



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2024/B/5055231  
Dated/दिनांक : 18-06-2024

### Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	09-07-2024 15:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	09-07-2024 15:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	180 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Science And Technology
Department Name/विभाग का नाम	Department Of Scientific And Industrial Research (dsir)
Organisation Name/संगठन का नाम	Council Of Scientific And Industrial Research (csir)
Office Name/कार्यालय का नाम	Csir-nml
Item Category/मद केटेगरी	Hiring of Custom House Agent - Lumpsum Based - Import, Export; Inbound Freight Forwarding, Outbound Freight Forwarding, Clearance of Vessel, Cargo Insurance, Custom Clearance, Material Handling, Warehousing Services, Cargo Booking; Electronic Devices..
Contract Period/अनुबंध अवधि	1 Year(s)
MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes
Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है	Yes
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	7 Days
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation

**Bid Details/बिड विवरण**

<b>Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है</b>	Yes
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**EMD Detail/ईएमडी विवरण**

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	50000

**ePBG Detail/ईपीबीजी विवरण**

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%) / ईपीबीजी प्रतिशत (%)	3.00
Duration of ePBG required (Months) / ईपीबीजी की अपेक्षित अवधि (महीने).	14

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

**Beneficiary/लाभार्थी :**

DIRECTOR  
CSIR-NATIONAL METALLURGICAL LABORATORY, JAMSHEDPUR 831007,  
(The Director, Csir-nml)

**Splitting/विभाजन**

Bid splitting not applied/बोली विभाजन लागू नहीं किया गया.

**MII Compliance/एमआईआई अनुपालन**

MII Compliance/एमआईआई अनुपालन	Yes
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**MSE Purchase Preference/एमएसई खरीद वरीयता**

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. Purchase preference will be given to MSEs having valid Udyam Registration and whose credentials are validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service and Buyer will decide eligibility for purchase preference based on documentary evidence submitted, while evaluating the bid. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for 100% (selected by Buyer) percentage of total quantity. The buyers are advised to refer the OM No. F.1/4/2021-PPD dated 18.05.2023 [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.
4. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

**Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा**

**Scope of Work:**[1718702310.pdf](#)

**Any other requirement to be specified by Buyer for Bidders:**[1718702317.pdf](#)

**Hiring Of Custom House Agent - Lumpsum Based - Import, Export; Inbound Freight Forwarding, Outbound Freight Forwarding, Clearance Of Vessel, Cargo Insurance, Custom Clearance, Material Handling, Warehousing Services, Cargo Booking; Electronic Devices.. ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Type of Shipment	Import , Export
Service Inclusions	Inbound Freight Forwarding , Outbound Freight Forwarding , Clearance of Vessel , Cargo Insurance , Custom Clearance , Material Handling , Warehousing Services , Cargo Booking

Specification	Values
Nature of Cargo	Electronic Devices , Precious Metal , Industrial Machinery , Chemicals , Scientific Equipment
Port for Clearance	Sea , Air , Inland
Type of Commodity	Scientific Equipment and spares , Perishable Goods , Non-Perishable Goods
Hazard Status	Non-Dangerous
<b>Addon(s)/एडऑन</b>	

#### Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

#### Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity to be kept as 1	Additional Requirement/अतिरिक्त आवश्यकता
1	Sitaram Murmu	831007,National Metallurgical Laboratory,Burma Mines,Jamshedpur	1	N/A

#### Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

##### 1. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

#### Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.

3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---



# सीएसआईआर - राष्ट्रीय धातुकर्म प्रयोगशाला

बर्माइंस, जमशेदपुर- 831007 झारखंड ( भारत )

**CSIR-NATIONAL METALLURGICAL LABORATORY**

Burmamines, Jamshedpur - 831007, Jharkhand (India)

☎ : (O) 0657-2345132/25 web: [www.nmlindia.org](http://www.nmlindia.org)

E-mail: [spo@nmlindia.org](mailto:spo@nmlindia.org)

All communications to be addressed to the Director, CSIR-NML and not in the name of any officer

## **REQUEST FOR QUOTATION**

**The Bids must be submitted in the GeM Portal  
(URL: <https://gem.gov.in>) only.**


**Manual/Offline bids shall not be accepted under any circumstances.**

## **Tender Notice**

**Tender No: NML/PUR/CHA/2024-25/01**

**Dated: 14/06/2024**

**Online tenders in two bids are invited on behalf of the Director, CSIR-NML, Jamshedpur for awarding contract to suitable Custom House Clearance cum consolidation agent cum forwarding agent. Interested bidders are requested to visit <https://gem.gov.in> or our website [www.nmlindia.org](http://www.nmlindia.org) and for detailed terms & conditions of the tender notice and arrange to submit the bids accordingly as per GeM Portal.**

  
(Stores & Purchase Officer)

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**TENDER DOCUMENT**

**Sub: APPOINTMENT OF AGENT FOR CONSOLIDATION AND CUSTOM CLEARANCE OF CONSIGNMENTS OF IMPORT/EXPORT SHIPMENTS THROUGH AIR, SEA AND FOREIGN POST OFFICE – AWARDING CONTRACT FOR ONE YEAR.**

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CSIR- NATIONAL METALLURGICAL LABORATORY, Jamshedpur is a pioneer research and development institute under the aegis of Council of Scientific & Industrial Research, an autonomous body of DSIR, Ministry of Science & Technology, Govt. of India. We are interested in appointing an authorized & reputed Custom House Agent(CHA) cum Consolidation Agent cum forwarding agent to perform the jobs related to the consolidation and clearance of Import/Export consignments (without demurrage) etc. Most of our imported consignments comes on EXW, FCA, CPT, CIP, DAT, DAP, DDP (by air) and on FAS, FOB, CFR, CIF (by sea) or latest Incoterms . Concessional rate of custom duty is applicable to CSIR-NML as we are covered under the notification 51/96-customs dated 23/07/2016 and amended time to time. We hereby invite two bid tenders (Technical bid + Commercial Bid) from reputed Custom House Agent(CHA) cum Consolidation Agent **for a period of ONE YEAR subject to renewal on annual performance basis** as per the scope, terms and conditions and other details mentioned herein under: -

Interested Bidders are requested to submit the online quotation in favor of Director, CSIR-NML. The quotations will be opened as per GeM Portal due date in Purchase Section of CSIR-NML.

Bidders may download the Tender Document from CSIR-NML website i.e. [www.nmlindia.org](http://www.nmlindia.org) or through <https://gem.gov.in>.

Terms and Conditions on which the Contract has to be awarded are given below: -

**Terms and Conditions**

**1) Scope and tenure of the contract:**

Includes all the work related to the consolidation and clearance of all the Import/Export of various types of consignments of CSIR-NML coming by air/sea/courier/post modes of transport from throughout the world. The CHA should be capable of freight forwarding & consolidation of consignments. Insurance of all the consignments is to be arranged by the CHA and delivery of the consignments up to CSIR-NML, Jamshedpur. Our most of the consignments comes via the Kolkata Airport.

This contract shall be valid for a period of one (01) year from the date of award of contract subject to renewal on annual performance basis.

**The job shall broadly involve:**

**A) Customs clearance of imported consignments from IAAI/ICD/Foreign Post Office against filing of bill of entry.**

- i) The clearance of precious and delicate type of Equipments, Instruments, Consumables and other special type of materials, etc.
  - 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 IAAI, or airlines and lodging of claims with them immediately on behalf of CSIR-NML.
  - Arranging insurance survey at airport/IAAI in case of damages to the consignment.
  - Immediate delivery of consignment at CSIR-NML, Jamshedpur after custom clearance.
- ii) Any other job in connection with the clearance of goods from Customs.

- iii) Clearance of IPP Parcels from customs/Foreign Post Office, Delhi/ Chennai.
- iv) Clearance of consignments from Customs at Kolkata.
- v) Clearance of consignment under temporary imports/ATA carnet/warranty repair/replacement etc. For further exporting to another country.
- vi) Clearance of consignments from courier mode like UPS/Blue Dart/Fed-Ex or any other courier agency etc.
- vii) The successful bidder (CHA) will have to arrange insurance for all the import/export consignments of CSIR-NML (payable on actual basis). It excludes the consignments wherein the supplier has already agreed to pay insurance charges as per the related INCOTERM mentioned in our order. In India insurance for non-console cases will have to be done by the CHA (payable on actual basis) (Please attach undertaking to this effect)

**B) Consolidation of the consignments being imported from throughout the world:**

- i. Complete monitoring and supervision of the movement from the date of order/LC and regular feedback on the progress of order to CSIR-NML.
- ii. In case feedback as detailed above is not received before landing of the consignment the delay in clearance will be on the part of Agent and the respective amount of demurrage will be recovered from the bill. CSIR-NML will not pay any amount on account of demurrage charges.
- iii. To provide timely information (pre-alert) regarding dispatches and other relevant information to CSIR-NML.
- iv. To facilitate specialized packing from all kinds of materials as per the IATA specifications and international packing standards.
- v. Smooth transportation of special projects materials voluminous and heavy packages, sensitive and hazardous materials.
- vi. Extensive communication through telephone, tele fax and Email etc.
- vii. Providing IATA rates/ex-works rates of wherever needed during contract.
- viii. Shipments may be made preferably through Indian national carrier (Air India) and routed through the friendly countries of India. (Please attach undertaking to this effect)
- ix. Re-Export/ Re-Import of defective/damaged items to the various countries of import for repair or replacement purpose (including items for calibration and other scientific work) by air or sea. CHA will have to complete all the related formalities related to this.
- x. Any other job in connection with the consolidation & clearance of the consignments from customs authorities.

**C) Exports to various countries:**

- i) Export of defective/damaged items to the countries of Import.
- ii) Export of consignment Imported temporarily.
- iii) Export of items for repair, calibrations and other scientific work.

**Terms and conditions:**

1. **Period of Contract:** The contract period is for 1 (One) year subject to renewal on annual performance basis. It means the contract will be initially awarded for 1 year and may be further renewed on annual basis subject to & based upon the satisfactory services/performance of the CHA.
2. **Earnest Money Deposit:** -An earnest money deposit (EMD) of Rupees 50,000.00 (Rupees fifty thousand only) has to be deposited by the bidder along with their technical bid only in the shape of NEFT/RTGS/FDR/ Bank Guarantee(as per annexure 'C') / Bid Securing Declaration ( as per annexure E) in favour of 'The Director, CSIR-NML, Jamshedpur'. The technical bid not accompanied with the requisite EMD will be straight way rejected and no correspondence will be entertained in this regard. EMD of successful tenderer is returnable only on submission of performance bank guarantee (PBG). However, exemption will be entertained as per extant GOI instruction for MSEs and Start-ups bidder.
3. **Performance Bank Guarantee(PBG) :** The successful bidder will have to deposit within 21 days of receipt of award of contract, an unconditional performance bank guarantee of Rs. 2,00,000.00 (Rupees two lakh only) valid till the



contract period + 60 days (as per annexure 'D'). The same PBG will be refunded/returned after completion of contract. However, The Director, CSIR-NML will have the discretion to order for the forfeiture of deposit for any breach of contract. The bank guarantee may be further extended in case the contract is extended.

4. **Location of the Bidder:** Our most of the consignments arrives via Kolkata Airport, India. Therefore, the bidder must have uninterrupted consignment clearance arrangements at Kolkata Airport. The bidder should be registered as CHA and consolidator (both) in its own name at the Kolkata airport authorities for at least 3 years or more (Supporting document must be attached to this effect). The bidder should also have facilities to undertake clearance and delivery of sea consignment and post parcels (without any demurrage) as and when required by CSIR-NML.
5. **Submission of Bills:** Pre-receipted bills (in triplicated copy) shall be submitted within one week from clearance of consignment for service provided to CSIR-NML, Jamshedpur as per rates attached at Annexure. Bills should be in compliance of relevant GST rules and must show all the charges separately. A checklist and documents in support of various charges indicated in the bill should accompany each bill and must be counter signed and stamped by service provider. Any bill not accompanied by checklist and one or more documents, will not be accepted in CSIR-NML Jamshedpur. Person authorized by CSIR-NML, Jamshedpur will acknowledge receipt of the bills after due verification of enclosure(s). Bills those are returned on account of deficiencies will contain remarks about deficiencies.
- 6.
7. **Experience:** - The tenderer must have minimum 5 (five) years of continuous experience (as on the date of tender opening) for the similar work (herein mentioned in the scope of work) in its own name in any of CSIR laboratories/Institutes or in other similar R&D government organizations like ICMR/ICAR/DRDO/ISRO etc. (supporting document must be attached to this effect)
8. **Amount claimed in the bill:** Further it is specifically and clearly understood that the bills should be tendered only for sums entitled under this contract. All the taxes shall be as per government norm.
9. **Payment of Bills:** CSIR-NML, Jamshedpur shall make every effort to examine and arrange payment of bills through bank immediately after the receipt of bills maximum within 30 to 45 days of receipt. However, delay in settlement of payments shall not be accepted as valid ground for the firm to delay in clearance of consignments. It is clearly and specifically understood that storage/demurrage charges incurred on account of delay in clearance of consignments on grounds of delay in payment of bills on the part of CSIR-NML, Jamshedpur, will have to be borne by the CHA. All the bills will be admitted by CSIR-NML, Jamshedpur only for the sums entitled under this contract. CSIR-NML, Jamshedpur does not undertake to communicate to the firm, reasons for partial or non-admission of one or more claims made in the bills. TDS & other deduction if any shall be deducted as per government rules.
10. **Fidelity Bond:** As the firm shall handle sophisticated and valuable consignments, Hence it shall furnish a fidelity guarantee bond for an amount of Rs. 20.00 Lakhs in favour of Director, CSIR-NML, Jamshedpur to safeguard the interest of CSIR-NML in the event of any loss to CSIR-NML due to any act of omission and commission by the firm.
11. **Customs Duty:** The firm will bear the applicable customs duty up to Rs. 1,50,000/- on behalf of CSIR-NML, in each case which will be reimbursed to the bidder along with the bill. In case the amount of customs duty is more than Rs. 1,50,000/- the firm shall intimate CSIR-NML about the applicable duty in advance on the basis of purchase order so that the custom duty can be arranged well in advance. Any delay in intimating CSIR-NML about the duty payable shall be to the account of the bidder and consignment clearance should not be stopped for this. No plea on account of delay in arranging the custom duty shall be accepted. Any difference upto Rs. 20,000/- between the advance custom duty and actual amount of duty shall be paid by before at the time of clearance. In case of excess payment of duty to IAAI refund shall be recovered from IAAI by the CHA itself.

12. **Special arrangements for perishable consignment:** Some of the consignments are highly perishable in nature. The CHA will have to arrange dry ice stuffing (including procurement and filling-up) of the consignments at his storage place at the airport/ post office on its arrival and till their clearance and delivery at CSIR-NML. The firm has to get perishable/dangerous consignments cleared within 24 hours of arrival and delivered them at CSIR-NML at the earliest possible after clearance. In case, the perishable consignment is damaged on account of insufficient dry ice during storage, clearance or transportation the firm will be held responsible for the damage and the loss will be recovered from the payments due to them.
13. **Excess remittance of customs duty:** The firm is required to actively follow-up cases of recovery of excess duty paid to customs.
14. **Maximum amount of freight:** The firm shall bear a maximum amount of Rs. 1,00,000/- as freight for a single consignment that it can pay on behalf of CSIR-NML, Jamshedpur and get it reimbursed from CSIR-NML, Jamshedpur through bills after clearance and receipt consignment at CSIR-NML, Jamshedpur. No advance for freight amount will be given, neither for international freight nor for domestic transportation.
15. **Efficiency Rating:** CSIR-NML Jamshedpur's yardstick for judging the efficiency of the firm shall be as follow.
- Minimizing/altogether eliminating payment of storage charges for duration beyond free time and/or demurrage charges.
  - Co-coordinating with customs/carrier and obtaining cargo arrival notice (CAN) within a day and forwarding CAN to Stores & Purchase Department of CSIR-NML, Jamshedpur.
  - Custom Duty payment within stipulated period for interest/penalty free duty payment.
  - Expeditious clearance and delivery of consignments to CSIR-NML, Jamshedpur after receipt of all the documents from CSIR-NML, Jamshedpur.
16. **Transit insurance:** The CHA shall be responsible for arranging insurance for the shipments finalized on ex-works and FOB basis. Kindly confirm your willingness to arrange the same.
17. **General Services:** CSIR-NML, Jamshedpur expects that the firms should have good reputation in market, must have good rapport with customs authorities to avoid/minimize delay in customs clearance and not refer petty matters to CSIR-NML.
18. **Other charges/levies:** All statutory charges/levies not mentioned in the format rates etc., will only be paid on the production of original receipt/ voucher for the same.
19. **FOB Shipments:** Many orders are placed with foreign supplies on FOB basis. The console airfreight rates must be based on FOB shipments i.e. from shipping airports in the exporting country to Kolkata airport. Inland handling/forwarding charges in the exporting country will not be separately payable by CSIR-NML, Jamshedpur.
20. **EX-Works shipments:** In case the foreign supplier agrees to supply the goods on Ex-works basis only, the CHA shall arrange collection and shipment of the consignment from the foreign supplier to CSIR-NML. Inland handling/forwarding charges in the exporting country will be reimbursed by CSIR-NML, Jamshedpur with prior approval of CSIR-NML on the charge.
21. **Follow-up of shipments:** Copy of the order placed by CSIR-NML, Jamshedpur on foreign supplier will be forwarded to the CHA. It is then its sole responsibility to follow up the matter with its foreign associates and foreign supplier to ship the goods within delivery schedule.
22. **Inspection Facility:** The firm shall, if required by CSIR-NML, Jamshedpur, carry out or arrange to carry out inspection (arrangement of third party inspection reports) of the ordered material at the country/port of

shipment/suppliers premises and also inspection of the packing/labelling/markings etc. (as per international packing standards & norms).

23. **Custody of consignments:** Safe custody of consignment cleared is the responsibility of the CHA till they are delivered to CSIR-NML Jamshedpur. The CHA may also be required to arrange and obtain insurance policy for FOB/FCA consignments on behalf of CSIR-NML, Jamshedpur and assist in processing and liaison of claim(s) if any, lodged by CSIR-NML, Jamshedpur in the event of any damage, etc.
24. **Short landing:** Whenever any short landing cargo is noticed, the firm shall file "Not found" or "Not traceable" notice with the Airport Authorities, obtain 'Not traceable certificate', and also lodge formal claim with the airport authorities/airlines concerned with all necessary documents under intimation to CSIR-NML, Jamshedpur.
25. **Inspection of packages and insurance survey:** It is incumbent on the firm to carefully examine all the packages marked for customs examination of each consignment with the respective invoices and measurement/packing 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 the CSIR-NML, Jamshedpur for arranging an insurance surveyor for surveying the consignment. The firm shall pay fee of the Surveyor and bear expenses for carrying on the survey and the expenditure to be reimbursed on submission of valid receipts.
26. **Liaison and co-ordination with CSIR-NML, Jamshedpur:** The firm shall-
  - Maintain close liaison regularly with CSIR-NML, Jamshedpur.
  - Take immediate steps for finalization of the BE from time to time and shall see that they are filed with the customs authorities in time.
  - Arrange for one of its employees to be in daily contact with concerned staff of Purchase Department of CSIR-NML, Jamshedpur. The representative shall make all necessary arrangements in advance for proper handling and delivery of consignment at the destination/site for installation.
27. **Delay in filling documents:** The CHA shall be responsible for any delay in filling BE with customs authority and/or not notifying CSIR-NML, Jamshedpur 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 the CHA will have to be borne by them. Further, the CHA will have to make good loss/damage, if any, suffered by CSIR-NML, Jamshedpur on account of delay due to deficiency or negligence of service attributable to it in filing BE and/or clearance of consignments. The firm shall have to clear the consignment within the free time allowed by the Kolkata International Airport Pvt. Ltd. or any other airport/port CSIR-NML, Jamshedpur shall not bear/pay any demurrage charges on account of any delay on the part of the firm.
28. **Safe custody of Custom Duty Exemption Certificate (CDEC):** The firm shall be responsible for safe custody and proper use of CDEC provided by CSIR-NML, Jamshedpur.
29. **Delivery of consignment:** The firm shall arrange delivery of the consignments at the earliest possible point of time but not more than 5 working days in any case from the date of clearance of consignment. Delivery may be affected during working hours, as far as possible. In respect of perishable, CSIR-NML, Jamshedpur will accept delivery beyond office hours and on all holidays.
30. **Non-interruption of service:** Should any dispute of any nature arise, the firm shall continue its services as provided in this contract, if required by CSIR-NML, Jamshedpur, during pendency of resolution of the dispute.
31. **Customs query:** The CHA shall equip itself in advance with all necessary information that may be required for answering customs queries. It shall take any necessary steps to answer both oral/verbal and written queries without any delay. In case of need of clarification from CSIR-NML, Jamshedpur, the queries may be communicated

to CSIR-NML, Jamshedpur on the day the queries are raised. Storage/demurrage charges incurred on account of delay in communicating the queries to CSIR-NML, Jamshedpur shall be borne by the CHA and further, damage caused to CSIR-NML, Jamshedpur due to the above said delay shall be made good by the CHA.

32. **Continuation of services during pendency of payment of bills & disputes:** CSIR-NML, Jamshedpur will make every effort to arrange payment of bills within 30 to 45 days of receipt. If payment is delayed beyond 45 days for any reason the firm shall NOT STOP clearing consignments and their delivery at CSIR-NML, Jamshedpur. The firm should have adequate financial standing to continue clearance activities during pendency of payment of bills. If there is any dispute of any type between CSIR-NML and the successful CHA, the successful CHA will have to continue its services as provided in the contract during pendency of resolution of such dispute/issue. CHA will not hold any of our consignment pending with them due to such dispute/issue. (Please attach undertaking to this effect)
33. **Settlement of Disputes:** The Purchaser 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. If, after Twenty-One (21) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Purchaser 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. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under the Contract.

The dispute settlement mechanism/arbitration proceedings shall be concluded as under:

(a) In case of Dispute or difference arising between the Purchaser 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 Delhi International Arbitration Centre (DIAC), Delhi High Court, New Delhi. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to this order.

The venue of the arbitration shall be the place from where the purchase order or contract is issued.

Notwithstanding any reference to arbitration herein,

- (a) The parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and
- (b) The Purchaser shall pay the Supplier any monies due to the Supplier.

All disputes in case of any award under the proposed Rate Contract shall be subject to Jamshedpur, Jharkhand jurisdiction.

34. **Yardstick for annual performance for extension of contract on yearly basis:**

As the period of contract shall be valid for a period of one-year subject to renewal on annual performance basis, the following points will be used to evaluate the performance of the successful bidder:

- a) In the preceding year(s) of the contract there is not any case of payment of demurrage or other such storage charges by CSIR-NML (wherein CHA has not agreed for bearing of demurrage charges etc.) . CHA will have to clear the consignment within the free period allowed by the concerned custom/airline authorities.


- b) Proper coordinating with the custom authorities or airline/carrier and obtaining cargo arrival notice (CAN) within a day and forwarding the CAN to Purchase Department of CSIR-NML.
- c) Expeditious clearance and delivery of the consignments to CSIR-NML after receipt of all the concerned clearance document from us.
- d) During the period of contract the successful bidder does not have any pending legal or other dispute with any of the CSIR Laboratories/ Institutes.

34 **Any of the bidder/CHA blacklisted by CSIR Hqrs/Laboratories/Institutes or any of the Government organization(s) need not apply. If any such CHA apply then its bid/tender will be summarily rejected without any notice to the concerned bidder. Please give undertaking on company's letter head about status of blacklisting or otherwise.**

35 **Other Terms & Conditions: -**

- a) The bidder must have good reputation in the market and rapport with the custom authorities to avoid/minimize the delay in custom clearance, and not refer petty matters to CSIR-NML.
- b) The CHA should have network of cargo forwarding / consolidating agents in all the major countries like USA, UK, GERMANY, JAPAN, FRANCE, SWITZERLAND, HONGKONG, CANADA, NORWAY, SWEDEN, AUSTRIA, IRELAND, AUSTRALIA, NEWZELAND, SINGAPORE, DENMARK, ITALY etc.
- c) The CHA, under no circumstances will charge the airfreight rates more than airfreight rates specified in the latest issue of IATA Tact book. (Please attach undertaking to this effect)
- d) India's national airline i.e. Air India may be preferred for the consolidation services by the CHA. In case the AIR India flight is not available then CHA will have to ship the consignment through the first available console of any airline.
- e) The successful CHA shall, if required by the CSIR-NML, JAMSHEDPUR, carry out or arrange to carry out the inspection (chargeable basis) (arrangement of third party inspection reports) of the ordered materials at the country/port of shipment/supplier's premises and also inspection of the packing/labeling/markings etc. (as per international packaging standards and norms).
- f) Safe custody of the consignment cleared is the sole responsibility of the successful CHA till the same is properly delivered at CSIR-NML JAMSHEDPUR.
- g) Wherever any short landing cargo is noticed, the successful CHA shall file "not found" or "not traceable" notice with the concerned airline or authorities & obtain "not traceable certificate" etc and lodge formal claim on behalf of CSIR-NML, Jamshedpur with the concerned airport/airline authorities with all the necessary documentation under intimation to us.
- h) Successful CHA has to carefully examine all the packages marked for customs examinations 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 the goods is noticed, the same shall be immediately brought to the notice of concerned airline/airport authority and necessary claims may be lodged by CHA with those authorities on behalf of CSIR-NML under intimation to us. The successful CHA shall pay all the related fee/charges of surveyor (reimbursable subject to advance approval from CSIR-NML) to carry out the survey if required.
- i) The successful CHA will maintain close liaison with CSIR-NML regularly & arrangement for collection of documents whenever informed telephonically/by email or otherwise by us.
- j) The successful CHA will take immediate step for finalization of the bill of entry from time to time and shall see that the same is filed with the custom authorities as per prevailing rules/act with correct HSS classification code(s).
- k) The successful CHA shall be responsible for the safe custody of proper use of custom duty exemption certificate (CDEC) provided by CSIR-NML, Jamshedpur.
- l) The successful CHA shall arrange delivery of the consignments at the earliest possible point of time. Delivery may be affected during the working hours, as far as possible. In respect of the perishable consignments, CSIR-NML, Jamshedpur will accept deliveries beyond the office hours and on all holidays subject to prior intimation

- about the same by the CHA to CSIR-NML, Jamshedpur. CHA will arrange requisite manpower and other equipment for unloading, shifting, or moving of the consignment at and within the CSIR-NML premises at their own cost.
- m) CHA will have to provide a monthly report of the deliveries of consignments against our purchase orders(s).
  - n) The bidder should not have any pending legal dispute with CSIR laboratories/institutes. This may be the cause of rejection of the tender. If any CHA is having pending legal issue with CSIR then his bid will be processed till the commercial evaluation (subject to otherwise eligible). If such CHA emerges as the lowest qualified bidder then the right to award of the contract will be reserved with the competent authority at CSIR-NML who may take suitable decision in such type of cases depending upon the pending legal situation of the issue. **a declaration may be submitted by the bidder on this issue with present status of the case (if any).**
  - o) Director, CSIR-NML, JAMSHEDPUR, reserves the right to accept or reject full or partial of any of the tender(s) without assigning any reason thereof. This will be binding on the tenderer(s).
  - p) Conditional tenders & wherever not quoted as per prescribed format will not be accepted under any circumstances and rejected summarily.
  - q) If over/wrong payment(s) of any type of charges has been made by CSIR-JAMSHEDPUR due to oversight/inadvertent human mistake the successful tenderer will be liable to refund the same immediately to CSIR-JAMSHEDPUR.
  - r) The Jurisdiction area for any dispute/arbitration arisen under this tender will be at JAMSHEDPUR only.
  - s) The tenderer shall provide all the necessary information/documents as per the Technical Eligibility Criteria as mentioned herein under in **annexure "A"** failing which their tender will be liable to be rejected summarily.
  - t) The successful tenderer will be handling sophisticated and valuable consignments. Tenderer will have to furnish a fidelity guarantee bond of Rs. 20.00 lakh (Rupees fifteen lakh only) in favour of the Director, CSIR-NML, JAMSHEDPUR to safeguard the interest of CSIR-NML in the event of any loss due to any act of omission and commission by the tenderer.
  - u) CHA will have to deliver the consignments as far as possible, during the office hour's i.e. 9.30 A.M. to 5:30 P.M., Perishable/radioactive, etc will have to be delivered even beyond officer hours or during holidays etc to ensure their activity/safety. Radioactive items should be handled following proper safety precautions. In all such cases advance intimation may be given by CHA to CSIR-NML for proper arrangement at our end.
  - v) Manpower for loading unloading in CSIR-NML site also will have to be arranged by the CHA. Equipments/items may be required to be moved to multiple floors. Handling of heavy items may require a larger labour force. Safety of the equipment and the person involved in doing so will be tenderer responsibility. It has to arrange location survey in advance. Some of the shipment may be perishable in nature and should be moved into cold room immediately on arrival. Some assistance may be provided by CSIR-NML JAMSHEDPUR to properly store highly perishable items at respective designated locations. However for such items arriving on non-working days or beyond working hours, the firm has to maintain proper, timely advance communication with us for arranging proper storage etc.



(Stores & Purchase Officer)

**NOTE:** In case of award of contract you have to acknowledge the acceptance of the work award within a 21 days' time along with the fidelity bond and Bank Guarantee. Please provide the details of your overseas counter parts also.

**Bidder's Technical Eligibility & Price bid Evaluation Criteria: -**

The tenders will be evaluated in the following two steps (i.e. **Step 1 for technical evaluation & Step 2 for price bid evaluation**)

**Step -1(Technical eligibility criteria for Bidder):-**

Sr. no.	Terms and Conditions of CSIR-NML	To be filled by the tenderer/CHA clearly (write 'yes' or 'no' with your own handwriting)	Page number of related supporting document of the tenderer's technical bid. (tenderer may mention page number here)
1	Whether the tenderer is agree to pay custom duty up to Rs. 1.5 lakh per consignment of CSIR-NML?	Yes	
2	Whether the tenderer is agree to pay up to Rs.1,00,000.00 of air freight charges per consignment of CSIR-NML?	Yes	
3	Whether the tenderer is agree for arranging insurance for CSIR-NML consignments wherein we have not paid for it to the supplier as per the INCOTERM of our P.O.	Yes	
4	Whether the tenderer is agree not to hold any of the consignment of CSIR-NML under any circumstances or reason thereof. (Like pending bills or other..)	Yes	
5	Whether the tenderer is agree to charge the airfreight rates only as per the latest IATA tact book?	Yes	
6	Whether CHA undertakes to route the consignments only through the friendly countries of India?	Yes	
7	Whether CHA is blacklisted by any of the CSIR Laboratories/Institutes or any other Government Organization(s). CHA may provide this information herein exclusively failing which their bid may be rejected summarily.	Yes	
8	Whether CHA/tenderer is having any pending legal issue with CSIR or its Laboratories/Institutes?	Yes	
9	Whether all other terms and conditions of this tender of CSIR-NML, JAMSHEDPUR are acceptable to the tenderer	Yes	
10	Whether the tenderer is having CHA license in its own name?	Yes	
11	Whether the tenderer is registered as consolidator with the custom authorities (Please attach supporting document)	Yes	
12	Whether the tenderer have minimum 5 (five) years of continuous experience for the similar work in its own name in any of CSIR laboratories/Institutes or in other similar R&D government organizations like ICMR/ICAR/DRDO/ISRO etc.	Yes	
13	Whether the tenderer agrees (if awarded the contract) to furnish a fidelity guarantee bond of Rs. 20.00 lakh (Rupees Twenty lakh only) in favor of the Director, CSIR-NML, JAMSHEDPUR to safeguard the interest of	Yes	

	CSIR-NML in the event of any loss due to any act of omission and commission by the tenderer. ?		
14	Whether the tenderer has submitted the EMD with the technical bid?	Yes	
15	Whether the tenderer is ready to furnish PBG and fidelity bond (if contract awarded on him) within 21 days of award letter?	Yes	

Tenderer may note: -

- a. Tenderer may make all the pages serial number of their technical bid and commercial bid. Non submission of supporting document will lead to rejection of the technical bid. Bidders are requested to carefully attach the supporting document wherever required.
- b. The bidders qualifying in above technical evaluation will only be considered for financial evaluation (step 2).
- c. ***Note: All bidders have to present original CHA license and IATA membership certificate before opening of their price bid at CSIR-NML failing which their price bid will not be opened***



**Step -2 (commercial/price bid evaluation process)**

**ANNEXURE-B**

**Format of RATES to be quoted by the bidders & Financial Evaluation Criteria**

Charges which are normally being claimed and rates which are sought to be quoted by the C&F Agents are classified in following three groups (A,B,C) for the purpose of comparison and financial evaluation of the price bids of technically qualified bidders. Each Bidder, depending upon his quoted rates will be given marks from 0-100 for each group. Finally different weight ages (as mentioned below) will be given to the marks obtained in each group to calculate the Total Score of each Bidder;

Marks obtained in the Group

Weightages

A	55
B	20
C	25

Following Formula will be used to arrive at Total Score of a

Bidder;

$$\text{Total Score} = 55(A)+20(B)+25(C), \{ \text{where A,B,C,}$$

are marks obtained in respective

100

group}

Bidder with highest Total Score shall be emerged as financially qualified and tender will be awarded in his favour

**NOTE: DISCOUNTS/CONCESSIONS SUBJECT TO ANY CONDITIONS mentioned BY THE BIDDER WILL lead to reject the tender.**

**Marks obtained in GROUP –A**  
**Discounted Rates of IATA Airfreight for Forwarding Cases**

**Discount Offered on Standard IATA Rates (A single flat discount for each category to be offered irrespective of weight slabs);**

**1). For Forwarding Cases ( All types of consignment except DGR/Perishable ): \_\_\_\_\_%**

**2) For Forwarding cases of (DGR/Hazardous/Perishable Consignments) : \_\_\_\_\_ %**

**(Please quote discount in words and figures)**

**NOTE 1:** (A COPY OF TACT BOOK FOR IATA RATES is REQUIRED TO BE SUBMITTED with the tender. As soon as any change is happen in IATA rates the revised IATA Tact book may be furnished by the bidder immediately).

[Most of our shipments shall be on FCA/FOB INCOTERMS 2010 or latest basis. No charges of foreign country will be paid except discounted airfreight. Bidders should quote discount after considering all type of their charges in foreign country absorbing also Fuel & War Security Surcharges & other charges etc.

If there is any shipment on Ex-works basis, all charges in Shipper Country from factory to international port of dispatch will be paid on Actual basis for which the contractor should inform in advance to the CSIR CSIR-NML for getting such charges approval. Discounted air freight will be payable only in such cases like in FOB/FCA consignment cases.

**Criteria for calculating Marks**

**1) 0.9 mark will be given for every 1 percent of Discount offered on IATA Rates**

**2) 0.1 mark will be given for every 1 percent of Discount offered on IATA Rates**

**Marks obtained in GROUP-B**

**Rates for Clearance Charges etc. at Indian Airport-**

Following categories of charges are included in this Group;

A. Payable charges if shipment is in bidder's console

B Payable charges if shipment arrives through other console

Rates to be quoted for following categories of charges:

<u>Sr. no.</u>	<u>Category</u>	<u>Limit set by Institute</u>	<u>Rate Quoted by the Firm</u>
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A. Payable charges if shipment is in bidder's console - Nil (except Inland Insurance charges (from Indian Airport to CSIR-NML) and Indian Airport related statutory charges, Dry Ice replenishment charges @ Rs. 50.00 per Kg for perishable consignment . Such charges will be payable subject to production of original receipt)  
(While quoting discount on IATA air freight rates, the bidder must absorb the charges related to Agency Commission, C.C. Fee & DO Charges, Other clearance related charges, loading-unloading at Indian airport etc.)

B. Payable charges if shipment arrives through other console :-

a. Agency Commission (including all clearance related charges (i.e. **documentation fee, bill of entry filing charges, and other charges etc**), loading unloading or any movement related charges at airport, except charges mentioned below in B.b.)-

**Bidder's Quoted price is Rs. \_\_\_\_\_**

b. **Dry Ice Filling Charges-** Shall be paid Rs.50/KG subject to valid receipt (Delivery Order Charges, Airport Authority Charges, CMC charges, Inland Insurance Charges (Indian airport to CSIR-NML) & other Govt levies etc. shall be paid on actual basis subject to production of supporting original receipt)

**Criteria for calculating marks:**

B(a). Marks Obtained=100X(Highest quoted rate in the received tenders -Rates quoted by the Bidder) / (Highest quoted rate in the received tenders -Lowest quoted rates in the tenders)

**Formula is: Marks obtained for B(a) here = 100 \*  $\frac{(\text{HQP}-\text{BQP})}{(\text{HQP}-\text{LQP})}$**

**Where:-**

<b>Highest quoted rate in the received tenders</b>	<b>= HQP</b>
<b>Rates quoted by the Bidder</b>	<b>= BQP</b>
<b>Lowest quoted rates in the tenders</b>	<b>= LQP</b>

**Marks obtained in GROUP-C**

**TRANSPORTATION CHARGES FROM KOLKATA AIRPORT TO THE CAMPUS AT CSIR-NML JAMSHEDPUR**

Rates are to be quoted for following four consignment categories;

1. **Delivery of very small consignments ( upto 25KG)** Maximum Rs. 3500.00 (Maximum 30 Marks)

**Criteria for calculating Marks Obtained in each this group-**

**C.1. Marks Obtained= 30 \*  $\frac{(\text{HQP}-\text{BQP})}{(\text{HQP}-\text{LQP})}$**

<p>2. <b>Delivery of small consignments (More than 25KG &amp; upto 60KG )</b> Maximum Rs. 5500.00 (Maximum 25 Marks)</p> <p>3. <b>Delivery of Medium consignments (More than 60 KG &amp; upto 150KG)</b> Maximum Rs. 8000.00 (Maximum 20 Marks)</p> <p>4. <b>Delivery of Large consignments (More than 150 KG &amp; upto 300 KG )</b> Maximum Rs. 11000.00 (Maximum 15 Marks)</p> <p>5. <b>Delivery of Extra Large Consignment (more than 300kg &amp; upto 1 ton)</b> Maximum Rs. 15000.00 (Maximum 10 Marks)</p> <p><b>NOTE: 1. Bidders must quote charges in this section absorbing charges related to unloading/loading at site in CSIR-NML, . For Sr. no. C4, C5, C6 above, the charges may be quoted absorbing the forklift/crane charges (if required).</b></p> <p><b>2. Our all the consignment must be inland insured. the insurance charges will be payable subject to production of original receipt.</b></p>	<p>C.2. Marks Obtained= 25 * <math>\frac{(HQP-BQP)}{(HQP-LQP)}</math></p> <p>C.3. Marks Obtained= 20 * <math>\frac{(HQP-BQP)}{(HQP-LQP)}</math></p> <p>C.4. Marks Obtained= 15 * <math>\frac{(HQP-BQP)}{(HQP-LQP)}</math></p> <p>C.5. Marks Obtained= 10 * <math>\frac{(HQP-BQP)}{(HQP-LQP)}</math></p> <p><b>Where:</b></p> <p><b>Highest quoted rate in the received tenders = HQP</b></p> <p><b>Rates quoted by the Bidder = BQP</b></p> <p><b>Lowest quoted rates in the tenders = LQP</b></p> <p><b><u>PS:</u></b> In case of any bidder quotes prices(BQP) under C1 to C6 above more than the maximum rates mentioned herein, then HQP will be treated as the Maximum charges fixed in respective sub category as indicated hereby. <b>This situation may lead to <u>negative marking for the bidders.</u></b></p>
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SIGNATURE OF AUTHORISED PERSON WITH THE SEAL OF FIRM

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

Whereas ..... (hereinafter called the "Bidder") has submitted their offer dated.....for the supply of ..... (hereinafter called the "Bid") against the Purchaser's tender enquiry 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 tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
- (2) If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity:-
  - a) If the tenderer 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 (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 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 and address of the Bank and address of the Branch.

**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 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

**Bid-Securing Declaration Form**

Bid No. \_\_\_\_\_

Date: \_\_\_\_\_

To  
Director  
CSIR-National Metallurgical Laboratory  
Burmamines, Jamshedpur-831007  
Jharkhand

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration).

Name: (insert complete name of person signing he Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of : (insert complete name of Bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_(insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

## Annexure F

सीएसआईआर -केंद्रीय नमक व समुद्री रसायन अनुसंधान संस्थान  
गिजूभाई बघेका मार्ग , भावनगर - 364002 गुजरात ( भारत )  
इलेक्ट्रॉनिक फंड ट्रांसफर खाता विवरण

1	खाताधारक का नाम/ Name of account holder	
2	पता /Address	
3	ईमेल पता / e-mail address	
4	दूरभाष संख्या/मोबाईल नंबर /Phone No./Mobile No.	
5	फेक्स संख्या / Fax No.	
6	स्थायी खाता नंबर / Permanent Account Number (PAN)	
7	बैंक खाता का विवरण /Particulars of Bank Account	
	(क).बैंक का नाम / A. Name of the Bank	
	(ख).शाखा का नाम / B. Name of the Branch	
	(ग).शाखा कोड नंबर / C. Branch Code	
	(घ). पता / D. Address	
	(च). दूरभाष संख्या / E. Telephone No	
	(छ). खाता संख्या / F. Account No.	
	(ज). प्रकार /G. Type of Account	
	(झ). आई एफ एस सी कोड (आर.टी.जी.एस/एन.इ.एफ.टी) H. IFSC Code ( RTGS/NEFT)	
	(ट). एम.आई.सी.आर. कोड / I. MICR code	

हम/ मैं यह घोषित करता हूँ की ऊपर दिए गए विवरण पूर्ण एवम् सत्य हैं। अगर अपूर्ण एवम् असत्य जानकारी के कारण कारोबारी मैं देरी/विफलता होती है तो इसके लिए सी.एस.एम.सी.आर.आई. किसी प्रकार से ज़िम्मेदार नहीं होगा.

खातेदार के हस्ताक्षर

We/ I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or lost because of incomplete or incorrect information, I/ we would not hold CSMCRI responsible.

Signature of the account holder

बैंक प्रमाणपत्र

यह सत्यापित किया जाता है कि मेसर्स \_\_\_\_\_ का खाता संख्या \_\_\_\_\_ हमारे बैंक/शाखा मैं है और ऊपर दिए गए विवरण हमारे अभिलेखन/रिकार्ड के अनुसार सत्य है.

दिनांक: / /

स्थान:

प्राधिकृत अधिकारी का हस्ताक्षर एवम् बैंक का मुहर

Bank Certificate

It is certified that M/S \_\_\_\_\_ has an Account No \_\_\_\_\_ with our Bank and it is confirmed that the details given above are correct as per our record

Date:/ /

Place:

Signature of the Authorized Official  
of Bank with seal



**PROFORMA FOR SUBMITTING PRICE BID ON PRINTED LETTER HEAD**

**IATA RATES SHEET**

**Single Discount (%) to be quoted for Air freight charges as per following IATA rates.**

Name of country	Airport	Min	(-) 45	(+) 45	(+)100	(+) 300	(+) 500	(+) 1000
<b>USA</b>	New York (US\$)							
	Los Angles							
	Sanfrancisco							
	Chicago							
<b>UK</b>	Heathrow (Pound)							
<b>Germany</b>	Frankfurt (Euro)							
<b>Japan</b>	Tokyo (JPY)							
<b>Netherlands</b>	Amsterdam (Euro)							
<b>France</b>	Paris (Euro)							
<b>Canada</b>	Montreal (CAD)							
<b>Singapore</b>	Singapore(SGD)							
<b>Switzerland</b>	Zurich (CHF)							
<b>Italy</b>	Milan(Euro)							
<b>Hongkong</b>	Hongkong (HKD)							
<b>Sweden</b>	Stockholm (SEK)							
<b>Australia</b>	Melbourne(AUD)							
	Sydney (AUD)							
<b>Austria</b>	Vienna (Euro)							
<b>Belgium</b>	Brussels (Euro)							
<b>Denmark</b>	Copenhegan (DKK)							
<b>Taiwan</b>	Taipai (TWD)							
<b>Malaysia</b>	Kualalumpur (MYR)							
<b>Korea</b>	Seoul (KRW)							
<b>Thailand</b>	Bangkok (THB)							
<b>Mauritius</b>	Mauritius(MUR)							
<b>Latvia, Rus</b>	Latvia (LVL)							
Percentage of discount offered on above rates. Only one rate of discount (irrespective of countries )should be quoted .		<b>In Figures</b>						
		<b>In words</b>						

**Note:** To the best of our knowledge the rates given in above table are the IATA rates

- **In case of import from any other country, the same rate of discount shall be applicable on IATA rate.**