



**CSIR -CENTRAL INSTITUTE OF MEDICINAL & AROMATIC PLANTS  
(Council of Scientific & Industrial Research)  
Kukrail Picnic Spot Road, P.O. CIMAP Campus,  
Lucknow-226015**

**Email: [spo@cimap.res.in](mailto:spo@cimap.res.in); Phone No. : 0522 2718613, 14**

**No.- 10(2)/2016-Pur /T-4**

**Date: 21.10.2016**

**Corrigendum**

Sub :-NIT for appointment of Freight Forwarder cum Custom Clearing Agent for clearance of Foreign consignments reg.

In continuation to our NIT No 10(2)/2016-Pur /T-4 Dated 30.09.2016 for award of contract for Freight Forwarder cum Custom Clearing Agent for clearance of Foreign consignments, there are few modification in clause No 1.2, 7.3 and Annexure E sl no 4, which may be seen in revised tender document. Accordingly date of bid submission and date of opening of bid are extended as under :

Last date of submission of Bid: 02.11.2016; 1.00 PM

Date of opening of Technical Bid: 02.11.2016; 2.30 PM

Detailed tender document can be seen or downloaded from our website [www.cimap.res.in](http://www.cimap.res.in)

**-Sd-**

**Stores & Purchase Officer**



**वै.औ.अ.प.- केंद्रीय औषधीय एवं संगंध पौधा संस्थान**  
**CSIR -CENTRAL INSTITUTE OF MEDICINAL & AROMATIC PLANTS**

**पो. आ. सीमैप, लखनऊ -22601भारत**  
**P.O. CIMAP, LUCKNOW-226015 (U.P.) INDIA**  
**Email : [spo@cimap.res.in](mailto:spo@cimap.res.in) Telephone : 0522-2718613,14**

**REVISED NOTICE INVITING TENDER (NIT)**

**No. 10(2)/2016/Pur/T-4**

**Dated: 21.10.2016**

The Director CSIR-Central Institute of Medicinal and Aromatic Plants Lucknow invites sealed Tenders in TWO BID System, (1) Part One- **TECHNICAL BID** giving detailed terms and conditions with documents mention in **GCC and SCC** of this tender documents; (2) Part Two- **PRICE BID** from the firms dealing in customs clearance, imports & exports handling and international freight forwarding under consolidations:

<b>Sl. No.</b>	<b>Name of the Services</b>	<b>Specification</b>
1	Appointment of Freight Forwarding cum Custom Clearing Agent for Import/export of Shipments through Air & Sea under a single contract for: (1)Freight Forwarding/Consolidation-cum-Customs Clearance with regard to Shipments on FOB/FCA/FASbasis and (2)ONLY Customs Clearance with regard to Shipmentson CIF/CIP basis.	As detailed in <b>GCC and SCC</b>

Detailed tender document, terms & conditions may be seen or downloaded from our website: [www.cimap.res.in](http://www.cimap.res.in) **OR** may be obtained from the office of undersigned in any of working day from 9.00 AM to 5.30 PM with payment of Rs 300/- each in the form of DD payable to the Director, CIMAP, Lucknow.

**Last Date of submission of Tenders :** **02.11.2016 up to 1.00 PM.**  
**Date of opening of Tenders:** **02.11.2016 at 2.30 PM**

Stores & Purchase Officer

**CENTRAL INSTITUTE OF MEDICINAL AND AROMATIC PLANTS, LUCKNOW, INDIA**

**TENDER DOCUMENT**

For the

**Appointment of Freight Forwarding cum Custom Clearing Agent**

**for clearance of Import/export of Shipments**

**Enquiry No. No. 10(2)/2016/Pur/T-4      Dated 21.10.16**

**Last Date & Time for Submission of Bids: 02.11.2016 (up to 1.00 PM)**

(Technical Bid and Price Bid)

**Date of Opening of Technical Bid: 02.11.2016 [at 2.30 PM]**

Stores and Purchase Officer,  
CIMAP, Lucknow

# CENTRAL INSTITUTE OF MEDICINAL AND AROMATIC PLANTS (CIMAP)

## TENDER DOCUMENT

**Enquiry Number: 10(2)/2016/Pur/T-4**

**Dated: 21.10.2016**

**Last Date & Time for Submission: 02.11.2016 (up to 1.00 PM )**

**Opening: 02.11.2016 ( at 2.30PM )**

**Sub:** TENDER FOR APPOINTMENT OF AGENT FOR CONSOLIDATION OF CONSIGNMENTS OF IMPORTS/EXPORTS SHIPMENTS THROUGH AIR, SEA AND FOREIGN POST OFFICE AND CUSTOM CLEARANCE.

The Director CSIR-Central institute of Medicinal and Aromatic Plants (CIMAP), Lucknow one of the premier Institute of Council of Scientific and Industrial Research (CSIR), Ministry of Science & Technology, Govt of India, invites sealed tenders in **Two Bid System** for the appointment of Freight Forwarding and Custom Clearing Agent for Import/ Export shipments for a period of TWO YEARS subject to renewal for another ONE YEAR based on performance, , for the import / export of consignments from/to all over the world by air-freight, air post, parcel and sea shipment from the bidders dealing with in Custom Clearance, Import and Export handling and International freight forwarding under consolidation.

Possession of CHA LICENSE & CONSOLIDATION LICENSE in their own (single) name is a compulsory qualification for the applicant.

Bidders are requested to download the Bid Document from CIMAP website i.e. [www.cimap.res.in](http://www.cimap.res.in) No Bid Fee is required in downloading the Bid from CIMAP website.

Interested Bidders are requested to submit their Tender under **TWO BID System (SEALED)** in favour of Director, CIMAP, LUCKNOW latest by 02.11.2016 before 1.00 PM . The Technical Bid will be opened at 2.30PM on 02.11.2016 in the purchase section , CIMAP in the presence of the representatives of the Bidders, if any, who may participate in the above Bid Opening.

**CSIR-CIMAP means CSIR-Central Institute of Medicinal and Aromatic Plants having its Hqrs at Lucknow and its four resource centers situated on the locations as under :**

CIMAP Resource Centre Allalsandra (Near Yalahanka), GKVK Post Office Banglore-560065(Karnataka)	CIMAP Resource Centre Purara, P.O. Gagrigola (Via-Garur) Distt. Bageshwar-263688(Uttaranchal)
CIMAP Resource Centre Pantnagar Dairy Farm, Nagla Distt. Udham Singh Nagar-263149(Uttaranchal)	CIMAP Resource Centre Boduppal, Uppal Road Office Hyderabad-500039(Andhra Pradesh)

## **1.0 Special Condition of Contract (SCC) :-**

**ELIGIBILITY CRITERIA:** -Quotations of only those Bidders who fulfill the Eligibility Criteria as mentioned below will be considered. Necessary documents in this regard must be enclosed with the quotation (**Technical Bid**).

**1.1** The Bidder should have valid **Consolidation & CHA Licenses in their own name (single name)**. Bidders not having these qualifications need not apply. Copies of documents in this connection must be enclosed.

**1.2** The Bidder should be registered member of **IATA** (International Air Transport Association) **and FIATA** (Federation Internationale des Associations de Transitaires et Assimiles or International Federation of Freight Forwarders Association)

**1.3** The Bidder should be certified under **ISO 9001** (2000/2008) quality system certification. **Offers of business suspended and blacklisted firm(s) in CSIR/Any Government Institute will not be considered at all.**

**1.4** The bidder must have the facility for Customs clearance at Delhi and Mumbai for Air & Sea Cargo and Foreign Post office . The bidder must be registered in Customs at New Delhi and Mumbai. CHA license must be at least 05 years old.

**1.5** The Bidder should have successfully executed/executing at least two (02) similar contracts for freight forwarding and custom clearance work in any CSIR Labs and at least Five (05) similar freight forwarding and custom clearance works in any Govt. Department/ ICAR / IIT / ICMR / DRDO. Each contract must be at least six month old. Documentary evidences/Certificates 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, email address and name of the concerned person.

**1.6** The bidder should have minimum turnover of not less than **02 crore per annum** (for the previous three financial years. Balance sheet of previous three years 2013-14 2014-15 & 2015-16 duly audited or certified by the Chartered Accountant be enclosed along with a statement showing three years turnover separately must be enclosed.

**1.7** The Bidder must submit Earnest Money Deposit (Bid Security) of **Rs. 50,000.00 (Rs. Fifty Thousand)** in the form of Demand Draft/Bankers Cheque /Bank Guarantee ( Format enclosed) from any nationalized bank along with the technical bid in favour of Director, CIMAP, LUCKNOW and valid FOR 45 DAYS AFTER the period of the BID VALIDITY. No interest would be paid on EMD.

**1.8** The successful bidder will have to submit Performance Bank Guarantee of **Rs 100000.00 (One Lakh)** which must be valid beyond 60 days of completion of contract period & fidelity bond of **Rs 20,00,000.00 (Twenty Lakh)** in favour of Director, CSIR-CIMAP.

**1.9** Local office or Authorized person of Bidder stationed at Lucknow (Name, Contact No & Address)

**1.10** The Firms/Company with whom Government transaction have/had been banned of suspended or blacklisted or have not honored their quoted rates, due to any reason including corrupt and fraudulent practices adopted by them, shall not be eligible to submit the bids. Please enclose an undertaking to the effect that your company/firm has not been

blacklisted or suspended by any institute/ agency/Government Department/Public Sector Undertaking.

**1.11** The Firm should have valid Service Tax, TIN, PAN Registration Certificate (Enclose copy)

**1.12** The Bidders must have their 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.

**1.13** The Bid must contain, names and address of all associates located in different countries along with their Telephone, Telex, Fax and E-mail numbers of the contact persons.

**Documents in support of 1.2 to 2.0 must be submitted in the Technical Bid.**

**2.0 Scope of Work:** - Following jobs shall fall under the scope of the Consolidation-cum-clearance contract:-

**2.1.1** Customs clearance of imported consignments from International Airport of New Delhi / Mumbai and its regional centers at Bangalore & Hyderabad/ICD/Foreign Post Office and filling of BOE for CSIR-CIMAP Import shipments.

**2.1.2** The clearance of precious and delicate type of equipments, Instruments and other special type of materials, including Perishable chemicals, dangerous goods (DGR) and ODC shipments

**2.1.3** Collection of all documents related to Imports/Exports from CSIR\_CIMAP, Lucknow (Purchase/Stores Section)

-Custom clearance of the consignment including all the stages of customs clearance

-Obtaining Non-delivery certificate/short landing certificate in the case of materials are short delivered by airlines/sealines and lodging of claims with them immediately on behalf of CIMAP.

-Arranging insurance survey at Airport/IAAI in case of damages to the consignment.

- Dispatch/ delivery of consignment to CIMAP including loading unloading at site including crane /labour charges as applicable, after custom clearance;

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

**2.1.5** Clearance of Post Parcels from Customs/Foreign Post Office, NEW DELHI and delivery to CIMAP Lucknow and its research centers at Pantnagar & Purara (Uttarakhand), Bangalore and Hyderabad.

**2.1.6** Clearance of consignments from DIAL/ICD Delhi / Patparganj or Customs at Mumbai and dispatch to CIMAP, Stores, Lucknow.

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

**2.1.8** Clearance for consignment received through courier mode.

**2.2** Consolidations of the consignments being imported from Gateway Airports in the country of CIMAP's Supplier(s) through out the world:

**2.2.1** Complete Monitoring And Supervision of the movement from the date of order/LC and regular feed back on the progress of order to CIMAP. 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. **CIMAP will not pay any demurrage charges.**

**2.2.2** To provide timely information (pre-alert) regarding dispatches and other relevant Information to CIMAP via E-mail/Fax (Weight/P.O No./Nos of Packages/supplier etc./Type of Cargo (Perishable/DGR).

**2.2.3** To facilitate specialized packing (as required) of all kinds of materials as per the IATA specifications and international packing standards.

**2.2.4** Clearance and Transportation of special projects materials voluminous and heavy packages, dangerous and hazardous materials including Radioactive Materials

**2.2.5** Prompt communication through telephone, Tele-fax and Email etc. to ensure quick clearance.

**2.2.6** Any other service needed regarding consolidation (as required).

## **2.3 Exports**

**2.3.1** Export for Repairs, which will be Re-Imported after repairs.

**2.3.2** Export of equipments for replacement.

**2.3.3** 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 Agent.

## **3.0 BID EVALUATION CRITERIA**

The Price Bids of the technically qualified bidders, ( meeting the eligibility criteria as stipulated above in Sl. no.1.1 to 1.13 SCC will be opened, under intimation to these bidders, and lowest bidder evaluated as detailed below.

**3.1 Airfreight charges:** The Forwarders charge the freight charges on the basis of IATA rates which are fixed by IATA. 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.

**3.1.1** The offer of the bidder will be evaluated on the basis of the percentage of discount and not on individual rates. Offer only single discount by mentioning value of Y & Z in clause 8.1 Group A (Y%) and Clause 8.2 Group B (Z%).

**3.1.2** All other statutory charges on Air Freight/Sea Freight will be paid at actual. Statutory Charges are charges levied by Airline/Airport Authority or Government in their Sovereign Capacity. 1. IAAI Charges 2. Fuel Surcharge and , 3. Security Surcharge are Statutory Surcharges that will be reimbursed to the CHA (**Ref : Clause 8.1 Group A** )

Please fill up Schedule of rates and enclosed in price Bid : Annexure A As per 8.1 & 8.2 (Group A & B) & Price Schedule Annexure B Evaluation will be made based on the same.

**3.2** The rates must be quoted according to the format only; otherwise quotation will be rejected. D.O Charges on consignment coming under own console shall not be paid. DO charges for other consolidation will be paid at actual. **(AS per Clause 8.1, Group A Para C)**

**3.2.1** The Bidders must have their own arrangements of Warehousing , Insurance (in case opted), 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.

**3.2.2** The contract will be awarded to the Lowest Evaluated Bidder who shall secure maximum total Score as per **Annexure B** (Price Schedule) for consolidation, Transport/Delivery to CSIR-CIMAP Stores and Clearance charges of all consignments subject to fulfillment of S.C.C. and G.C.C. of this ITB. **This evaluation will be as per Annexure A of this ITB**

**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 also for proper handling of shipment and complete 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 CIMAP, Lucknow

**4.4** The bidder will pay all the clearing charges of the consignment including customs duty up to Rs 10,00,000/- **Rupees Ten Lakhs** per consignment (shipment). Airfreight/Sea-freight charges, custom duty clearing charges and transportation charges etc., it will be paid to you after receipt of the consignment in CSIR-CIMAP, Stores and also the receipt of pre receipted bill in duplicate addressed to Director CSIR-CIMAP, Lucknow along with the relevant document as a proof for which payment is charged E.g.MAWB, HAWB Etc.

**4.5** The payment of Airfreight, Customs duty and clearing charges will not be made if the consignment is found in damaged condition externally or internally or both. However the payment will be released only after the amount is recouped from the insurance company. CIMAP will not bear/pay any demurrage charge on account of any delay in clearance attributable to clearing agent or their freight forwarder.

**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 foreign airport to our warehouse will be responsibility of the agent for recoupment. However, necessary documents on this account (to be prepared by you) will be signed by us 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. However, for payment of charges under Clause 8.2; and to determine the category (A or B as per Clause 8.2 Group B) the weight will be the Gross Weight as per MAWB/HAWB.

5.0 Only airfreight charges and transportation charges in addition to statutory levies/taxes as per clause 8.1 and 8.2 will be paid.

**5.1 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 the 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 Successful Bidder should furnish an undertaking to this effect on their letterhead. The consignment should be shipped through the first available consol of the Airline to Delhi Airport.

5.2 The Bidder, in the schedule of rates (Price Schedule Sl No 8.1 Annexure 'A' ) 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 Bidders will be evaluated on the basis of the percentage of discount 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.

5.3 The exchange rate as notified by customs for imports will be applicable. In case it is not available for any currency, RBI exchange rate/SBI T.T. Selling Rate on the date of landing the shipment will be considered. If it not there also, agent will claim with documentary proof of conversion on the date of landing the shipment.

5.4 The successful Bidder will have to submit a Performance Bank Guarantee for **Rs.1,00,000.00 (Rupees One Lakh only)** from a Nationalized Bank as security, which should be valid for four months beyond the date of expiry of the contract period. No interest would be paid on Performance Bank Guarantee. Director, CIMAP will have the discretion to invoke the payment from the Bank for any breach of contract.

**5.5 Ex-works shipments:** In case the foreign supplier urges 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 CIMAP stores Lucknow (U.P) via New Delhi Airport. The inland handling/forwarding charges upto nearest gateway Airport in the supplier country shall be paid by CIMAP, Lucknow at actual but the Agent must obtain prior approval of FOB Charges as per INCOTERMS from CIMAP (In Writing).

**5.6 CIF/CIP Shipments** – Only D.O Charges, Clearance charges (**Maximum Rs 2000.00 per Bill of Entry**) and statutory levies will be paid by CIMAP for CIF /CIP Shipments. Transportation charges from New Delhi to Stores CSIR- CIMAP will be paid as per Clause 8.2 Group B for all types of shipments i.e. EX Works, FOB/FCA OR CIF/CIP within CIMAP ceiling at the discount quoted by you.

5.7 Bank release order (for consignments against irrevocable letter of credit) will be delivered 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 CIMAP within 07 working days of custom clearance.

5.8 Even in the case of any dispute, the consignment shall be cleared by the agent and handed over to CIMAP Lucknow (U.P), pending the settlement thereof.

**5.9** The efficiency and Performance Service Provider will be judged by us on following aspects:

**5.9.1 Custom clearance without DEMURRAGE CHARGES and Safe Delivery to CSIR-CIMAP Stores, Lucknow.**

**5.9.2** Coordinating with Customs/Carrier and Obtaining Cargo Arrival Notice within 48 Hrs landing at New Delhi Airport and Forwarding the same to CIMAP, Lucknow (U.P)

**5.9.3** After collection of Documents from CIMAP, Lucknow (U.P.) and customs clearance of the consignment within free period; delivery to CIMAP, Stores, Lucknow (U.P), must be made within 07 days of arrival at the international Airport.

**5.10** The Bid must Contain, names and address of all associates located in different countries along with their Telephone, Telex, Fax and E-mail numbers of the contact persons.

**5.11** The successful bidder shall handle sophisticated and valuable consignment, hence the successful bidder shall have to furnish a Fidelity Guarantee Bond for an amount of **Rs.20.00 Lakhs (Rupees Twenty Lakhs only)** valid till contract period plus two months in favour of Director, CSIR-CIMAP, LUCKNOW to safeguard the interest of CIMAP in the event of any loss to CSIR-CIMAP due to any act of omission and commission by the successful bidder.

**5.12** The successful Bidder will have to give an undertaking that no consignment of CIMAP will be detained / withheld by them before or after the custom clearance under any circumstances.

**5.13** The bidder must intimate CIMAP well in advance (48 Hrs prior to arrival/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 Lucknow office of CSIR-CIMAP. The Bidder 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-CIMAP, Lucknow (U.P), any loss incurred due to negligence or failure on their part to take prompt action in finalization of B.E. and clearance of consignment.

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-CIMAP, Lucknow (U.P) if required and as per instructions, in certain cases.

Safe Custody of the Consignment Cleared will be the responsibility of the bidder until it is delivered to Stores, CSIR-CIMAP, Lucknow (U.P).

**5.14** 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 CSIR-CIMAP, Lucknow (U.P), immediately. In case, any short landing cargo is noticed; the bidder 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/seaport authority/concerned Airlines/Sealines with all necessary documents on behalf of and under intimation to CSIR-CIMAP, Lucknow (U.P).

**5.15** The bidder shall have to bear the applicable customs duty and clearance charges upto **Rs.10,00,000.00 (Rupees Ten Lakhs only)** per consignment on behalf of CSIR-CIMAP, Lucknow (U.P) which will be reimbursed to the bidder against their proper Bill. In case the

amount of Customs Duty is more than Rs. Ten Lakhs then successful bidder shall intimate CSIR-CIMAP, Lucknow (U.P) about the amount involved in Customs Duty in advance on the basis of Purchase Order so that the customs duty can be arranged well in advance; prior to landing against intimation and advance Bill of Entry Copy from the Bidder. Any delay in intimating CSIR-CIMAP, Lucknow (U.P) about the duty payable shall be to the account of the bidder. No plea on account of delay in arranging the customs duty by the successful bidder shall be accepted.

**5.16** In case the cargo is received in damaged condition/short landing, payment shall not be released to the bidder till CIMAP 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/Sealiner and lodge necessary claim with the concerned authorities under intimation to CSIR-CIMAP, Lucknow (U.P)

**5.17 Penalty Clause:** Director, CSIR-CIMAP reserves the right to impose penalty @ 0.5% per week of FCA / FOB price (INCOTERMS 2010), for delay in consolidation and Air shipment / Sea shipment of CIMAP consignments and delivery to Stores, CIMAP, Lucknow (Maximum penalty shall be 2%). The period for this will be calculated after 30 days, from the date of intimation by supplier about the readiness of the consignment for shipment.

**5.18 The Service Provider will ensure that correct nomenclature and the HS CLASSIFICATION AS PER EXTANT ITC/Customs notification is mentioned in the BILL OF ENTRY. The Correct product code (HS) verified and DUTY FREE ITEMS AS PER Customs Tariff act cleared without duty. (CSIR/CIMAP is eligible for concessional customs duty (VIDE notification CUSTOMS 51/96; on items which otherwise attract duty.**

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

**6.1** Quotation should be submitted in a sealed cover addressed to Director, CSIR-CIMAP, LUCKNOW **containing both Technical and Price Bids in separate sealed envelopes**. The cover should be sealed and super scribed **“QUOTATION IN RESPONSE TO CIMAP Enquiry No.10(2)/2016/Pur/T-4 dated 21.10.2016**

**6.2** Quotation should be dropped in the Tender Box , Which is kept at security office, CIMAP Campus, Lucknow-226015 within the scheduled date and time.

**6.3** % (Percentage) Discount quoted in the Price Bid (Both in **Annexure A and Annexure B**) must be mentioned in figures and words both. (The maximum Charges fixed by CSIR-CIMAP, Lucknow (U.P) in group B, Clause 8.2 (a) & (b) must be noted.

**6.4** No modification is acceptable after opening of quotation.

**6.5** Bidders are requested to submit the Earnest Money Deposit (**Bid Security**) of Rs.50,000.00 (Rupees Fifty Thousand only) in the form of Bank Guarantee from a nationalized bank in favour of Director, Central Institute of Medicinal and Aromatic Plants, Lucknow along with the Technical bid and validity of EMD must be 45 days AFTER the period of the BID VALIDITY date. **Bids received without EMD shall be rejected.** EMD of unsuccessful bidders will be refunded within 30 days after signing of the Contract. No interest would be paid on the Earnest Money Deposit.

**6.6 Incomplete Bid and conditional Bids will be rejected.**

**6.7 The Bid(s), Received By Fax/E-Mail and open Condition or unsigned or hand written will not be Considered.**

**6.8 Bids received after the due time (Delayed) and due date (late) will not be considered at all.**

**6.9** The Director, CIMAP reserves the right to accept or reject any or all the Bids received; without assigning any reason.

**6.10** The Director, CIMAP reserves the right to terminate the contract with immediate effect at any time on finding the service unsatisfactory or on **breach of contract**.

**6.11** Insurance charges for consignments shipped on (FCA/FOB, INCOTERMS® 2010) will be borne by CSIR-CIMAP.

**7.0 Documents to be submitted: –**

**The Technical Bid (Unpriced) 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, CSIR-CIMAP without any Condition/Remarks forwarding therewith ;

**7.2** Copy of Customs Authorized Clearing License (**CHA**)

**7.3** Copy of **IATA and 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 (2013-2016). (**See Clause 1.5 under SCC**) with Certificate of successful completion from the customers.

**7.7** EMD (BID SECURITY) Rs. 50,000/- in the form of bank guarantee (as per enclosed format) from any **Nationalised Bank**, with validity of 45 days after Bid validity in favour of Director CIMAP, Lucknow (U.P.).

**7.8** The completed compliance statement on a separate sheet showing acceptance of the terms and conditions as per this ITB. (**Annexure C**)

**7.9** Copy of Consolidation License/Certificate.

**7.10** Balance Sheet of the Bidder for previous Three Year (2013-14), (2014-15), (2015-16) must be enclosed certified by chartered accountant evidencing turn-over. (Min. Annual Turn Over Rs. 2 Crore Per Year). Please refer to SCC for complete details for the list of document required in Technical Bid.

**7.11 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.**

**The Sealed envelope containing the Bid must be super scribed as under :**

**No. .... Date.....Tender For Consolidation and Custom Clearance .**

**8. THE DIRECTOR, CIMAP, LUCKNOW (U.P.), RESERVES THE RIGHT TO ACCEPT OR REJECT PARTLY OR WHOLLY ANY BID WITHOUT ASIGNING ANY REASON WHATSOEVER.**

**STORES AND PURCHASE OFFICER**

E-mail:- spo@cimap.res.in

Phone No. 0522-2718613

Encl:

1. Format of EMD in the form of Bank Guarantee (as per CSIR).
2. Bidders undertaking (Format) .
3. Check list for technical and price bid.

**ANNEXURE-A**  
**SCHEDLUE OF RATE**  
**CHARGES FOR CLEARANCE & Other SERVICES AND**  
**DISCOUNT ON AIR FREIGHTS**

Port of landing - IGI Airport, New Delhi

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

<b>Group</b>	<b>Weightage</b>
8.1 Group A (Discount on Freight as per IATA rate)	75
8.2 Group B (Discount on Transportation and Delivery Charges to CSIRCIMAP, Lucknow)	25
<b>Total</b>	----- <b>100</b>

Following formula will be used to arrive at Total Score of a Bidder''

$$\text{Total Score} = \frac{75(A)+25(B)}{100}$$

Where A and B are marks  
Obtained in respective group

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 carefully read and finalize the GCC (Clause 6.0) & SCC (Clause 1.0) Before submitting technical Bid & Price Bid.

## 8.1 Group A

### Discounted Rates of Airfreight for Forwarding and Customs Clearances.

Discount Offer on Standard IATA Rates (A single flat discount for all categories to be offered irrespective of weight slabs.)

**A.** Forwarding and clearance of all type of consignments including all the stages of clearance like collection of delivery orders from carriers, DO charges of air lines/forwarded, customs clearance of consignments including custom documentation, customs examination sealing/strapping etc. of any volume/weight of consignment with loading /uploading and use of labour/crane etc. (No separate rate for the above item of clearance should be given. No additional charges other than those quoted in fixed amount shall be considered.

**B.** All statutory charges shall be paid at actual against original receipt (FSC/SSC only)

**C.** DO charges shall not be paid on consignment arriving under consolidation of the Bidder.

**D.** DO charges on other than own console consignment (CIF/CIP Shipments) will be paid on actual on original receipt. Clearance charges **(Maximum Rs 2000.00 per Bill of Entry) will be paid.**

**Note 1:** (EVERY SIX MONTHS, A COPY OF TACT BOOK FOR IATA RATES WILL BE REQUIRED TO BE SUBMITTED) [Terminal Charges, Forwarder's Fee, charges of loading to carrier in shipping country etc. will not be paid separately. Fuel and war security Surcharges shall be paid on actual basis as shown in MAWB. If there is any shipment on EXWORKS basis, Charges in Shipper country will be paid on actual basis ]

**Note 2:** Evaluation will be made on discount offered on IATA rates and inland transportation charges(Annexure A) only. No other charges except freight, fuel, & security surcharges will be paid on FOB/FCA consignment. Bidder may quote their discount adjusting all charges as applicable.

# Y %

Please write the numerical value of Y only. Conditional bids will be rejected.

## Group 'B' (8.2)

### **TRANSPORTATION CHARGES FROM IGI, NEW DELHI AIRPORT (DIAL) TO THE CAMPUS AT CIMAP, STORES, LUCKNOW (U.P.)**

Rates are to be quoted following two categories, mentioning the discount offered ( as percent)  
Single Discount is to offered for following two categories  
(Please read Clause 5.5, 5.6)

**8.2.1 A.** Delivery of a small consignment 10.01 Kg to 60kg. Maximum Rs.4000/- per consignment., Fixed By CIMAP.

**8.2.2 B.** Delivery of a consignment above 60.01/kg Maximum Rs.15000/- (AIR/RAOD/COURIER)  
Fixed By CSIR-CIMAP

**Pl note:**

1. The charges for Loading/Unloading at site including the charges of crane/labour (if required) are included in the above. No additional charges will be given for the same.

2. Please note that consignments weighing less than 10 Kgs will have to be sent by Courier. The payment will be made at actual as per the courier receipts OR the final transportation charges (arrived after the discount offered) for consignments weighing from 10.01 Kg to 60 Kg ; whichever is less.

} **Z%**

Please write the numerical value of z only.  
Conditional bids will be rejected.

Z = Discount on the fixed charges for clearance transport and delivery to CIMAP, Lucknow, Hyderabad , Bangalore , Pantnagar Centres (inclusive of all charges for all modes of shipment (incoterms® 2010)

**Maximum charges for small consignment (per kg) from 10.01 Kg to 60 kg and for truck load (above 60.01 kg ) are fixed by CSIRCIMAP , Lucknow you have to quote only the discount percent on these fixed charges .**

*Bidders are advised to note all shipments (Incoterms® 2010- E/F/C) are covered in the Clause. All charges (including Dry Ice charges /CMC fees etc are included in these 2 Slabs and fixed single discount on the Maximum for category A & Category B must be mentioned & within is the Price Bid (Z%) as Fixed by CIMAP (Refer Clause 5)*



**Annexure 'B'**

**Price Schedule for services being offered by CHA**

Name of the Bidder \_\_\_\_\_

ITB No \_\_\_\_\_

1	2	3	4	5	6	7
Sl. NO	Description of services	%Discount on IATA rate	%Discount Inland Transportation charges (Fixed by CIMAP)	Marks Obtained as per 3	Marks Obtained as per 4	Total Marks Obtained
		<b>Y%</b>	<b>Z%</b>	<b>Y</b>	<b>Z</b>	$\frac{75 \times Y + 25 \times Z}{100}$

**Total marks Obtained in Figure and Words**

**Signature of Bidder**

**NAME :** \_\_\_\_\_

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

**Please refer Clause 5.5, Annexure A and 8.2 (a) & (b) an also Clause 4.7**

## **UNDERTAKING BY THE BIDDER**

1. We agree that the consignments after clearance will directly be delivered to the premises of CSIR-CIMAP within 07 days of clearance. In case of perishable item, it will be delivered within minimum time with necessary temperature control arrangements.
  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 alongwith 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 & date and master Airway bill number & date will be intimated to the importer at least 02 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-CIMAP, Lucknow 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-CIMAP receives the insurance claim. In such cases we are required to submit 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 CIMAP.
- During inland transportation any loss/damage is the sole responsibility of clearing agent. In that case we will 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. 20.00 Lakhs valid till contract period in favour of Director, CSIR-CIMAP to safeguard the interest of CSIR-CIMAP in the event of any loss to CSIR-CIMAP due to any act of Omission and Commission by us which should be valid till contract period. . Director, CSIR-CIMAP 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-CIMAP 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-CIMAP.

12. A Statement in MS-Word detailing

1. FCA/FOB Shipment pick up & Clearance details with name of Supplier, Item, Description, and Purchase Order No ETA at Delhi.

2. CIF/CIP Shipments detailing the date of landing, collection of D.O from supplier's Fright Forwarder, Clearance & ETA for Delivery to CSIR-CIMAP Stores. Item/Weight/Nature of Cargo (Perishable/DRG/ODC/Purchase Order No.) will be sent on fortnightly to SO (Stores) & SO (Purchase), CSIR\_CIMAP, Lucknow.

13. We unconditionally accept all the terms and conditions (**GCC & SCC**) of this ITB.

SIGNATURE WITH DATE AND  
RUBBER SEAL OF THE BIDDER.

**BANK GUARANTEE FORMAT FOR FURNISHING BID SECURITY (EMD)**

Whereas ..... I (hereinafter called "Bidder")

has submitted their offer dated..... (Date of Submission of Bid) for the supply of ..... (Name and /or description of the goods ) (Hereinafter called "the Bid")

KNOW ALL people by these presents that WE.....(Name of Bank) of.....(Name of Country ) having our registered office at .....(complete address of bank) are bound unto .....(Name of "Purchaser) (hereinafter called the "Purchaser) In the sum of .....for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this..... day of .....20.....

**THE CONDITIONS OF THIS OBLIGATION ARE:**

(1) If the Bidder withdraws its Bid During the period of bid validity specified by the Bidder on the Bid Form; or

(2) If the tenderer having been notified of the acceptance of its Bid by the Purchaser during the period of bid validity:-

a) Fails or refuses to accept/execute the contract form if required ; or

b) Fails or refuses to furnish the performance security, in accordance with the Instruction to bidders.

We undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the purchaser (CSIR/Lab) having to substantiate its demand , provided that in its demand the purchaser will note that the amount claimed by it is due to it owing the occurrence of one or both the two conditions ,specifying the occurred condition or conditions.

This guarantee will remain in force upto and including forty five (45) days after the period of tender validity and any demand in respect thereof should reach the bank not later than the above date.

-----  
(Signature of the bank)

\_\_\_\_\_  
1 Name of Bidder

**PERFORMANCE SECURITY FORM**

**MODEL BANK GUARANTEE FORMAT FOR PERFORMANCE SECURITY**

To,

.....  
.

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) (herein after 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 bank 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 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 and address of the Branch

**Note: Whenever, the bidder chooses to submit the Performance Security in the form of Bank Guarantee, then he should advise the banker issuing the Bank Guarantee to immediately send by Registered Post (A.D.) an unstamped duplicate copy of the Guarantee directly to the Purchaser with a covering letter to compare with the original BG for the correctness, genuineness, etc.**

## **Check List For Technical And Price Bid (Annexure E)**

<b>S.No.</b>	<b>ITEM/CLAUSE</b>	<b>YES/NO</b>
1.	Whether the rates have been quoted as per the formats enclosed with our tender document?	
2.	Whether the attested copies of valid permanent custom license (CHA) in the name of quoting firm applicable in Delhi/Mumbai port enclosed with your quotation?	
3.	Whether the list of name and complete addresses of the freight forwarded/associated with Tel/Fax/email/enclosed.	
4.	Whether the quoting firm have valid IATA and FIATA membership and copy of certificate has been submitted.	
5.	Whether the quoting firm has valid ISO 9001(2000) quality system certification and copy of certificate has been submitted.	
6.	Is quoting firm registered with Indian custom house Delhi and Mumbai as consol/clearing agent?	
7.	The Bidder should have successfully executed at least TWO ( 02 ) similar Freight Forwarding cum Custom Clearance work in any CSIR Labs and at least FIVE (05) similar freight forwarding and custom clearance works in any Govt. Department/ ICAR /Central University /IITs. Each contract must be at least six month Old. 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.	
8.	Whether the firm has submitted EMD of Rs. 50,000.00 in the form Bank Guarantee of Scheduled Nationalized bank along with the technical bid.	

Price Bids of only those firms will be opened who fulfill our terms & conditions for technical bid (Refer clause 1.1 to 1.8 and 7.1 to 7.10)

(Signature)

Name of the firm with stamp