance.
 - b) Clearance of consignments from ICD Bengaluru.
 - c) Any other job in connection with clearance of goods from custom clearance of IPP parcels from customs/foreign post office, Bengaluru

II. Consolidation of the consignments being imported throughout the world

- Complete monitoring and supervision of the movement of consignment from the date of order /LC and providing regular day to day feed back on the progress of order to ICAR-NIVEDI. In case the same is not received before landing of the consignment, the delay in clearance will be on the part of the clearing agent and the respective amount of demurrage will be recovered from the bill.
- To provide timely information (pre-alert) regarding dispatches of the consignment & its further movement and other relevant information to ICAR- NIVEDI.
- To facilitate specialized packing of materials as per the IATA specifications and International packing standards.
- Transportation of special materials voluminous and heavy packages, radio active, sensitive and hazardous materials.
- Extensive communication through telephone, tele fax and Email etc.
- Any other service needed regarding consolidation from time to time.
- Shipment should be made preferably through AIR INDIA.
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TERMS & CONDITIONS

1. The tender must indicate “Tender for Appointment of “Consolidation cum Custom Clearance Agent and ICAR- NIVEDI **Tender No. 5-475/P&S/NIVEDI/2018-19** addressed to the Director, ICAR- NIVEDI, Bengaluru-560 064.
2. Formats for quoting the rates are attached. The rates must be quoted as per the enclosed two formats only in the following manner apart from furnishing the check-list (enclosed format):
 - (a) **Airfreight Charges:** The forwarders charge the freight charges on the basis of IATA rates which are fixed by IATA. The offer of the parties will be evaluated on the basis of the percentage of discount and not on individual rates.
 - (b) **Clearance charges:** The rates must be quoted according to the format only failing which tender will be ignored/rejected. D.O. charges on consignment coming under contract shall not be paid. DO charges for other consolidation will be paid on actual basis.
3. The tenderer/ their counterparts must have its own arrangements of warehousing, insurance, pick up and delivery by road within the country and also in the exporting country. Details of these facilities in India should be given for proper evaluation.
4. DGR fee/ Dangerous & Perishable goods, if any, shall be paid proportionately at actual provided the same is charged by the carries (Air Company) and shown separately in MAWB. The party has to submit a clean copy of MAWB (importer / customer copy) in support of the above charges along with the bills for payment.
5. Consolidator will be responsible for the safety of the cargo in all circumstances and handling complete & proper papers whether it may be either import or export consignment. In the event of non availability of invoice or other relevant papers if consignment incurs demurrage or penalty, the consolidator shall be solely responsible.
6. Freight charges will be paid in the India in Indian rupees as per our agreement / contract on the basis of original HAWB rates, custom clearance are on receipt of consignment at ICAR - NIVEDI. Payment of airfreight charges shall be made on the basis of exchange rates

prevailing on the date of shipment supported by a reputed newspaper line EXIM etc. copy of which will be provided by the clearing agent alongwith the bill.

7. CCF fee, if any, may also be mentioned in the bid while submitting online tender, which shall be paid as per exchange rates on the basis of customs bill of entry and on the basis of original HAWB.
8. Pre-shipment advises must be intimated well in advance. A weekly statement showing consignments shipped during last week & the proposed shipment during the next week should be submitted invariably.
9. Consignment must be cleared from customs within three days by the Consolidation cum Clearing Agent. The documents to this effect should be collected from us forthwith or in advance. The objective of consolidation cum clearance contract is to eliminate the demurrage charges/Penalties. The quoted party should confirm that they will not allow any demurrage/penalties to incur. No demurrage/penalties will be paid by ICAR- NIVEDI except in rare to rare case, where the decision of Director, ICAR- NIVEDI will be final whether to pay demurrage/penalties or not in that case.
 - (a) Transportation charged of the items/ equipment must be actual on way bill of the registered transportation.
 - (b) List of documents requires for clearance/ reimbursement of bill must be mentioned specifically.
 - (c) Precaution/permission of specific Authority may be obtained whereas required while transporting and receiving consignment of sensitive and hazardous material by the bidder himself.
10. Shipment will be made from the nearest International Airport of the supplier. However, if the location of the counterpart of consolidator is far from the location of our supplier, ICAR-NIVEDI shall have the option to get the consignment shipped through supplier or NIVEDI's consolidation. The consignment will be handed over by the supplier to the consolidator at the nearest airport for onward shipment to India (Bengaluru). Only airfreight charges shall be payable to the consolidator from the departure International Airport to the final destination i.e. Bengaluru of India.
11. Earnest Money Rs. 10,000/- (Rs.Ten Thousand only) to be deposited in **the shape of demand draft/FDR/Pay Order/Bank Guarantee from any commercial bank in favour of ICAR-UNIT, NIVEDI A/c payable at Bengaluru. No other form of deposit will be accepted.** There will be no exemption for paying earnest Money. However, firms registered with the Central Purchase Organization/NSIC/MSME only are exempted from submitting bids without EMD. In such cases firm must attach copy of Registration Certificate.

The proposals will not be considered if earnest money is not deposited with the proposals.

12. The tenderer shall submit the following documents
 - (i) **The photocopies of Valid Permanent Customs Licenses as CHA in the name of the bidder.**
 - (ii) **A certificate of IASA / IATA/ FIATA stating that the tenderer / its principal or counterparts is /are member of IASA / IATA/FIATA.**

(iii) The party should be registered with the custom department as a consolidator / Freight Forwarder.

(iv) EMD Rs.10,000/-(Rupees Ten thousand only) in the shape of demand draft/FDR/Pay Order/Bank Guarantee from any commercial bank in favour of ICAR UNIT NIVEDI A/c payable at Bengaluru. The EMD of unsuccessful bidder would be refunded on finalization of the contract.

(v) Copy of Registration with Central Purchase Organization, NSIC/MSME, if exemption is sought for depositing EMD.

(vi)The bid must accompany name and complete address of all associates located in different Countries along with names, phones, and telex and e-mail numbers of contact person.

(vii) The tenderer or its principals / counterparts must be a member of International Air Shipping Association (IASA /IATA / FIATA) and should be accredited by the customs for customs clearance as CHA. The authority letter from the principal company / counterparts must be submitted with the tender.

(viii) Firm should also be registered with the Indian Customer as consol Agent Sister concerned/ Authorized Party certificate shall not be acceptable.

(ix) CHA must be registered in Custom House Bengaluru, Chennai.

(x)The Bidder should have facility for custom clearance at Chennai and Bengaluru, both for sea and air cargo.

(xi)The tenderers are required to submit a certificate with online tender that their firm has not been debarred/black listed/suspended by any Government /Autonomous Organization/PSU etc.

**(xii)EDI charges, IAAI charges, Custom Duty CMC, Airline Charges and DO Charges on other console (All statutory charges)
Actual basis on production of authentic/original receipt of the same.**

(xiii) Over dimension rates, if any a copy should be attached.(A size may be indicated by the tenderer)

(xiv) Details of firm as per Annexure-II

(xv) Pre-receipt as per Annexure-III

- 13.** The successful tenders will have to submit a FDR/ Bank Guarantee of Rs.25,000/- (Rs. Twenty five thousand only) from a Commercial Bank as performance security, which should be valid at least for 14 months (One year of contract +60 days) from the date of contract. The same BG/FDR will be refunded / returned after successful completion of contract. However, the Director, ICAR- NIVEDI will have the discretion to order for the forfeiture of deposit for any breach of contract.
- 14.** No interest on EMD and performance Security will be paid by the Institute.
- 15.** The charges towards air freight, custom duty upto the prescribed limit, demurrage charges (if any in rare case) and clearance charges will be paid at the earliest after receipt of goods after clearance and submitting the bill to ICAR-NIVEDI. Initially, all such charges involved in the Consolidation and clearance etc. shall be paid by the contractor/firm on behalf of ICAR-NIVEDI irrespective of the fact whether the consignment has come through their consolidation or not.

16. The rates should hold good during the currency of contract.
17. No request to attach copy of any document at later stage will be considered.
18. The successful bidder shall have to handle sophisticated and valuable consignments, hence the bidder shall have to furnish a fidelity guarantee bond for an amount of Rs. 5.00 Lakhs (Rs. Five lakhs only) in favour of Director, ICAR-NIVEDI, Bengaluru to safeguard the interest of Institute
in the event of any loss to Institute due to any act of omission and commission by the firm.
19. The successful tenderer will have to give an undertaking that no consignment of ICAR - NIVEDI will be detained / withheld by them before or after the clearance under any circumstances.
20. Work will be awarded to a party who will offer higher discount on IATA rate and overall lowest in both clearance & consolidation, of air freighted consignments subject to fulfillment of other terms & conditions of tender.
21. Party will arrange to clear the consignments for import-export through other modes including the courier & Air parcel posts also. Rates for the same, if any, shall be mentioned separately.
22. The bidder shall have to bear the applicable customs duty upto Rs.1,00,000/- (Rs. One Lakh only) on behalf of ICAR -NIVEDI which will be reimbursed to the bidder along with the bill. In case the amount of customs duty is more than Rs.1,00,000/-, the firm shall intimate to ICAR- NIVEDI about the applicable duty in advance on the basis of purchase order so that the customs duty can be arranged well in advance. The payment of duty shall be made through bank directly in the name of SBI account custom duty. Any delay in intimation to ICAR -NIVEDI about the duty payable shall be to the account of the bidder. No plea on account of delay in arranging the customs duty shall be accepted. Any difference upto Rs. 1,00,000/- (Rs. One Lakh only) between the Bank Draft and the actual amount of duty shall be paid by the bidder at the time of clearance. In case of excess payment of duty to IAAI, refund shall be recovered from IAAI by the bidder himself.
23. Bids of firms who have not executed any contract satisfactory, failed to execute any such contract, have poor track record shall not be considered. Misrepresentation or suppression of facts will lead to cancellation of the bid and forfeiture of the EMD.
24. Except where otherwise provide in the clauses of this contract or the execution of the same arriving during the progress of work or after the completion, abandonment there of all disputes shall be referred to the sole arbitration of a person nominated by the Director General, ICAR and if he will unable or unwilling to act, to the sole arbitration of other person appointed by him willing to act as an arbitrator. The submission shall be deemed to be submission arbitration under the meaning of the Arbitration Act 1940 or any statutory modification of re-enactment thereof for the time being in force. The award of arbitrator so appointed shall be final, conclusive and binding on all parties to this contract.
25. In case of any confusion, the parties should seek clarification about terms & conditions and pattern of formats, instead of quoting in ambiguous manner.
26. The Director, ICAR- NIVEDI reserves the right to accept or reject any or all the tenders received, without assigning any reason.
27. The Director, ICAR- NIVEDI reserves the right to terminate the contract on one month's prior notice at any time on finding the service unsatisfactory or on breach of contract.

- 28 All disputes to be settled under Bengaluru Jurisdiction.
29. Tender must contain required documents as per enclosed check list of Annexure-I

Administrative Officer

NB: 100% discount on IATA freight will not be considered

Nil agency charges will also not consider

FINANCIAL BID

For Imports clearance at KIA (Bengaluru) Airport

Sl.No.	Job Work	Rates in Rs.
1.	Agency & attendance charges at KIA (Bengaluru) Airport including all charges except statutory charges	
2.	Transportation charges from KIA (Bengaluru) Airport to ICAR-NIVEDI, Bengaluru	
	(i) 0 -100kg	
	(ii) 101-200 kg	
	(iii) 201-500 kg	
	(iv) Above 500 kg	
3.	EDI charges, IAAI charges, Custom Duty CMC, Airline charges and Do charges on other console (All Statutory Charges)	Actual basis on production of authentic/original receipt of the same
4.	Over dimension rates, if any a copy should be attached	
5.	Discount offered in % on latest IATA tact book Copy of IATA tact book should be attached.	

Name of the

Signatory Certified

Signature & Seal of the Tenderer

NB : 100% on IATA freight will not be considered

Nil agency charges will also not considered

Check List for some specific terms and conditions(clauses). Tenderer while furnishing the following information, must attach copy of relevant documents in support of their claim

Sl.No.	Item/Clause	Yes/No	If No, please give Reason of Deviation
1.	Whether the rates have been quoted as per the tender documents		
2	Whether copy of authorization letter(s) from principal/counterparts in favour of bidders is submitted		
3.	Whether the copy of valid Permanent Custom License (CHA) is enclosed.		
4.	A certificate of IASA / IATA/ FIATA stating that the offer / its principal or counterparts is /are member of IASA / IATA/FIATA is attached.		
5.	The party should be registered with the custom department as a consolidator / Freight forwarder		
6	Whether requisite EMD has been submitted with the tender. If exempted scanned copy of registration with CPO/NSIC/MSME attached		
7.	Whether the list of name and complete addresses of the freight forwarders/associates with Telefax/email enclosed(clause 16) attached		
8	Firm should also be registered with the Indian Customer as consol Agent Sister concerned/ Authorized Party certificate shall not be acceptable		
9	Whether the copy of certificate(s) of membership of IASA/IATA/FIATA in favour of bidder/its principal/ counterparts is submitted		
10.	The Bidder should have facility for custom clearance at Mumbai and Delhi, both for sea and air cargo		
11	Whether scanned copy of CHA Registration in Custom House Bengaluru, Chennai attached		
12	A certificate that their firm has not been debarred/black listed/suspended by any Government /Autonomous Organization/PSU etc.		
13	Whether all clauses of tender documents are compiled fully. Deviation, if any may be mentioned.		

14.	EDI charges, IAAI charges, Custom Duty CMC, Airline Charges and DO Charges on other console (All statutory charges)	Actual basis on production of authentic/original receipt of the same	
15	Over dimension rates, if any a copy should be attached (a size may be indicated by the tenderer)		

(Signature)

Name of party with Stamp

DETAILS OF FIRM

1. Name of the firm:	
2. Registered/Postal Address:	
3. Permanent account No.(PAN)	
4. GST Registration No.	
5. Bank details	
a) Bank name	
b) Address of bank	
c) Account No.	
d) Type of Account(Current/Savings)	
e) MICR No.	
f) RTGS/NEFT Code	

Date:.....

Name of the Authorized Signatory

Place:.....

Stamp & Signature

PRE-RECEIPT

(To be submitted on the letter head)

Received with thanks a sum of _____ (Rupees
_____) from the Director, ICAR-NIVEDI, Bangalore-
560 064, paid by us vide Demand draft No. _____ dated
_____ towards EMD for

For _____

Authorised Signatory