

**INSTITUTE OF MICROBIAL TECHNOLOGY (IMTECH),**  
(Council of Scientific & Industrial Research)  
Sector 39-A, Chandigarh -160036 (India)  
**Ph: 0091-172-2690056/6665363/fax:2690056/2690585/2690632,**  
**e-mail: [purchase@imtech.res.in](mailto:purchase@imtech.res.in)**

**TENDER NOTICE**  
**(Advt. No. Pur-79/2016-17)**

**Sealed tenders are invited by the Director, IMTECH, Chandigarh, from the custom registered and reputed clearing agents for the purpose of clearing the consignments from airport /seaport/ICD/FPO.**

Sl. No.	File No.	Description	EMD	Last date of receipt & opening of tender
1.	Pur/CHA/16-17	Appointment of Custom House Clearance-cum-Consolidation Agent	Rs.50,000/-	14.6.2016 upto 5.30 pm. & 15.6.2016 (11 AM)

For more details, please visit our website "<http://www.imtech.res.in>". Tender details may please be downloaded from our website 'Free of Cost' & EMD by BG/DD favouring Director, IMTECH' must be submitted along with tender in sealed cover. Director IMTECH reserves the right to accept or reject any offer without assigning any reason thereof.

**(MOHINDER KUMAR)**  
**Stores & Purchase Office**

**INSTITUTE OF MICROBIAL TECHNOLOGY (IMTECH)**  
(Council of Scientific & Industrial Research)  
Sector 39-A, Chandigarh –160036 (India)  
Phone No.0091-172-2636683/2636680-94 Ext. 0172-6665106  
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**TENDER NOTICE**  
**Pur-/CHA-79/(2016-17)**

IMTECH is a pioneer research organization under Council of Scientific and Industrial Research. We are interested in appointing an authorized custom consolidation cum clearing agent to perform the job of the consolidation of Import / Export of consignment and custom clearance of air freight and air parcel consignments within INDIA/ICD/FPO within FREE time (without demurrage). Most of our imports are on FOB/CIF basis and are covered generally under OGL, scheme as we are exempted from payment of custom duty under certification system introduced by Govt. of India for research organization. We would like to have your complete particulars/rates **under two bid system** in attached proforma for Technical Bid containing Bid details and Price Bid, in all respect as the details mentioned below :

**General Conditions:**

1. The firm should hold a valid custom license for clearance at CUSTOMS/CARGO.
2. The firm should be registered with Custom House to act as consolidator.
3. The firm should have a custom duty payment account with PNB customs house.
4. The firm should have a prepaid deposit account with AAI for payment of AAI charges.
5. The firm should have EDI connection issued by customs for in-house system for receiving and submitting the bill of entries.
6. The firm should have network for handling of consolidation. Please enclose a list of your authorized freight forwarders / overseas agents with their details.
7. The bidder should have contract with three Institutes of CSIR/ICAR/ICMR/IIT/Govt. Department for clearing the perishable and non-perishable consignments and a certificate issued after the date of this tender from them for rendering satisfactory services, may be attached with the technical bid.
8. The CHA has to clear all our shipments by filing manual/electronic Bill of Entry in whichever of method is lesser custom duty levied.
9. Generally all our shipments are on FOB/CIF/FCA/CIP. However, if any shipment is on Ex-works basis the same is to be collected by the representative of CHA in that country free of cost.
10. All the CIF/CIP other console shipments will also be cleared and transported to IMTECH by CHA. DO charges will be payable on actual basis. All the perishable shipment(s) may be transported immediately and non perishable shipment(s) should be transported within Ten days from the date of clearance. However, it is pertinent to mention here that while quoting per kg rates for CIP/CIF a minimum & maximum rates should also be given.
11. The manufacturer/Supplier will be at liberty to use their own console agent, if so desired by them.
12. Current prevailing IATA rates must be enclosed along with your Technical Bid.
13. The discount if any, should clearly be indicated in your offer. Quoting of different discounts for different countries/size, shape of consignment will disqualify the offer.
14. The rates notified by the commissioner of customs for clearance indicating, discount, if any, should also be attached along with their offer.
15. The firm will have to arrange for clearance of all consignments without any demurrage /storage charges within free times and transporting it to IMTECH, Chandigarh in good condition. Hence all the necessary information regarding the arrival of the cargo in their console is to be intimated well in time by CHA for sending the necessary custom clearance papers to them, and if any demurrage charges are imposed due to the negligence of agent, the same will be paid by the Agent.
16. All necessary arrangements for filling up of dry ice in perishable consignment is to be made by CHA without any charges.
17. It will be the sole responsibility of the clearing agent to mention the correct classification code ( i.e. HS code) of the product and if at any point it is detected that HS code is wrong, custom duty paid against the wrong code will be recovered from the clearing agent.
18. The black listed /Suspended Firms by CSIR/Govt Funded Organization(s) need not to apply. If the same is detected at any stage the contract will be terminated and security deposited by the firm will be ceased.

19. If at any point of time it is detected that the over payment has been made to the firm the same will be recovered from the subsequent bills/security deposited by the firm.
20. Clearing agent will be fully responsible for inspection of cargo. In case of shortage/damage of consignment, they will have to obtain the short receipt certificate/short landing certificate/damaged certificate from the concerned authority/insurance Co. & Surveyor etc. Clearing agent will also ensure all formalities till handing over the consignment to IMTECH.
21. The award of work is for a **period of 3-years**, which will initially be given for a period of one year and reviewed for extension for another year(s) on the basis of service rendered by the CHA. It can be terminated at any point of time without assigning any reason in between if it is found that the services rendered by the firm are not satisfactory.
22. Legal jurisdiction will be at Chandigarh.
23. **Conditional offer and offer with the vague terms and not as per the format supplied will be summarily rejected. All the statutory charges of IAAI/AAI/Govt. levies will be reimbursed against proper receipt.**
24. It will be the responsibility of CHA to ensure that the Gross Weight is being mentioned on the invoice of supplier before taking over the shipment in their console.
25. HAWB issued in the name of the agent only shall be accepted.
26. **The bidder will pay all the clearing charges of the consignment including customs duty upto Rupees Five Lakh per consignment (shipment).** Airfreight/Sea-freight charges, custom duty and clearing charges etc., will be paid to you after receipt of the consignment in IMTECH Stores and also the receipt of pre-receipted bill in duplicate addressed to Director, IMTECH, Chandigarh alongwith the relevant document as a proof for which payment is charged. The CHA must submit their bill within a week's time from the date of delivery of material in IMTECH, Chandigarh.
27. The payment of Airfreight, Customs duty and clearing charges will not be made if the consignment is in damaged condition both externally or internally. However, the payment will be released only after the amount is recouped from the insurance company. IMTECH 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.
28. Pre-shipment advise(s) must be intimated well in advance (48 hrs. prior to shipment) and if the CHA fails to intimate the same well in advance as mentioned above, all the clearance charges including custom duty will be paid by the firm irrespective of amount which will be reimbursed to firm within 21 days. However, no demurrage on this account will be paid by IMTECH.
29. **Hand written quotation and Tender not signed by firm will be rejected.**
30. The successful bidder will have to submit a **Security Deposit by BG/FDR amounting to Rs. 2,00,000/- drawn in favour of Director, IMTECH, CHANDIGARH valid for contract period plus 60 days. The firm will also have to submit a Fidelity Bond for Rs. 15,00,000/- or TDR of equivalent amount pledged in favour of Director IMTECH till the currency of the contract.**
31. The Tenders should be submitted in TWO SEALED Covers separately for "Eligibility-cum-Technical Bid & Price Bid" superscribing on the outer envelope "**Tender for Clearance and Consolidation Services Contract**" alongwith our reference number addressed to the Director, Institute of Microbial Technology, Sector 39-A, Chandigarh-160036 **by 14.06.2016 upto 5.00 p.m. and the same will be opened on 15.06.2016 at 11.00 a.m. in the presence of Bidders or his duly authorized representative.** The tenders should be accompanied with **EMD amounting to Rs.50,000/-** in the form of **Demand Draft/Banker Cheque/BG drawn in favour of the Director, Institute of Microbial Technology, Sector 39-A, Chandigarh-160036 (To be enclosed with Technical Bids Only).** The tenders received without EMD will outrightly be rejected. The **EMD will be refunded to the bidders in due course of time.**
32. **Final selection will be made on the basis of Airfreight discount, clearance, inland freight from Delhi to Chandigarh (overall lowest in all the two) on the basis of five highest value consignment of each categories ( Category (1) FOB/FCA Category (2) CIP/CIF) in previous years.**
33. The award of the work will be subject to satisfactory inspection of the office/godown facilities by committee of IMTECH, Chandigarh, if so desired.
34. The Director, IMTECH reserves the right to accept or reject any or all quotation without assigning any reason thereof.

**Annexure-A**

**PRICE BID**

<b>S.No.</b>	<b>Particular/Description of items</b>	
1.	% of discount offered on prevailing IATA rate reckoner coming under the consol of CHA: (a) Please mention only single discount figure on current IATA rates irrespective of country, size, volume, shape dimension including all airline charges such war, security, fuel surcharge, CC fee etc. including clearance from customs and transporting it to IMTECH.  <b>* Please note that only gross weight as mentioned on invoice by supplier will only be taken into consideration</b>	
2.	Charges per kg for consignment of sea freight from anywhere in the world including sea freight, clearance from customs/dry port and transporting it to IMTECH.	
3.	Clearance charges for consignment from Foreign Post Office.	
4.	Clearance-cum-transportation charges of CIF/Sea shipments may be mentioned per Kg. only on gross weight basis. However, rates with minimum & maximum should also be given.	Rate per Kg. Rs. _____ Minimum rate Rs. _____ per consignment. Maximum rate Rs. _____ per consignment.
5.	Charges for re-export of consignment	
<b>Note</b>	<b>Charges mentioned in any other format/incorrect information will lead to cancellation of the tender.</b>	

Your offer should reach us by **14.06.2016 upto 5.00 P.M.** which will be opened on **15.06.2016 at 11.00 A.M.** in presence of bidders, if any. The tender document received delayed / late / conditional will not be considered.

The Director IMTECH, Chandigarh reserves the right to reject any or all the tenders without assigning any reason or to accept them in part of full.

**Signature of Authorized Signatory of Firm**

**TECHNICAL BID COMPLIANCE CHART**

SN	DETAIL OF REQUIREMENT	YES / NO	Documentary Proof at Page No.
	Whether the firm holds a valid custom license for clearance at CUSTOMS/CARGO.		
	Whether the firm /associate registered with Custom House to act as consolidator		
	Whether the firm have a custom duty payment account with PNB customs house		
	Whether the firm have a prepaid deposit account with AAI for payment of AAI charges		
	Whether the firm have EDI connection issued by customs for in-house system for receiving and submitting the bill of entries		
	Whether the firm have network for handling of consolidation and enclosed a list of authorized freight forwarders / overseas agents with their details.		
	Whether the list of clientage and satisfactory services certificate/empanelment letter etc. from Scientific as per para 7 are attached ? <b><u>The issue date of attached certificates should be after the date of publication of this tender.</u></b>		
	Whether Current prevailing IATA rates list is enclosed along with your Technical Bid.		
	Whether the discount if any, clearly indicated in the offer.		
	Whether the firm agrees to arrange for clearance of all our consignments without any demurrage /storage charges in their console?		
	Whether willing to pay <b>Rs.5,00,000/- for freight and custom duty on behalf of IMTECH for each consignment.</b>		
	<b>Whether EMD amounting to Rs.50,000/- submitted</b>		
	<b>Mention whether firm is currently under Black listing / suspension by CSIR/Govt. Funded Organisation.</b>		

**Note: Technical Bid should be page numbered and above format is filled accordingly, failing which the tender will be rejected.**

Your offer should **reach us by 14.06.2016 upto 5.00 P.M.** which will be **opened on 15.06.2016 at 11.00 A.M.** in presence of bidders, if any. The tender document received delayed / late / conditional will not be considered.

The Director IMTECH, Chandigarh reserves the right to reject any or all the tenders without assigning any reason or to accept them in part of full.

**STORES & PURCHASE OFFICER**

**BID SECURITY/EARNEST MONEY DEPOSIT FORM**

Whereas .....<sup>1</sup> (*hereinafter called "the Bidder"*) has submitted its bid 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 ..... (*address of bank*) (*hereinafter called "the Bank"*), are bound unto ..... (*name of Purchaser*) (*hereinafter called "the Purchaser"*) in the sum of \_\_\_\_\_ for which payment well 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 Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of bid validity:
  - (a) fails or refuses to 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 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 to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee shall remain in force up to and including forty five (45) days after the period of the bid 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*