



राष्ट्रीय प्रौद्योगिकी संस्थान रायपुर
NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR
(An Institute of National Importance)
G.E. Road, Raipur – 492010 (CG),

Phone: (0771) 2252700
Fax: (0771) 2253104
Email: registrar@nitrr.ac.in
Website: www.nitrr.ac.in

TENDER NOTICE

For appointment of agent for consignments for import export
Shipment”

Department: Central Store

Enquiry No: NITRR/Central Store/CCA/OT/2015.....Date: _____

To

Important Dates

Event	Date	Time
Last Date of submission of quotation	18/08/2015	Up to 03:00pm
Bid Opening date	18/08/2015	At 03:30pm
Price (financial) bid Opening	To be Informed to technically successful bidder by mail and phone.	

Dear Sir

Sealed Tenders are invited in TWO BID FORMAT from the Service Providers dealing in customs clearance imports & exports handling and freight forwarding under . Part I- TECHNICAL BID giving detailed terms and conditions with documents mentioned in the tender document, and Part II- PRICE BID.

Please send your quotation to:

REGISTRAR
NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR
G. E. ROAD, RAIPUR – 492 010, CHHATTISGARH

Sr. No.	Name of the Services	Specification
1.	Tender For appointment of agent for consignments for import-export shipment” through Air, Sea and Foreign post office and customs clearance.	As detailed in the bidding documents

Yours sincerely,

Enclosures

- A) Eligibility Criteria
- B) General Terms & Conditions given at Annexure A
- C) Check list for Technical & Price Bid (Annexure – B)
- D) Bidders undertaking (Annexure – C)
- E) Price Schedule Form (Annexure –D)
- F) Format of EMD (Annexure- E)
- G) Format of Performance Bank Guarantee (Annexure – F)

A. Eligibility Criteria

Registrar
National Institute of Technology,
Raipur

Quotations of only those Bidders who fulfil the following Eligibility Criteria as mentioned from clause 1 to 10 shall be considered. Necessary documents in this regard must be enclosed with the Technical Bid, failing which; the bid shall be summarily rejected.

1. Tender fee : Rs. 1000/-
2. The Bidder should have valid CHA Licenses in their own name single name. Bidders not having these qualifications need not apply. Copies of documents evidencing this must be enclosed with Technical Bid.
3. The bidder should have the facility for Customs clearance at Kolkata, Delhi & Mumbai and other Airport/Seaport both Cargo and Foreign Post Office. The Bidder must be registered in Customs in all these places.
4. The Bidder should have successfully executed at least two(2) similar contracts for custom clearance work during the last three years i.e., 2010-11, 2011-12 and 2012-13 in any Govt. Department / PSU / CSIR LABS / Public Funded Autonomous Bodies like ICAR IIIT /ICMR / DRDO, ISRO, etc. Documentary evidences about satisfactory completion of the work Certificates of the Client must also be enclosed with their complete mailing addresses and telephone numbers.
5. Balance sheet of the bidder for previous three years (2010-11, 2011-12, 2012-13). Must be enclosed certified by chartered accountant evidencing Annual Turnover of Rs. 2 Crores (Two crores) along with credit worthy certificate from their bankers.
6. Bidder have to submit the EMD (Bid Security) of Rs 30000.00/- (Rupees Thirty Thousand only) in the form of Bank Guarantee / FDR/DD from a nationalized Bank in favour of Director, National Institute of Technology, Raipur along with the Technical Bid and must be valid for 45 days from 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 with successful bidder. No interest would be paid on the Earnest Money Deposit (EMD).
7. Copy of Service Tax Registration Certificate.
8. National Institute of Technology, Raipur will not pay any demurrage charges under any circumstances. Demurrage charges, if any, would be borne by the bidder.

Note: Documents in support of 1 to 10 must be submitted in the Technical Bid otherwise the bid will be considered technically unresponsive.

Important – It may be noted that the Institute is exempted from paying Excise/Custom Duty vide Government Notification No. 10/97 dated 01.03.1997, 51/96 Custom dated 23/7/1996 [Registration No.: TU/V/RGCDE(710)/2010, dated 19.01.2011]. The Institute is not authorized to issue C or D forms.

The Institute is also exempted from payment of service tax vide notification no. 25/2012 Service Tax dated 20/06/2012 ministry of finance, Department of Revenue, Govt of India, New Delhi

Annexure-A**B. a. General Terms & Conditions**

1. Both Part One — Technical Bid (Envelope-I) and Part Two — Price Bid (Envelope)-II shall be contained within the main envelope marked No. Date: and should mention “Tender For appointment of agent for consignments for import-export shipment”.
2. Incomplete Bid and conditional Bid will be rejected.
3. The Bid/s, Received By Fax/E-Mail and open Condition will not be Considered.
4. Bids received after the due time (delayed) and due date (late) will not be considered.
5. The bids should be valid for a minimum period of 90 days from the date of Bid opening.
6. Percentage (%) Discount quoted in the Price Bid (Annexure-D) must be mentioned in figures and words.
7. No Bidder is permitted to withdraw or modify the bid submitted after opening.
8. The exchange rate as notified by customs for imports as per RBI Exchange rate/SBI T.T. Selling Rate prevailing on the date of filing BIB of Entry of shipment at the International Airport of India, will be applicable.
9. The successful Bidder will have to give an undertaking that no consignment of NIT will be detained/withheld by them before or after the custom clearance under any circumstances.
10. The successful Bidder will have to submit a performance Bank Guarantee for Rs.1,00,000.00 (Rupees One Lakh only) from nationalised bank as security, which should be valid at least for 28 months (Two years of contract + four months) from the date of contract. The same Bank Guarantee will be returned after completion of 28 months subject to fulfilment of contractual obligation & No dues to NIT Raipur from the service provider. No interest would be paid on Bank Guarantee. The competent authority of NIT Raipur will have the discretion to invoke the provisions of the performance bank guarantee for any breach of contract.
11. CIF / CIP Shipments: Only D.C. Charges (when not on console), fixed Bill of Entry charges and statutory levies will be paid by NIT for CIF/CIP Shipments. Transportation charges from Kolkata airport to NIT Stores, if applicable will be paid at actual.
12. The Price Bid (Financial bid) should be in a sealed cover containing the price schedule (Annexure D) duly filled up for evaluation. Bids not meeting these criteria will be rejected.
13. Location of Comprehensive Service Provider (CSP): Most of the consignments will be shipped to and cleared in Kolkata Airport. Therefore the CSP should have customs clearance arrangements in Kolkata. CSP must also have clearing operations in Delhi and Mumbai and other areas as some shipments are required to be cleared from these cities. CSP should have facilities to also undertake clearance and delivery of post parcels as and when required by NIT.

14. Re-export and re-import: CSP may be required to export certain items for repairs or replacement which may be re-imported after repair. CSP should undertake completion of all the formalities with the customs authorities for this purpose.
15. Excess remittance of Customs duty: CSP is required to actively follow-up cases of recovery of excess duty paid to customs.
16. Other Charges/levies: All statutory Charges/levies not mentioned in the format of rates etc. will only be paid/reimbursed on the production of the receipts or vouchers for the same.
17. Collection of gift free sample: Sometimes gift/free research samples in the form of materials/metals/iron ore/chemicals etc. are required to be collected from concerned persons in Universities / institutions abroad (US, UK, Germany, Japan, Australia etc.). CSP will have to arrange pickup of these samples from respective destinations to Kolkata, Delhi & Mumbai and other airport/sea port its delivery to NIT, Raipur after customs clearance.
18. Inspection of packages and insurance survey: It is incumbent on CSP to carefully examine all the packages marked for customs examination of each consignment with the respective invoices and measurement/packaging list etc. If, at the time of physical examination of the consignment, any damage or loss of goods is noticed, the same shall be immediately brought to the notice of NIT for arranging an Insurance Surveyor for surveying the consignment. CSP will pay fee of the Surveyor and bear expenses for carrying on the survey and the expenditure will be reimbursed to CSP on submission of valid receipts.
19. Delay in filing documents: CSP shall be responsible for any delay in filing BE with customs authority and/or not notifying NIT of discrepancy, if any, in the documents. The storage/demurrage Charges (other than handling Charges) for the entire period of delay due to deficiency or negligence in service on the part of CSP will have to be borne by CSP. Further, CSP will have to make good loss/damage, if any, suffered by NIT on account of delay due to deficiency or negligence of service attributable to CSP in filing BE and/or clearance of consignments.
20. CSP not blacklisted by or in dispute relating to service with any organization: CSP should not have been blacklisted by any Government organization. CSP should also not be involved in any kind of service related dispute with any client organization. An undertaking to this effect should be enclosed. Non-disclosure of such information will result in termination of this contract without any notice, imposition of penalty to the extent of damage incurred during the subsistence of contract, and also recovery of the outstanding amount.
21. Non-interruption of service: Should any dispute of any nature arise, CSP shall continue its services as provided in this contract, if required by NIT, during pendency of the dispute.
22. Submission of bills: CSP shall tender, by hand, pre-receipted bills once in every week for service provided to NIT. Bill should be in letterhead of CSP. A checklist and documents in support of various Charges indicated in the bill should accompany each bill. Any bill not accompanied by checklist and one or more documents will not be received by NIT, Raipur

- (C.G).Personnel authorized by NIT willacknowledge receipt of the bills after due verification of enclosures. Bills that are returned by CSP onaccount of deficiencies will contain remarks about deficiencies. Incidence of storage demurrageCharges attributed to oral/verbal queries of customs authorities shall not be claimed by CSP.
23. Continuation of services during pendency of payment of bills: NIT will make every effort toarrange payment of bills within 30 to 45 days of receipt. If payment is delayed beyond 45 days for anyreason, the CSP shall NOT STOP clearing consignments and their delivery at NIT. CSP should haveadequate financial standing to continue clearance activities during pendency of payment of bills.
24. Short-listing and tenure of contract: Tenderer should provide all the supporting documents mentionedabove, failing which their applications will not be considered for short listing. Initially the contract willnormally be awarded for two years, which may further be extended, curtailed or re-negotiated dependingupon the performance of the CSP.
25. It is specifically made clear and understood that this contract shall not vest exclusive rights to the CSP toprovide services to NIT during the tenure of this contract. Notwithstanding this agreement, NIT mayutilize the services of one or more other agencies for obtaining one or more or all and/or such otherservices enlisted under this contract.
26. The contract may be extended further based on performance & mutual agreement.
27. The competent authority of NIT, Raipur (C.G) reserves the right to accept or reject any offer withoutassigning any reason / reasons. The jurisdiction of dispute if any at any stage will be the competent courtsin Raipur only.
28. Even in the case of any dispute, the consignment shall be cleared by the agent and handed over toNITRaipur pending the settlement thereof.
29. The Competent authority of NIT, Raipur reserves the right to accept or reject any or all the Bidsreceived without assigning any reason.
30. The Competent authority of NIT, Raipur reserves the right to terminate the contract within one monthprior notice at any time on finding the service unsatisfactory or on any breach of contract.

b. Scope of work the scope of the consolidation-cum-clearance detailed below.

1. Consolidation

- a) Consolidations of the consignments being imported from Gateway Airports in the Country of NIT'sSupplier/s.
- b) Complete Monitoring and Supervision of the movement from the date of order/LC and regular feedback on the progress of Shipment to NIT. 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. NIT will not pay any demurrage charges under any circumstances.

- c) To provide timely information (pre-alert) regarding dispatches and other relevant Information to NIT, Raipur via E-mail/Fax (Weight, P.O. No., No. of Packages, Supplier etc. Type of Cargo(Perishable DGR, ETD, ETA, etc.)
 - d) To facilitate specialized packing (as required) of all kinds of materials as per the IATA specifications and international packing standards.
 - e) Clearance and transportation of all consignments including voluminous and heavy packages, dangerous and hazardous materials, over dimensional consignment including radioactive and perishable items.
 - f) Prompt communication through Telephone, Tele-fax and Email etc. to ensure quick clearance.
 - g) Any other services needed regarding consolidation (as required)
2. Clearance : Customs clearance of imported consignments from international airports
- a) Custom clearance of imported consignments from International Airports of Kolkata, Chennai, New Delhi or Mumbai and others /ICD/Foreign Post Office and filing of BCE for NIT Raipur shipments (both import and export)
 - b) The clearance of consignments comprising precious and delicate type of equipments, Instruments and other special type of materials, including Perishable items, dangerous goods(DGR) and ODC shipments.
3. Collection of all documents related to imports/exports from different locations to NIT, Raipur :
- a) Custom clearance of the consignment including all the stages of customs clearance.
 - b) Obtaining Non-delivery certificate/short landing certificate in case materials are short delivered by I AM, or airlines and lodging of claims with them immediately on behalf of the competent authority, NIT Raipur.
 - c) Arranging insurance survey at Airport/IAAI/Sea Port in case of Damages to the consignment.
 - d) Any other job in connection with the clearance of goods from Customs.
 - e) Clearance of Post Parcels from Customs/Foreign Post Office, & delivery to NIT, Raipur.
 - f) Arranging dispatch and receipt of consignments cleared for import to NIT, Raipur.
 - g) Follow-up of cases of recovery of any excess Customs duty paid till recovery.
4. Exports
- a) Export for repairs, which will be re-Imported after repairs.
 - b) Export of equipments for replacement.
 - c) All procedural formalities for these Exports (as per 2.3.1 and 2.3.2), with Customs will be required to be done by the Bidder.
5. Transit Insurance: Arranging transit insurance on 110% of CIF value from insurance Company covering all transit risks including wars, strikes, riots, civil commotion which should be valid till

30 days after receipt of consignment at NIT. The insurance premium must be expressed as a % of 110% of CIF value, The insurance should be done as per institute cargo clause Air and institute cargo clause A.

c. Price Schedule

The Bidder Shall fill in the price schedule from as per Annexure “D” Duly signed and stamped, enclosed with Price Bid.

1. Airfreight Charges

- a) The bidder must charge the freight charges on the basis of IATA rates which are fixed by IATA. The firm must offer a single and fixed discount on these rates which should be ‘in percentage (%) only’ from all countries, failing which, they would be summarily rejected. The discount should be based on the latest tariff issued by IATA and must be applicable to all weight slabs. The firm and fixed discount rate should be indicated separately for-

- 1. Normal consignment (coming under console); and
- 2. ODC, dangerous, hazardous, radioactive and perishable items (not coming under console).

- 2. All other statutory charges on Air freight / Sea Freight will be reimbursed at actual against supporting vouchers. Statutory Charges are charges levied by Airline/Airport Authority or Government in their Sovereign Capacity, which includes:

- a) IAAI Charges
- b) Fuel Surcharge;
- c) Security Surcharge;
- d) Port charges

The consolidation-cum-clearance agent has to provide MAWB, Cargo Manifest & HAWB (in original) for all individual import cases. These charges should be supported by the circulars issued by the concerned authorities.

- 3. The rates must be quoted according to the format only; otherwise quotation will be rejected. DO charges on consignments coming under own console shall not be paid. DO charges for other consolidation will be paid at actual against supporting voucher.
- 4. The Bidders must have their own arrangements of Warehouses Insurance, Pick up and delivery within the country and also exporting country. Details of these facilities in India should be given for proper evaluation
- 5. For odd dimensional shipment only those packages where the size exceeds the standard pallet dimensions as given below would be treated as ODC i.e. odd- Dimensional Cargo.

Length - 259 cms (102 inches)

Width - 307 cms (121 inches)

Height - 165 cms (65 inches)

This is as per the guidelines mentioned in the IATA Tact Loading Charts for oversized cargo.

6. For dangerous goods the freight forwarded while charging on the bill will have to mention the classification of item as per dangerous goods list as mentioned in the IATA Dangerous Goods manual.

7. Clearance Charges

The Bidder must indicate the fixed charges of filling a Bill of Entry. This charge shall include all expenses required to be incurred for the purpose of clearance which may include examination fees, unpacking & repacking charges, handling charges, etc. No other expenses towards clearance shall be payable by NIT, Raipur under any circumstances. This rate should be firm and fixed for any consignment whether dangerous, ODC, hazardous, radioactive, perishable, etc. All consignments cleared at Kolkata shall be required to be delivered at NIT Stores, Raipur without any extra cost towards transportation charges. However, transportation cost from Kolkata to Raipur shall be payable extra at actual (against supporting vouchers) per consignment.

8 Bid Evaluation Criteria

The Price Bids of the technically qualified bidders (meeting the eligibility criteria as stipulated Annexure-B) will be opened, under intimation to the bidders. The contract will be awarded to the Lowest Evaluated Responsive Bidder who shall secure minimum total score as per Annexure-D (Price Schedule) for consolidation, insurance and clearance charges.

d. CONTRACTUAL OBLIGATIONS

The following obligations are within the scope of services to be provided by the Bidder:-

- a) Import/Export can be from/to any country. The IATA rates and discounts shall be applicable uniformly.
- b) Pre-shipment advises must be intimated well in advance (48 hours prior to shipment) through Fax /E-mail to NIT to facilitate in obtaining Bank Release Order (BRO) wherever required.
- c) The payment of Airfreight, Customs duty and clearance charges, etc. 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. NIT will not bear/pay any demurrage charge on account of any delay in clearance attributable to clearing agent or their freight forwarder.
- d) Any kind of loss or damage to the consignment from abroad to our warehouse will be bidder's responsibility for recoupment. However, necessary documents on this account (to be prepared by bidder) will be signed by NIT, Raipur (C.G) in the capacity of consignee/importer. The insurance claims, if any must be followed up with the concerned insurance company till final settlement.

- e) The weight for the purpose of clearance from airport will be the ‘Chargeable Weight’ of the consignment. However, for payment of other charges, the weight will be the Gross Weight as per MAWB / HAWB.
 - f) Only airfreight charges and transportation charges, if applicable in addition to statutory levies/taxes, insurance charges and fixed charges for filing Bill of entry would be paid.
- e. The efficiency and Performance of Service Provider will be judged by NIT, Raipur on following aspects:**
1. Custom clearance without DEMURRAGE CHARGES and Safe Delivery to NIT Stores, Raipur.
 2. Coordinating with Customs/Carrier and obtaining Cargo Arrival Notice within 48 Hrs. landing at Kolkata or any other International Airport and forwarding the same to NIT, Raipur.
 3. After collection of Documents from NIT, Raipur and customs clearance of the consignment within free period; Delivery to NIT Stores, Raipur, must be made immediately.
 4. 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 NIT, Raipur, if required in certain cases.
 5. Safe Custody of the Consignment cleared is the responsibility of the Bidder until it is delivered to NIT, Raipur stores.
 6. 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 NIT, Raipur immediately. In case any short landing cargo is noticed the agent shall be required to file “not traceable” or “not found” notice with the airport authorities and obtain ‘not traceable’ certificate and also lodge formal claim on airport authority/concerned Airlines with all necessary documents under intimation to NIT, Raipur.
 7. In case the cargo is received in damaged condition/short landing, payment shall not be released to the Bidder till NIT 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 I Sea liner and lodge necessary claim with the concerned authorities under intimation to NIT and follow up on regular basis till final settlement of the insurance claim.
 8. Penalty Clause: The Competent authority, NIT reserves the right to deduct penalty @ 0.5% per week of delay in consolidation and Airfreight / Sea shipment of NIT shipments and delivery to Stores, NIT, Raipur. (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
 9. The service provider will ensure that correct nomenclature and the HS CLASSIFICATION AS PER EXISTANT ITC I 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. NIT is eligible for levy of concessional customs duty (vide Notification CUSTOMS 51/96); on items which otherwise attract duty.

f. Arbitration:

All disputes will be referred to competent authority, NIT, Raipur (C.G) for arbitration. The decision of competent authority of NIT, Raipur (C.G) will be final and binding on both bidder and customer (NIT).

- a) NIT and the supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.
- b) If, after twenty-one (21) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then NIT or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.
- c) In case of Dispute or difference arising between NIT and a domestic supplier relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Indian Arbitration & Conciliation Act, 1996, the rules there under and any statutory modifications or re-enactments thereof shall apply to the arbitration proceedings. The dispute shall be referred to the appropriate and if he is unable or unwilling to act, to the sole arbitration of some other person appointed by him willing to act as such Arbitrator. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to this order.
- d) The venue of the arbitration shall be the place from where the award or contract is issued.
- e) Applicable Law: The contract shall be interpreted in accordance with the law of the Union of India and all disputes shall be resolved within Raipur, Chhattisgarh Jurisdiction only.

C. Check List for Technical & Price Bid**ANNEXURE — B**

ENVELOPE-I (Technical Bid) should contain:

Sr. No	ITEM/CLAUSE	YES/NO	Page No
1.	Tender fee of Rs 1000/- (Non- refundable) in form of DD only in favor of "The Registrar, NIT, Raipur, payable at Raipur (C.G.)		
2.	Forwarding letter on letter head of firm indicating the office and name of authorized person near to Raipur.		
3.	Whether the rates have been quoted as per the formats enclosed with our tender document?		
4.	Whether the attested copies of valid permanent custom license(CHA) in the name of quoting firm applicable in Kolkata / Delhi / Mumbai / Chennai Airport / Seaport enclosed with the quotation?		
5.	Is quoting firm registered with Indian custom house Kolkata/Delhi/Chennai and Mumbai and other area as clearing agents?		
6.	Whether the quoting part has executed at least two similar freight forwarding and custom clearance work during the last three years in any Govt. Deptt./PSU. Is documentary evidence/certificate about satisfactory completion of the work with these organizations enclosed with their complete mailing address and telephone numbers?		
7.	Balance Sheet Of The Bidder For Previous Three Years (2010-11, 2011-12, 2012.13). MUST BE ENCLOSED certified by chartered accountant evidencing Annual Turnover of Rs. 2Crores (fivecrores) a l o n g with credit worthy certificate from their bankers.		
8.	Copy of service tax registration certificate		
9.	Signed copy of undertaking by the bidder		

(Signature)

Name of the firm with Stamp

Please Note: Merely copying NIT's terms & writing "Yes" in compliance will not suffice. Please enclosesupporting documents wherever required. Similarly documents in support of the stated claims may also beseparately requested by NIT by giving a notice of 3 days at any point of time during the evaluationprocess and before the opening of the price bid failing which the offer shall be rejected.

D. UNDERTAKING BY THE BIDDER**ANNEXURE – C**

1. We agree that the consignment after clearance from airport by us will directly be delivered to the premises of NIT Stores, Raipur immediately. In case of perishable item, We will deliver within minimum time with necessary temperature control arrangements. The services will not be sub contracted to any other agency.
2. We agree to pay the customs duty for all consignments at the time of clearance from airport / seaport and its reimbursement up to a limit of Rs. 5.00 Lakhs against paid challan. We shall submit bill along with the paid challan for reimbursement of custom duty paid. (Negotiable)
3. We undertake to ensure that correct nomenclature and HS classification as per extant ITC/Customs notifications is mentioned in the Bill of Entry and the correct product Code (HS) is verified and duty free items as per Customs Tariff Act is cleared without duty.
4. 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.
5. We agree that the HAWB & MAWB number and date will be intimated to the importer sufficiently in advance prior to arrival of the consignment.
6. We agree that we shall collect necessary documents required for clearing of consignments by deputing our representative to NIT, Raipur and when required on a daily basis.
7. 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 our bills.
8. 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 less the discount.
9. We agree to accept the Exchange Rate adopted for the assessment of Custom Duty on the date of filing Bill of Entry (import for the purpose of calculation of airfreight charges).
10. We undertake to arrange for transit insurance of the consignment and pay the insurance premium on 110% of CIF value from any nationalized insurance company covering all transit risks including wars, strikes, riots, civil commotion etc, which would be valid till 30 days after receipt of consignment at NIT. The insurance would be done as per institution cargo clause Air & Institute Cargo Clause "A".
11. In case the cargo received is damaged / short landed, then we shall not claim any payment till NIT, Raipur receives the insurance claim. In such cases, shortage/damage/not found/not traceable notice would be lodged by us with the airport authorities and obtain necessary certificate from the Airline/port authorities for necessary claim with the concerned authorities under intimation to NIT, Raipur (C.G.) and also arrange for deputing the insurance surveyor. During inland transportation, any loss/damage is our sole responsibility. In such cases, we shall provide loss/damage certificate immediately and lodge claim with insurance company and pursue till settlement and further we shall be responsible and accountable for proper safety, care, handling and storage of goods while in our custody.
12. We undertake to submit Performance Bank Guarantee for a value of Rs. 1,00,000/- (Rupees One Lakhs Only) valid for 28 (Twenty Eight) months from the date of Contract.

We unconditionally accept all the terms and conditions of this tender.

Place.....

Date.....

Signature of the authorized person of the Bidder

Name of the authorized person

Name of the Agent

Rubber Stamp & Seal

E. PRICE SCHEDULE FORM**ANNEXURE –D**

Sr. No.	Item/Job Description	Percentage of assessable Value of Consignment	Amount (Rs) Mention only in (Rs)	
1.	Percentage of Agency commission / attendance charges on Assessable Value at Kolkata, Delhi & Mumbai and other Airport/Seaport		Minimum	
2.	Re-export Agency Commission (Repair / Replacement Cases)		Minimum	
3.	Percentage of Agency commission / attendance charges on Assessable Value at Kolkata, Delhi & Mumbai and other Sea PortService Charges would be paid on agency commission at applicable rates.		Minimum	
4.	CMC / EDI charges, Documentation Fee, BE filing etc. (consolidated)/ (If applicable)			
5.	Customs Examination, Sealing, Repacking, Crane/Forklift Charges/ T.P charges, Telephone/ Fax Charges (If applicable) a) Up to 100 kg Items b) More than 100 kg Items c) Labour &Delivery			
6.	Transportation from Kolkata, Delhi & Mumbaiand other Airport/ Seaport to NIT & Door Delivery charges (See note below)	A) Small consignment on per kg. basis (items not requiring medium truck/ full truck)		
		B) Medium Truck		
		C) Full Truck/ Lorry		
IMPORTANT: Handling of equipments and items is crucial even within NIT so that they can be delivered at the right place. These are highly sensitive and costly scientific equipments and require delicate & professional handling.				
7.	Discount Offered on Standard IATA Rates (For Forwarding Cases Only)Any charge in shipping country will not be paid separately for FCA (Int. Carrier) INCOTERMS orders (IATA chart form different locations to be provided) a) Fuel & Security Surcharge b) Security for war Surcharge			
8.	INSURANCE CHARGES to be expressed as % of the 110% CIF value (If applicable)			
Note				
- All Charges should be quoted on per consignment/shipment basis. - Consignments will have to be delivered as far as possible during office hours (10.00 AM to 6.00 PM) from Monday to Friday only. Please note that the Institute remains closed on Saturday and Sunday. - Manpower for loading & unloading will have to be arranged by CSP Equipments/items may be required to be moved upto 3rd floor. Handling of heavy items may require a larger labor force. Safety of the equipment and the persons involved in doing so will be CSP's responsibility. CSP has to arrange location survey in advance. - CSP has to provide MAWB, Cargo Manifest & HAWB (in original wherever applicable) for all individual import cases. These are required as per the directive of NIT, Raipur (C.G.)				

Signature of Authorized person with seal of firm

F. Format of EMD**ANNEXURE — E**

To,

The Registrar,

National Institute of Technology, Raipur (C.G.) India

Whereas

.....
(hereinafter called the “renderer”) has submitted their offer dated.....

..... for the supply of..... (herein after called the “tender”) against the purchaser’s tender Notice No.

KNOW ALL MEN by these presents that WE

of..... having our registered office

at..... are bound

unto.....(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 renderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
- (2) If the renderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity:
 - (a) If the renderer fails to furnish the Performance Security for the due performance of the contract.
 - (b) Fails or refuses to accept/execute the contract.

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 the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including 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 authorized officer of the Bank)

Name and designation of the officer

Seal, name & address of the Bank and address of the Branch

G. MODEL BANK GUARANTEE FORMAT FOR PERFORMANCE SECURITY**ANNEXURE - F**

To,
The Registrar,
National Institute of Technology, Raipur (C.G.) India

WHEREAS
(name and address of the supplier) (hereinafter called “the supplier”) has undertaken, in pursuance of contract no..... datedto 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 recognized by you for the sums specified therein as security for compliance with its obligations in accordance with the contract;

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

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

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

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

(Signature of the authorized officer of the Bank)

.....

Name and designation of the officer

.....

.....

Seal, name & address of the Bank and address of the Branch