DR. HARISINGH GOUR VISHWAVIDYALAYA, SAGAR (M. P.)
(*A Central University*)

Ph 07582 264251
Fax 07582 264163
e-mail: deanres_dev@rediffmail.com

No. DHSGU/DORD/2/2010 **Dated 03/11/2010**

Dr Harisingh Gour Vishwavidyalaya, Sagar (hereafter called as the University) is 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 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. Please send 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 SBI 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 firm should have contract with at least three Central Govt. Institutes/Department(s) for clearing the perishable and nonperishable 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 CIF. 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/other console shipments will be cleared and transported to IMTECH by CHA free of cost. Only DO charges will be payable.
11. Manufacturer will be at liberty to use their own freight forwarder for CIF shipments.
12. Current prevailing IATA rates must be enclosed along with your offer.
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 the University, in good condition. Hence all the necessary information regarding the arrival of the cargo 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 Indian Govt. Organization 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, he 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 the University.
21. The award of work is for an aggregate 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 Sagar, M. P.
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. All the statuary charges of Govt. will be payable
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 up to 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 the Central Instrumentation Lab/Department concerned/University Stores and also the receipt of pre-receipted bill in duplicate addressed to the **Registrar, Dr Harisingh Gour Vishwavidyalaya, Sagar (M.P.)** along with the relevant document as a proof for which payment is charged.
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. The University 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 the University.
29. Tender Fee of Rs. 5000/- in the form of DD in favour of the **Registrar, Dr. Harisingh Gour Vishwavidyalaya, Sagar** (payable at Sagar, SBI, Branch Code 1143) should accompany the Technical Bid (in a separate envelope duly marked ' **Tender Fee**).
30. Hand written quotation will not be considered and Tender not signed by firm will lead to rejection.
31. The successful bidder will have to submit a Security Deposit by FDR amounting to Rs 2,00,000/ drawn in favour of the **Registrar, Dr Harisingh Gour Vishwavidyalaya, Sagar (M.P.)** valid for contract period plus 60 days. The firm will also have to submit a TDR of equivalent amount pledged in favour of the Registrar till the currency of the contract.
32. The Tenders should be submitted in **TWO SEALED** Covers separately for Eligibility-cum-Technical & Price Bids by Registered Post/Speed Post, addressed to the **Dean, Research & Development, Dr Harisingh Gour Vishwavidyalaya, Sagar (M.P.) 470003** by **30.11.2010** at 3 pm. and the same will be opened on **10.12.2010** at 2 pm. The tenders should be

accompanied with EMD amounting to Rs. 50,000/in the form of Demand Draft in favour of the **Registrar, Dr Harisingh Gour Vishwavidyalaya, Sagar**, payable at Sagar, State Bank of India, University Branch (1143), (To be enclosed with Technical Bids Only). The tenders received without EMD will out rightly be rejected. The EMD will be refunded to the bidders in due course of time. The example for super-scribing the envelopes of the different categories of tender is given below

Regd. Post / Seed Post

Tender submitted under two bid system for
Appointment of Custom Consolidation Cum Clearing Agent.

To
Dean,
Research & Development,
Administrative Block,
Dr. Harisingh Gour University, Sagar
SAGAR-470003 M. P.

From
Supplier's Address
Ph. No. Fax No.

33. Final selection will be made on the basis of Airfreight discount, clearance, inland freight from airport to Sagar (M.P.) (overall lowest in all the three) on the basis of five highest value consignment of each categories (CIF) in last one year.
34. The award of the work will be subject to satisfactory inspection of the office/godown facilities by a committee of the University.
35. The University reserves the right to accept or reject any or all quotation without assigning any reason thereof. The bids received after the deadline will rejected or returned unopened. However, the purchaser may extend deadline by amending the Tender Document, duly notified on the University website.

Dean, Research & Development
Dr Harisingh Gour Vishwavidyalaya, Sagar (M.P.)

3rd November 2010

Note: This is a computer generated document that needs no signature

Annexure A

PRICE BID

S. No.	Particular/Description of items	
1	% of discount offered on IATA rate reconer 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 the University. * Please note that only gross weight as mentioned on invoice by supplier will only be taken into consideration	
2	Charges per kg for consignment or sea freight from anywhere in the world including sea freight, clearance from customs/dry port and transporting it to the University.	
3	Clearance charges for consignment from FPO/courier.	
4	Charges for re-export of consignment	
Note	**Charges mentioned in any other format will lead to cancellation of the tender.**	

Signature of Authorized Signatory of Firm

Notes: 1. Your offer should reach us by 30.11.2010 up to 3 pm, which will be opened on 10.12.2010 at 2 pm. The tender document received delayed/late/conditional will not be considered.
2. The University reserves the right to reject any or all the tenders without assigning any reason or to accept them in part of full.

Annexure-B

TECHNICAL BID COMPLIANCE CHART

S. No.	Detail of Requirement	Yes/No	Documentary Proof at Page No.
1	Whether the firm holds a valid custom license for clearance at CUSTOMS/CARGO.		
2	Whether the firm is registered with Custom House to act as consolidator		
3	Whether the firm have a custom duty payment account with PNB customs house		
4	Whether the firm have a prepaid deposit account with AAI for payment of AAI charges		
5	Whether the firm have EDI connection issued by customs for inhouse system for receiving and submitting the bill of entries		
6	Whether the firm have network for handling of consolidation and enclosed a list of authorized freight forwarders / overseas agents with their details.		
7	Whether the list of clientage and satisfactory services certificate/empanelment letter etc. from Scientific as per para 7 are attached ?		
8	Whether Current prevailing IATA rates list is enclosed along with your offer.		
9	Whether the discount if any, clearly indicated in the offer.		
10	Whether the firm agrees to arrange for clearance of all our consignments without any demurrage /storage charges?		
11	Whether willing to pay Rs. 5,00,000.00 for freight and custom duty per shipment on behalf of the University		
12	Whether EMD amounting to Rs. 50,000/submitted		

Note: 1. Technical Bid should be page numbered and above format is filled accordingly, failing which The tender will be cancelled.

2. Your offer should reach us by 30.11.2010 up to 3.00 PM. which will be opened on 10.12.2010 at 2 pm. The tender document received delayed / late / conditional will not be considered.
3. The University reserves the right to reject any or all the tenders without assigning any reason or to accept them in part of full.

ANNEXURE 'C'

BID SECURITY/EARNEST MONEY DEPOSIT FORM

Whereas .....…….....1 *(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*