

ICAR-CENTRAL POTATO RESEARCH INSTITUTE
SHIMLA 171 001(HP)

NOTICE INVITING TENDER

F.No. 16-1/RC/Clearing Agent/2017-18/Store/

Dated: 07.04.2017

On behalf of the Secretary, ICAR, New Delhi, the Director, CPRI, Shimla invites on-line tenders from the reputed firms for appointment as Clearing Agent for consolidation of consignments of import shipments supplied on FCA/FOB basis & carry out customs clearance and transport the same to destination (CPRI, Shimla or its regional stations) for a period of one year w.e.f. 01.08.2017 to 31.07.2018. To provide these services, the registered firms/agencies are, therefore, requested to submit their online tender and quote the rates/service charges/discount on IATA rate, transportation charges etc. in the enclosed format as well as BOQ. Rates quoted should be valid atleast **for one year** from the date of the issuance of Rate Contract. All the documents should be **uploaded** in the **CPP Portal <http://eprocure.gov.in>** by **16.05.2017** upto **11:00 AM**. The tenders will be opened on next day i.e. **17.05.2017** at **11.30 AM**. Institute is registered with the Department of Scientific & Industrial Research (DSIR) for the purpose of availing custom duty & excise duty exemption and this registration is valid upto 31.08.2021. The detailed terms & conditions and tender form are available in CPP Portal & CPRI website <http://cpri.ernet.in> .

Sd/-

Admin. Officer (Stores)

Annexure-I

To be sent back duly signed and stamped with tender documents

No.

Dated :

To

The Administrative Officer (Store),
Central Potato Research Institute,
Shimla – 171 001 (H.P.).

Sub: Tender for engagement of Agent for consolidation of consignments of import shipments and clearance of foreign consignments from Custom Authority and its transporting to CPRI & its Regional Stations (on F.O.R. basis) – Reg.

Ref: Your letter No. _____ dated _____.

Sir,

Having examined the above mentioned bidding documents, the receipt of which is duly acknowledged, we, the undersigned, offer to engage as Clearing Agent for the consolidation of consignments of import shipments and clearance of foreign consignments from Custom Authority and transporting the same to CPRI & its Regional Stations (on F.O.R. basis) for the year 2017-18 & 2018-19. If our bid is accepted, we will submit you security money for Rs.40,000/- as per the instruction specified in the terms & conditions. We accept all the terms & conditions given in Annexure-III.

Dated this _____ day of _____, 2017

Signature
(in the capacity of)
Duly authorized to sign bid for and on behalf of

Encl : Terms & conditions (Annexure-III)

Annexure-II

PROFORMA TO BE ATTACHED WITH THE QUOTATION LETTER TO INDICATE CLEAR INFORMATION AND ITEM-WISE RATES ETC.

1.	Name & Complete Address of the Custom Clearing Agent with Registration Number (enclose the copy of the same alongwith tender)						
2.	Name of contact person alongwith, Telephone No./Mobile no. and FAX No., if any.						
3.	Approximate time to be taken for the clearance of the consignment after the receipt of the documents						
4.	Agency Commission (on F.C.A. value of consignment) (i) Non Perishable Cargo (ii) Perishable Cargo						
5.	Loading/Offloading charges, if any (PerKg)						
6.	Documentation charges, if any. (one shipment)						
7.	Godown Charges, if any (one shipment)						
8.	Local transportation charges, if any (one shipment)						
9.	Discount offered on standard IATA rates (a single flat discount for all categories to be offered for all countries and all shape/size of the consignments						
10.	Transportation of the consignments at your own risk/responsibility is to be done by the firm. Please quote destination wise for the following part load:						
	Name of Airport	Name of destination	Part load of consignment (In kg)				
	(From)	(To)	0-100	101-250	251-500	501-1000	1001-1500
	Delhi Airport	Shimla (HP)					
		Modipuram (UP)					
		Jalandhar (Pb.)					
		Gwalior (MP)					
		Patna (Bihar)					

		Shillong (Meghalaya)					
		Ooty (TN)					
	Kolkata	Patna (Bihar)					
		Shillong (Meghalaya)					
	Chennai	Ooty (TN)					
Please note that even if the bidder wants to quote TCI/TAI/other approved rates, he should upload a copy of latest TCI/TAI /other approved rates failing which bid may not be considered.							
11.	Dry Ice Charges for perishable items, if required						
12	Insurance, air freight on IATA rates basis, CMC, Custom duty, D.O., Govt. charges etc. will be reimbursed on produce of actual receipts in original basis.						
13.	Whether you have sufficient storage facilities for Equipment/Instruments & Perishable nature of Chemicals etc. ?						
14.	Financial position of the company with latest Income Tax Statement, PAN/TAN No.		To be attached				
15.	List of Institutions/Govt. Organizations currently in hand with the company/firm.		To be attached.				

I/We, the undersigned hereby offer the above rates/charges after having examined thoroughly and accepted the terms & conditions as appended in Annexure-III for the engagement as Custom Clearing Agent of CPRI, Shimla. I/ we also certify that information furnished is true to the best of our knowledge, and nothing has been concealed.

AUTHORISED SIGNATURE
(With Seal)

Date:

Place:

Registration No. _____

- * Please note that rates entered in this format (Annexure-II) only will be considered for financial comparison.
- * Rates entered in BOQ will not be considered for financial comparison due to technical difficulties in the format of BOQ. Still bidder should upload the BOQ.
- * The Institute shall compare the bids based on values & weights of our past shipments or any other suitable criteria evolved for the purpose.

(TO BE RETURNED WITH YOUR OFFER/BID)

After signature & seal

TERMS AND CONDITIONS

1. The contract will be initially for a period of six months w.e.f. 01.08.2017 to 28.2.2018 (six months) but the same can be extended further on the basis of the performance of the services provided by the firm.
2. Consolidation : The Agent shall contact the supplier abroad and regularly monitor progress, follow-up the orders and make advance arrangement to book the consignment promptly. They shall check with reference to relevant purchase orders and give requisite information particularly in regard to Marks & number of parcels/cases, purchase order number mode of transport, Airport/Sea port of destination mentioned, whether FCA, Ex-works, CIF etc.
3. The bidder should have valid consolidation & CHA licenses in their own name (Single name). Copies of documents evidence must be enclosed with the tender.
4. The bidder should be an IATA/FIATA accredited firm. The bidder must also be registered in customs at New Delhi, supporting documents should be enclosed.
5. Attach the copies of latest contracts of other Departments.
6. Insurance, air freight on IATA rates basis, CMC, Custom duty, D.O., Govt. charges etc. will be reimbursed on produce of actual receipts in original.
7. It shall be ensured that consolidation of air cargo is done under the correct IATA classification. The bidder must have their own arrangements of warehousing, insurance and delivery at destination.
8. Airfreight charges of F.O.B./FCA consignments, the forwarders charges freight charges on the basis of IATA rates which are fixed by IATA TACT card.
9. Delivery order charges shall not be paid on consignments arriving under own consolidation of the bidders.
10. The consignments will have to be cleared from the Custom Authorities within three days from the arrival of the goods and beyond that, if any demurrage charges are imposed due to negligence of the Agent, the same shall be charged/ deducted from the Bill of Clearing Agent without seeking any clarification from the Agent. Moreover, the Clearing Agent will remain in touch with the concerned firms to get the documents relating to clearance of consignments and it is the sole responsibility of the Agent to send the same **at least seven days** in advance before the arrival of consignments so that the documents could be prepared and sent in advance to avoid any demurrage charges etc. failing which the whole responsibilities will rest with the Clearing Agent to pay the demurrage charges, if levied and no **reimbursement will be made at any cost.**
11. The Clearing Agent will remain in touch with the Customs Authorities and if there is any change with regard to the mode of making the customs duty/clearing of our imported consignments etc. such orders/instructions may be sent to the Institute at least **fifteen days in advance** failing which the Clearing Agent will be held responsible to pay the demurrage charges, if any.
12. The Clearing Agent is fully responsible for inspection of consignments. In case of any shortage/damage of consignment, he will have to obtain the short receipt certificate/short landing certificate/damage certificate from the concerned authority.
13. The clearing agent is required to abide by the Instructions of custom authorities/airport authorities and the Institute. In case of violation of the

- Instructions by Clearing Agent, the contract is liable to be terminated without assigning any reason.
14. In case Institute requires any information from the Airlines regarding Cargo Arrival Notice/ HAWB No./MAWB No./ Flight date/Party reference etc., it will be the responsibility of the Clearing Agent to provide the required information in time (Through FAX/SPEED POST) without any additional charges.
 15. An amount of Rs.40,000/- is required to be submitted as a security deposit after the approval/acceptance of contract by this office , which shall be returned after the termination of the agreement/contract.
 16. The Institute will not pay any advance on account of Custom Duty, Freight charges, insurance charges etc., if any, even for **high value consignments** for the release of the consignments from custom authorities. No request for advance payment will be entertained by the Institute in any circumstances.-
 17. The Clearing Agent will have to provide Credit Facility for irrespective of number of consignments or amount and the payment of which will be paid within 3 weeks after the receipt of material in good condition and submission of all required documents etc. in this office.
 18. The consignment(s) after clearance is required to be dispatched duly insured to us or kept with you without any Godown Charges, as per issuance of instructions by this office from time to time.
 19. The dispatch/transportation of any consignment to CPRI or its Regional Station will be the sole responsibility of Clearing Agent. The consignment should reach at the destination in safe & sound position. In case of any damage, CPRI will claim fully as per value of the consignment. The Clearing Agent, if necessary, may get the consignment insured and the charges of the same can be paid by us as per actual.
 20. In case of any breach of above terms & conditions of contract, besides legal action, the security amount is likely to be forfeited by the Institute.
 21. Apart from the above, the Agent will have to provide all sorts of help from time to time in connection with the getting of documents copies from the Air Carriers/Foreign Post Office and Custom Clearance of the consignment.
 22. The bidder is advised to complete and sign the Annexure-I & II with seal, enclose all the required documents/lists and returned these documents to this office alongwith your quotation/bid. Incomplete unsigned & unstamped documents received after due date and time will not be considered and no correspondence in this regard will be entertained in any circumstances.
 23. The Institute is not bound to accept the lowest or any bid of the firm.
 24. The Director, CPRI, Shimla reserves the right to accept or reject the offer without assigning any reason thereof. All disputes, if any, are subject to Shimla jurisdiction only.
 25. In case of change of any relevant tax levies, decision of a committee constituted for the purpose approved by competent authority shall be final.

Sd/-
Admn. Officer (S)