



భారతీయ సాంకేతిక విజ్ఞాన సంస్థ హైదరాబాద్
भारतीय प्रौद्योगिकी संस्थान हैदराबाद
Indian Institute of Technology Hyderabad

Indian Institute of Technology Hyderabad

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Tender no: IITH/PurchaseSection/CHA/2022/T090

Date: 19/01/2023

REQUEST FOR PROPOSAL
for
Empanelment of Custom Clearing & Freight
Forwarding Agents



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INSTRUCTIONS FOR ONLINE BID SUBMISSION

The bidders are required to submit soft copies of their bid electronically on the e-Wizard Portal using valid Digital Signature Certificates. Below mentioned instructions are meant to guide the bidders for registration on the e-Wizard Portal, prepare their bids in accordance with the requirements and submit their bids online on the e-Wizard Portal. For more information, bidders may visit the Portal (<https://mhrd.euniwizarde.com/>)

1. REGISTRATION PROCESS ON ONLINE PORTAL

- a) Bidders to enroll on the e-Procurement module of the portal <https://mhrd.euniwizarde.com/> by clicking on the link "Bidder Enrolment".
- b) The bidders to choose a unique username and assign a password for their accounts. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. This would be used for any communication from the e-Wizard Portal.
- c) Bidders to register upon enrolment, with their valid Digital Signature Certificate (Class III Certificates with signing and Encryption key) issued by any Certifying Authority recognized by CCA India with their profile.
- d) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- e) Bidder then logs in to the site through the secured log-in by entering their user
- f) ID/password and the password of the DSC / e-Token.
- g) After registration send mail to Helpdesk: helpdeskeuniwizarde@gmail.com for Account activation.
- h) As per portal norms Registration Fee will be applicable.

2. TENDER DOCUMENTS SEARCH

- a) Various built-in options are available in the e-Wizard Portal like Department name, Tender category, Estimated value, Date, other keywords, etc. to search for a tender published on the Online Portal.
- b) Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective 'Interested tenders' folder.
- c) The bidder should make a note of the unique Tender No assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.



3. BID PREPARATION

- a) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- b) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
- c) Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that needs to be submitted. Any deviations from these may lead to rejection of the bid.
- d) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/XLSX/PNG, etc. formats.

4. BID SUBMISSION

- a) Bidder to log into the site well in advance for bid submission so that he/she uploads the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- b) The bidder to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- c) Bidders to note that they should necessarily submit their financial bids in the prescribed format given by department and no other format is acceptable.
- d) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, the opening of bids, etc. The bidders should follow this time during bid submission.
- e) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized persons until the time of bid opening.
- f) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- g) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- h) The off-line tender shall not be accepted and no request in this regard will be entertained whatsoever.
- i) As per portal norms Tender Processing Fee will be applicable.



5. AMENDMENT OF BID DOCUMENT

At any time prior to the deadline for submission of proposals, the department reserve the right to add/modify/delete any portion of this document by the issuance of a Corrigendum, which would be published on the website and will also be made available to the all the Bidder who has been issued the tender document. The Corrigendum shall be binding on all bidders and will form part of the bid documents.

6. ASSISTANCE TO BIDDERS

- a) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- b) Any queries relating to the process of online bid submission or queries relating to e-Wizard Portal, in general, may be directed to the 24x7 e-Wizard Helpdesk. The contact number for the helpdesk is 8448288994/86/87/89/88/81/90/92/82 011-49606060, 07903269552, 9355030608, 9055030613, 7903810198, 9355030606, 9315620706, 9355030623, 9355030628, 8800526452, 9205898228, 9122643040, 9355030604, eprochelpdesk.01@gmail.com, eprochelpdesk.44@gmail.com , eprochelpdesk.06@gmail.com
- c) The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of the bid(s).
- d) The bid should be submitted through e-Wizard portal (<https://mhrd.euniwizarde.com/>) only.

SECTION 1 – INVITATION FOR BID

The Institute invites bids for Empanelment of Custom House Agents (CHA) / Clearing & Forwarding (C&F) Agents for Consolidation of Consignments of Import/Export of Shipments from/to All Over the World through Air, Sea, Courier, Foreign Post Office and Custom Clearance and Transportation / forwarding up to IIT Hyd.

1. The Bidders are requested to give detailed tender in two Bids i.e.
 - a. Part - I: Technical Bid.
 - b. Part - II: Commercial Bid.

2. Date & Time Schedule

Sr.No	Particulars	Date	Time
1	Date of Online Publication/Download of Tender	19/01/2023	16:00 hrs
2	Bid Submission Start Date	19/01/2023	16:10 hrs
3	Pre-Bid meeting Date	27/01/2023	11:30 hrs
4	Bid Submission Close Date	15/02/2023	11:00 hrs
5	Opening of Technical Bids	15/02/2023	11:10 hrs

Pre-bid meeting:

- a. A tenderer requiring any clarification of this document shall contact the IIT Hyderabad in writing at the email address mentioned in this document or raise enquiries during the pre-Bid meeting.
- b. The tenderer’s designated representative is invited to attend a pre-Bid meeting on January 27, at 11:30 am. Interested Bidders may come to Stores & Purchase Section, Academic A Block, Room no: 218, IIT Hyderabad. The purpose of the meeting will be to clarify issues and to answer questions that may be raised at that stage.
- c. **The tenderer shall submit questions, if any, in writing, to reach IIT Hyderabad email address mentioned in this document, not later than 1 day before the date of the Pre-Bid meeting.**
- d. Non-attendance at the pre-Bid meeting will not be a cause for disqualification of a tenderer
- e. Email Address : email to hos.snp@iith.ac.in , ar.purchase@iith.ac.in , and cc to office.stores@iith.ac.in



- In this tender document, IITH or purchaser means Indian Institute of Technology, Hyderabad.
- IITH has absolute right to modify the date and time of an event or issue any corrigendum / addendum of this tender.
- For any amendments or corrigendum or addendum, the prospective bidders should keep watching the IITH & MHRD E-Wizard website only wherein, all the information in this regard will be notified.
- In this tender document, CHA, C&F agent, firm, company, bidder, vendor, agency etc. are used interchangeably for the bidders.
- For any issues or clarifications or query relating to this tender, bidders are requested to contact the given email ID (hos.snp@iith.ac.in/ ar.purchase@iith.ac.in) only

3. Availability of Tender:

The Tender Document can be downloaded from <https://mhrd.euniwizarde.co>. or Institute website- <https://iith.ac.in/tenders>

4. Envelope 1- Technical Bid:

4.1. The online envelope clearly marked as "Technical Bid - Envelope No. 1" shall contain the all scanned copies of originals technical documents in PDF Format. Please refer to Section 5

4.2 **Earnest Money Deposit (EMD)** - EMD of Rs. 1,00,000/- (Rs. One lakh Only) in the form of Insurance Surety Bonds, Account Payee, Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank guarantee from any commercial/scheduled Banks in the name of Director, IIT Hyd valid for 180 days from the date of opening of the tender.

OR

Online Payment through the e-Procurement portal mapped to IIT Hyd Account. The Scan Copy of the Bank Guarantee /Proof of Payment made online to E-Wizard Portal should be submitted along with technical bid.

The BG in original (other than online payment) should be posted/couriered/given in person to the Stores & Purchase Section of IIT Hyd , on or before last of the bid submission . In case of non-receipt of BG in original before the due date of technical bid opening, the uploaded bid will be summarily rejected.



5. Envelope 2: “Commercial Bid” shall contain:

i.) Cost of all the items/components/Group should be mentioned clearly and individually in the Commercial Offer (Part-II) only.

6. Bid Opening and Evaluation Process:

a. Technical Bids will be opened as per the Date Schedule & Time.

b. Financial Bids/Commercial Bids of the eligible bidders will be opened on a later date. The date and time for opening of Financial Bids /Commercial will be announced later.

c. Bids would be summarily rejected, if tender is submitted other than through online portal.

Contact Details for any queries :

Mr.Suresh N- ar.purchase@iith.ac.in

Mr. Syed Ali Sabeer- hos.snp@iith.ac.in

CC: Stores - office.stores@iith.ac.in

SECTION 2 – INSTRUCTIONS TO BIDDERS

1. PREPARATION AND SUBMISSION OF OFFERS:

- a) Quotation should be submitted directly by the Original Service Provider only and not through third party agencies .
- b) The bidder should not indulge in any corrupt, fraudulent, collusive, coercive practices during the entire process of procurement and execution of contract/order.
- c) Before the deadline for submission of the bid, IIT Hyd reserves the right to modify the bidding document and to extend or not to extend the date of submission. Such amendment/modification will be hosted on e-Procurement portal (<https://mhrd.euniwizarde.co.>) and on IITH website.
- d) Conditional tenders will be summarily rejected.

2 . Security Deposit:

- a) Within fifteen (15) days of the award of contract, the vendor shall furnish a Security Deposit amounting to 5,00,000/- in the form of Demand Draft/Bank Guarantee (from scheduled Bank only) favouring the Director, IIT Hyd.
- b) IIT Hyd will forfeit the security deposit if vendor fails to execute the contract as per the terms and conditions of the contract or if any recovery is to be made from the agency, the BG will be encashed for the same.
- c) The Security Deposit should be valid for contract period + 60 days.
- d) This Security Deposit will be refunded to the vendor only on satisfactory completion of all contractual obligations as per this Tender and Contract/Agreement against this Tender.

3. Amalgamation/Acquisition etc.:

In the event the Agency proposes for amalgamation, acquisition or sale of its business to any firm during the contract period, the BUYER/Successor of the Principal Company are liable for execution of the contract and also fulfilment of contractual obligations i.e without any change in the terms of the existing contract.

4. Bid Validity Period:

- a) The bid must be valid at least for a period of 120 days from the date of opening of the Tender. No changes in prices & terms will be acceptable in any condition after opening of tender till the validity of the offer.



b) IIT Hyd may ask for the BIDDER's consent to extend the period of validity. Such request and the response shall be made in writing only. The BIDDER is free not to accept such request. A BIDDER agreeing to the request for extension will not be permitted to modify his bid.

c) Bid evaluation will be based on the bid prices without taking into consideration the above corrections

5. Cost of Bidding:

The Bidder shall bear all costs associated with the preparation and submission of its Bid and the IITH shall not be held responsible or liable for those costs incurred regardless of the conduct or outcome of the bidding process.

6. Amendments to Tender Document :

a. At any time prior to the deadline for submission of bids, IIT Hyd may, for any reason, whether on its own initiative or in response to the clarification sought by a prospective BIDDER may modify the bid document by issuing the necessary corrigendum to the tender document.

b. All prospective BIDDERS who have downloaded the tender document are requested to visit IITH website/MHRD E-Wizard website for any amendments/modifications and make a note of the same, which will be binding on them.

c) IITH will not be responsible for any omission on the part of the bidder/agency.

7. Correction of Arithmetical Errors:

a) Provided that the Bid is substantially responsive, the Purchaser shall correct arithmetical errors on the following basis:

(i) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;

(ii) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and



(iii) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (i) and (ii) above.

b) Bidders shall be requested to accept correction of arithmetical errors. Failure to accept the correction in accordance with the same, shall result in the rejection of the Bid.

8. Award of contract:

a) Duration of the Contract: The contract shall initially be for the period of three years from the date of contract. The contract would be further extendable (yearly basis) for two or more terms of one year each, subject to satisfactory performance to be decided by IITH and on mutual agreement after receiving formal letter from the vendor agreeing to serve for another period on the same terms and conditions and rates. This letter must be submitted at least three months prior to the ending of the term. If no such letter is received, then it will be presumed that the CHA is not interested to continue for another term.

b) IIT Hyd, shall award the contract to the technically qualified eligible BIDDER whose bid has been determined as the lowest evaluated commercial bid.

c) If more than one BIDDER happens to quote the same lowest price, IIT Hyd reserves the right to award the contract to more than one BIDDER or any BIDDER.

c) The Performance of the empanelled agent will be reviewed annually/ half yearly during contract period and IITH reserves right to include new agents (CHA) or remove empanelled agents from contract based on performance, if necessary.

d) Termination : The contract may be terminated by either party to the contract by giving three months' prior notice to the other party with reasons for such notice. However, if the contract is being terminated by the CHA, then it has to ensure for custom clearance and forwarding of all such consignments for which IITH has placed an order and intimated the vendor (to whom the PO is placed) about this CHA, failing which PBG will be forfeited. The contract may be terminated by the Institute in terms of the stipulations provided elsewhere in the contract. The contract may be terminated by the Institute at any time during the contract without giving any notice period if services of the CHA will not be found satisfactory. Decision of IITH in this regard will be final and binding. If IITH terminate contract, then IITH will not pay any kind of compensation to the CHA

9. Volume of work: IITH will not provide any guarantee with respect to the volume of work which will be trusted to the successful bidder at any time or throughout the period of the Contract.



10. Delivery:

a. Consignments will have to be delivered, as far as possible, during Office Hours (9:30 AM to 5.30 PM, Monday to Friday).

b. Urgent/Perishable/Time & Temp sensitive consignments etc. (as intimated by IITH) will have to be delivered even beyond office hours and on holidays, etc. to ensure their safety. All items should be handled following proper safety precautions.

c) The agency should arrange for crane/heavy forklift if required for unloading at the IITH premises. The prevailing market rate shall apply for the same. However the same needs to be intimated prior for any approval if required.

11. Mode of Payment & Payment Terms

a. The rates for payment to CHA for services rendered will be paid as per Schedule of Rates under the Contract

b. GST will be as applicable as per statutory rates

c. CHA will have to pay all inspection, landing, handling, carting, postal charges, warehouse rent/demurrage charges, freight charges etc. and all other allied Port Trust/Airport charges to the concerned authorities.

d. CHA will then claim the amounts, so paid, in their bills duly supported by the receipts issued by the authorities concerned.

e. Necessary payment receipt should be promptly submitted by CHA in settlement of advances. The warehouse/demurrage charges will however be reimbursed by IIT provided there is no fault of Clearing Agent & provided he has taken all measures to see that items are cleared within the free time allowed by Air India/Airport Authority of India/Port authority of India. No demurrage and penalty will be paid for the shipments under the console of the agency.

f. The Clearing Agent will pay Customs duty including GST upto Rs.2,50,000/- per consignment. If the customs duty exceeds beyond this limit, IITH will arrange for the advance payment, however the agency should pay the Custom Duty and not wait for the advance to be transferred. Any penalty /interest on custom duty due to delay in payment of custom duty will be borne by the agency and will deducted from the invoice due to the agency by IITH.

g. The invoice will be cleared within 30 days of the receipt of the invoice from the CHA, subject to the invoices are in order and complete in all respects without any discrepancy. However, the agency should submit the invoice within 7 days of the shipment is delivered to IITH. If the invoice is not submitted within 7 days and is piled up and submitted in bulk to IITH, the delay in payment will not be responsibility of IITH.

12. Fraud and Corruption:

IIT Hyd requires that bidders/agencies to observe the highest standard of ethics during the bidding and execution of contracts. In pursuit of this policy,

(a) The terms set forth below are defined as follows:

(i) "Corrupt practice" means the offering, giving, receiving, or soliciting, directly or in directly, of anything of value to influence the action of a public official in the procurement process or in contract execution;

(ii) "Fraudulent practice" means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;

(iii) "Collusive practice" means a scheme or arrangement between two or more bidders, designed to establish bid prices at artificial, non -competitive levels; and

(iv) Coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract

(b) IIT Hyd will reject a proposal for award if it determines that Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent collusive or coercive practices in competing for the Contract in question

13. Interpretation of the clauses in the Tender Document / Contract Document : In case of any ambiguity / dispute in the interpretation of any of the clauses in this Tender Document, Director, IIT Hyd's interpretation of the clauses shall be final and binding on all parties.

14. Force Majeure : IIT Hyd may consider relaxing the penalty and delivery requirements of the contract , as specified in this document, if and to the extent that the delay, in performance or other failure to perform its obligations under the Contract, is the result of a Force Majeure. Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as acts of God (like earthquakes, floods, storms etc.) acts of states, the direct and indirect consequences of wars (declared or undeclared) hostilities, national emergencies, civil commotion and strikes at successful Bidder's premises.

15. Dispute Settlement:

IIT Hyd and the Agency 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 IIT Hyd or the agency 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.

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

- (a) In case of Dispute or difference arising between the IIT Hyd and agency 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 Director IIT Hyd, if he is unable/ unwilling to act, to the sole arbitration of some other person appointed by his 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.

During the period of Arbitration the agency will continue to provide the services as per the terms and conditions of the contract.

16. Nil Consideration : If a firm/agency quotes NIL charges/consideration, the bid shall be treated as unresponsive and will not be considered.

17. Cancellation of Tender:

a) Notwithstanding anything specified in this tender document, IIT Hyd at its sole discretion, unconditionally and without assigning any reasons, reserves the right:

(i) To accept OR reject lowest tender or any other tender or all the tenders.

(ii) To accept any tender in full or in part.

(iii) To reject the tender offer not confirming to the tender terms

b) Purchase preference to Public Sector Undertakings and MSEs wherever applicable shall be provided as per govt. policy/ guidelines

c) Offer which deviates from the vital conditions of the tender shall be rejected

18. Jurisdiction: The disputes, legal matters, court matters, if any, shall be subject to Hyderabad Jurisdiction only.



SECTION 3 – ELIGIBILITY CRITERIA

1. The bidder should have Certificate of Registration of firm for a minimum period of 10 years. Copy of Certificate of Incorporation/Registration Certificate of the firm must be enclosed in the technical bid.
2. The bidder must have Registered/Branch office situated in Hyderabad. Documents to ascertain local office shall be the registered document of the title of the premises of the registered office, in the name of the company; or the notarized copy of lease / rent agreement in the name of the company. The relevant document must be enclosed in the technical bid.
3. The bidder should have valid Consolidation and Custom House Agent (CHA) License in their own name (single name). Also the bidder should possess MTO License , WCA Membership, AEO membership . Copies of the said licenses attested by the Custom Officer/ Public Notary must be enclosed in the technical bid.
4. The bidder should be a member of the International Air Transport Association(IATA) and the International Federation of Freight Forwarders Associations(FIATA). Copy of current membership's certificates must be enclosed in the technical bid.
5. Copy of the PAN CARD & GST Certificate of the firm must be enclosed in the technical bid.
6. IITH will not pay any demurrage for any Ex-work, FOB, FCA and shipments under the console of CHA. If demurrage and penalty are charged on consignment, then it will not be paid unless the delay is attributed to IITH and Force majeure. Undertaking to the effect must be enclosed in the technical bid as per format- Annexure A1.
7. The bidder must not be blacklisted/ suspended by any public procurement entity like govt. depts./ PSUs/ autonomous bodies within three years preceding the last date of bid submission. There should not be any service related disputes or legal cases pending with any organisation/ govt. depts./ banks in India or abroad.

The bidder should not be also blacklisted by Customs from any Airport/Seaport

The undertaking must be enclosed in the technical bid as per format - Annexure A2.

8. The Bidder should accept Tender Terms & Conditions; counteroffers are not acceptable. Undertaking must be enclosed in the technical bid as per format - Annexure A3.
9. Experience: The bidder must have experience in its own name in the field of customs clearance, freight forwarding and consolidation related to handling advanced & Hi Technology scientific equipment's/instruments, consumables like reagents, highly perishable & temperature and time sensitive goods, dangerous and radioactive goods, live animals etc. with educational institutes like IITs, IISERs, ICMR, CSIR, TIFR and Universities etc.

Overall, the bidder should have executed minimum 5 contracts for institutes under 51/96 notification in the last ten years, out of which atleast one should be in preceding 2 years from the date of submission of bid.



A certificate indicating successful completion of the contract should be submitted as per the enclosed format-Annexure A4.

** In support of the aforesaid criteria, the Bidders have to upload satisfactory performance certificates from minimum three clients including the current live contract. The certificate must bear the name, telephone nos. and e-mail ID of the issuing authority to whom the Institute may contact for information.*

10) Self-declaration towards providing local support service at IIT Hyderabad to collect documents shall be enclosed in the technical bid as per format-Annexure A5.

11) The bidder should have a minimum Annual Turnover of 3 crores during last two financial years i.e. F. Y. 2020-21 & F. Y. 2021-22. Details as per Annexure A6 must be enclosed in the technical bid.

12) The bidder should have filed ITR for the last two years i.e. F. Y. 2020-21 & F. Y. 2021-22. Details as per Annexure A6. The Annexure should be countersigned by the Chartered Accountant of the Agency.

13) Bidder's Information must be duly filled and submitted in the technical bid as per format-Annexure A7.

14) A list of overseas consolidators must be submitted in the technical bid as per format-Annexure A8.

15) Acceptance of Tender Terms and Conditions. Conditional Tenders will not be eligible for further evaluation. Annexure A9

16) The Bidder should be certified under ISO 9001 (2000) quality system certification.

**** If extrinsic evidences show that the bidder has submitted wrong/misleading information and or undertakings submitted violates the terms , the Bid will be rejected and EMD forfeited/Contract will be terminated and PBG forfeited.***

SECTION 4 – SCOPE OF WORK & GENERAL TERMS

The scope of the CHA and C&F services to be provided to Indian Institute of Technology Hyd by the contracted CHA / C&F agent(s) shall include the following and any other job in connection with the clearance of goods from Customs

1) Customs clearance of imported consignments from Airport Authority of India(AAI) / Inland Container Depot (ICD) / foreign post & courier, at Hyderabad and any other Indian airport / sea port.

- i) Handling and clearing imports of all cargos and articles of all kinds including components, consumables, scientific instruments, equipment's, spares, chemicals, hazardous & dangerous cargo , live animals , dry ice /gel ice shipments,(temperature and time sensitive shipments), samples etc. and any other cargo which may be imported by IITH from time to time.
- ii) Receipt of documents relating to custom from IITH and ensuring the following;
 - a. Custom clearance of the consignment including all the stages of customs clearance.
 - b. Obtaining non-delivery certificate/short landing certificate/damage certificate in the case of materials being short delivered by Airport Authority of India (AAI), or airlines and lodging of claims with them immediately on behalf of IITH.
 - c. Arranging insurance survey at airport / AAI in case of damages to the consignment and obtaining the damage certificate.
 - d. Immediate Dispatch / delivery of consignment to IITH after custom clearance. To arrange for the transit insurance for delivery of the shipment from Airport to IITH premises.
 - e. To identify the consignments of negative / banned listed &100% Custom Duty-Free items from day to day purchase orders issued by the Institute and advice the Institute accordingly.
- iii) Clearance and intimation of Post Parcels from Customs/Foreign Post office, Hyderabad or any other city in India & delivery to IITH.
- iv) Clearance of sea shipment from sea port (major Sea Ports) of the India and delivery of consignment at IITH after custom clearance. Road Transit Insurance to be arranged for accordingly.
- v) Follow-up of cases of recovery of any excess duty paid to customs / refund of fine / waive of fine or demurrage etc.
- vi) To provide the damage certificate to the Institute for insurance claim, in case of damaged consignment.



vii) Clearance of consignment arrived through courier / cargo mode and payment of all kinds of charges to be paid to Customs, Airport authorities / agencies, loading / unloading, / Courier agencies etc.

viii) If a consignment (courier or cargo) arrives at any port other than Hyderabad, it will be sole responsibility of the CHA to clear the shipment at the said port, else the agency may transship the shipment to Hyderabad, for clearance and forward to IITH without any additional cost for the shipment arriving under the Agency's console. For the shipments not under the console of the Agency, transshipment charges as charged by the forwarding agency will be reimbursed.

2) CONSOLIDATION OF THE CONSIGNMENTS BEING IMPORTED FROM ACROSS THE WORLD

i) To ensure complete monitoring and supervision of the movement of items/documents to IITH under the agencies console. 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 and the respective amount of demurrage/fine/penalty shall be recovered from the bill. IITH shall not be liable to pay any amount on account of demurrage/fine/penalty charges, if the delay is on account of the agency.

ii) To provide timely information (pre-alert) regarding dispatches and other relevant information to IITH.

iii) To ensure/facilitate while taking over the shipment/package from shipper that packing is done as per the International Air Traffic Association (IATA) specifications and international packing standards

iii) Clearance & transportation of special projects materials voluminous and heavy packages, dangerous and hazardous materials including Radioactive Materials, Live Animals on priority basis

iv) To communicate promptly through E-mail, telephone, etc., to ensure quick clearance

v) If, any nearby International Airport agent's associates happen to be not available, consolidation agent will be responsible for making arrangements for smooth shipment from any port/ country to Indian Airport/Seaport, and for that, agent shall not be entitled to claim any extra charges.

vi) Any other services needed regarding consolidation from time to time.



3) EXPORTS TO VARIOUS COUNTRIES

i) Export of equipment for replacement and or repair, completion of their paperwork and re-import them subsequently. Export of Research Samples to other Institutes across the world.

ii) All procedural formalities with customs will be required to be done by the agent. The Agent shall take care of the paperwork of the export documents for repair or replacement materials on priority basis.

4. Short landing of cargo: Whenever any short landing of cargo is noticed, CHA shall be required to file "Not found" notice with the Port authorities and apply within the stipulated period, obtain and lodge claims on Steamer/Airline agents with necessary documents within the prescribed time. If landing charges/Customs duty in respect of short landed packages/bundles/cargoes has already been paid, CHA shall automatically apply for refund of proportionate/whole landing charges and/or Customs duty and the matter will be perused by CHA, till the claim is finally settled. CHA will have to make good to IITH any loss incurred due to negligence or failure on their part to take any of the above actions.

5. Inspection of packages and insurance survey: It is incumbent on CHA and Forwarding Agent 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 IITH and also arrange an Insurance Surveyor for surveying the consignment. CHA will pay fee of the Surveyor and bear expenses for carrying on the survey and the expenditure will be reimbursed on submission of valid receipts. The agent should ensure the packing of material in good condition before accepting the material from the supplier to avoid damages.

6. Loss/ Damage/ Misplacement of Shipments: It is incumbent on CHA to examine carefully all packages of each consignment landed from Steamer/Aircraft with the respective Invoices and measurement /Packing list and whenever, during landing/unloading or clearance or at the time of delivery, any damages or loss of goods are noticed, then CHA shall inform IITH and promptly apply for insurance. CHA is also required to arrange insurance cover for the consignments. CHA should quote accordingly in the commercial bid. Insurance should also cover CIF shipment (from Domestic Airport to IITH). It is mandatory to submit Insurance policy along with the bills for processing payment. CHA will be responsible to arrange proper Survey Reports correlating correct documents/items to the relevant cases and ensure that the damaged packages are properly repacked in the presence of IITB representative before dispatch to final destination. CHA will not dispatch, without repacking, any packages/consignments unless otherwise authorized by IITH in writing. IITH representative whenever necessary will associated with the Survey.

Where cargoes have landed from Steamer/Aircraft, but are subsequently not traceable/missing in the godowns, CHA shall be required to file "Not found" Notice with the Port authorities within



the statutory period. The Steamer/Airline should also be notified simultaneously. When CHA are unable to locate such "Not found" cargoes within a week, CHA shall employ with IITH's consent and cost, specialized firms for locating such cargoes in the godown. If the cargoes are found later with damages/losses/discrepancies, Airline surveys and arrange for repacking as enumerated in relevant clause. If the cargoes are not found within three months, CHA shall automatically apply for refund of proportionate/whole landing charges and/or Customs duty, if already paid, and the matter will be perused by CHA till the claim is finally settled. Where the consignment is insured by IITH apart from survey enumerated above, Insurance Survey with IITH coordination, would also be arranged by the bidder.

7. CHA shall be fully responsible for the finalization of the Bills of Entry from the time they are filed with the Customs, Bills of Entry assessed provisionally should be finalized within 24 hours from the date of clearance and any hold up for want of documents etc. for such finalization should be promptly brought to the notice of IITH

IITH will not be responsible for penalty levied by the custom (as per Custom Notification) for late filing of Bill of Entry. CHA will be responsible for late filing Bill of Entry. If penalty is charged on consignment, then it will not be paid by IITH. The responsibility and onus will be on the CHA to file the Bill of Entry without any error in all respects. The Agency will ensure that correct nomenclature and the HS Classification as per extant ITC / Customs Notification is mentioned in the Bill of Entry, the correct product code (HS) is verified and duty free items as per Customs Tariff Act cleared without duty under relevant notifications

8. General Terms

i) The CHA shall be fully conversant with the relevant provisions of the carriage of goods by Sea-Air Act, the Port Trust/Airport Authorities Act, the Customs Act and other Acts/Rules/Procedures etc. and all amendments thereto as are obtained and in force at the time of effecting clearance and take such steps as are necessary and perform all the duties which they are bound to do under the above Acts to ensure that the interests of IITH are fully protected in the clearance of cargoes entrusted to them.

ii) CHA is expected to maintain the records of all the CDEC (Custom Duty Exemption Certificate) issued and provide the data on quarterly basis or as and when demanded to IITH.

iii) In the case of strikes/riots/fire/civil commotions etc. in and around SeaPort/Airport causing disputes/stoppage of work, CHA will endeavour to clear all the consignments immediately when such cause is over within the free period permitted by the concerned authorities. In exceptional cases, it will be matter for submission by CHA which will be considered on merits

iv) For the purpose of operation of this Contract, only the holidays as observed by Port Trust/Airport and Customs authorities shall be recognized as closed holidays for the Agency. No other holidays declared by CHA on their own shall be recognized, affecting the delay in clearance of the shipments, any loss/penalty/fine levied due to the same will not be borne by IITH.



v) CHA will have to arrange complete clearance and dispatch of cargoes for imports for which instructions/documents have been issued to CHA upto and including last date of contract including finalisation of all Customs and Port formalities relating to Vessels/Aircraft arrived or landed or sailed on last date of contract. The agency will be paid upto the point of completion of all outstanding/assigned work in terms of the Contract.

vi) In addition, to the above, the CHA is expected to advise and guide the Institute in hassle-free import and export of the shipments, in the best financial interest of IITH. CHAs should also apprise the Institute of the latest rules /regulations in the EXIM policies relating to the import/exports of the items/shipments of IITH.

vii) The successful bidder shall render all services as and when necessary and as directed by IITH, and they shall also perform all such auxiliary and incidental services and operations as may be necessary in the course of performing the Contract and as indicated by IITH.

SECTION 5 – Documents to be attached with Technical Bid

The bidders must submit the following documents along with their bids;

1. Copy of Certificate of Incorporation/Registration Certificate of the firm.
2. Documentary evidence of the office situated in Hyderabad; lease agreement/document of the title of the premises/ any other relevant document to ascertain the office premises in Hyd.
3. Copies of valid CHA License, MTO License, WCA Membership, IATA Membership , FIATA & AEO certificates duly attested by Custom Officer/Public Notary.
4. Copies of PAN Card & GST Registration Certificate
5. Proof of the EMD Submitted.
6. ISO Certificate ISO 9001(2000) Quality System Certification
7. Declaration of Demurrage, Penalty and Insurance - Annexure -A1
8. Declaration Regarding Clean Track by Bidder - Annexure -A2
9. Declaration For Acceptance Of Tender Terms And Conditions- Annexure A3
10. Declaration Regarding Completion of Contracts– Annexure A4
11. Declaration For Providing Local Support Service - Annexure A5
12. Declaration of Annual Turnover and Income Tax Return - Annexure A6
13. Bidder's Information - Annexure A7
14. List of Overseas Consolidators – Annexure A8
15. Client List – A9
16. Undertaking by the Bidder – Annexure A10

SECTION 6 – Evaluation of Bids

1. The bids have to be submitted in two parts (under two-cover bid system) on MHRD E-Wizard Portal

- (a) Technical Bid (PDF format),
- (b) Financial Bid or Price Bid (in the BOQ Excel Sheet)

2. The technical bids will be evaluated first.

3. The technical bids of all bidders shall be scrutinized and evaluated by IITH on the basis of eligibility criteria and qualifications as per details provided along-with documents by the bidder in their technical bid. IITH may ask for any additional clarification / details / documents / technical presentation etc. For the purpose, any date fixed by IITH will be final and binding. Decision of IITH, regarding technical evaluation and declaration of technically qualified bidders, will be final and binding.

4. Financial Bids (Price Bid) of only those bidders will be opened, who will be declared technically qualified.

5. The price bids of the technically qualified bidders will be evaluated based on the criteria defined below:

A comparative chart will be prepared by IITH based on the scoring system. The bid with highest total score in sum of marks of Group-A, B, C & D as per the methodology provided here shall be declared L-1 bidder.

If more than one bid is found to be L-1 in the overall score then the bid with the higher discount rate offered for Group-A will be declared as L-1 bid. In case of a tie in the discount rate for Group-A also, the higher total marks in Group-B will be declared as L-1 bid. In case the tie persists, then the bid with the highest total marks in Group-C will be declared as L-1 bid.

Decision of IITH with regard to evaluation of financial bids, calculations of marks and scores and declaration of bidders' ranking will be final and binding.

6. Charges which are normally claimed and rates which are sought to be quoted by the bidder are classified in three groups (A, B, C & D) for the purpose of comparison among different bidders.



Each Bidder, depending upon its quoted rates will be given marks from 0-100 in each group as per defined marking pattern in the respective group. Finally, different weightage will be given to the marks obtained in each group to calculate the Total Score of each bidder as follows

Group	Weightage
A	15
B	35
C	35
D	15

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

$$\text{Total Score} = \frac{15*(A) + 35*(B) + 35*(C) + 15*(D)}{100}$$

Where A, B, C,& D are marks obtained in respective groups. Bidder with maximum total score here shall be ranked L-1 and so on.

Marks of a Bidder in an Item in a Group = (L / R) * M

L is Lowest Rate Quoted in that category / Item among all bidders,
R is Rate quoted by the Bidder in that category / Item, and
M is marks allotted for that category / item



Group A - DISCOUNTED RATES OF AIRFREIGHT FOR FORWARDING CASES (IMPORT)

<p>Discount in percentage offered on standard IATA rates</p> <p>(Minimum acceptable discount is 50%) (Maximum acceptable discount is 90%) (a single flat discount for each category to be offered irrespective of weight slabs)</p>	<p>The percentage rate will have to entered in the PRICE BID BOQ Excel sheet (Not Here).</p>
<p>Flat Discount offered on IATA Rate</p> <ul style="list-style-type: none">• One mark will be given for every one Percent of discount offered on IATA Rates• E.g. if 50% discount is offered, then the bidder will get 50 marks in this group.	



Group - B

A maximum limit for the charges , has been set by the Institute and no charges beyond respective limit in these categories for any consignment will be paid by the Institute. However, the bidders will be at liberty to quote lowest possible rates. Nil Consideration will not be considered.

Category	Our Maximum Limit (without GST) Upto 200kg (A)	Our Maximum Limit (without GST) Above 200kg (B)	Rate to be quoted by the bidder in Price Bid BOQ Excel Sheet only (NOT Here)	Criteria for calculating marks
Agency Service Charge for FOB/FCA/ EX- WORKS/ CIF / CIP /C&F / DAP shipments Labour charges or loading / unloading at airport, EDI/CMC/BE Charges Documentation fee, IFC Charges, IGM Filling Charges, Sealing and any other charges relevant to the clearance of consignment from Airport / including all other charges at Airport not explicitly specified above. This is applicable for both import and export of shipment; by Air/Sea/Post/Courier Shipments	Rs.4000	Rs.6000		Mark will be allotted on the average of both the total i.e. (A+B) /2 Bidder with lowest average rate will get 40marks. • Rest of the Bidders will be given marks between proportionately as per defined Proportionate Formula depending upon their respective rate and lowest rate in this category / item among all bidders.

DO Charges/AAI/GMR /AAIL Charges or any other charges paid by the Agency to the Forwarder will be reimbursed on actual basis on submission of the receipted invoice. Demurrage and Penalty will not be paid for the shipments under the console of the agency. No DO charges will be paid for the consignments arriving under bidder's consol.

Note : If the bidder quotes the rates more than the specified max limit, the bid will be rejected.



Group C: -Transportation from the Hyderabad Airport to IITH Premises

Total Marks - 100

Weight Slab	Transportation Charges Our Maximum Limit
Upto 50 kgs (A)	Rs.2000
51 kg to 500 kgs (B)	Rs.3500
500 kgs to 1000 kgs (C)	Rs.4500
(D)	Rs.5000

Mark will be allotted on the average of the total i.e. $(A+B+C+D) / 4$

Bidder with lowest average rate will get 40 marks. Rest of the Bidders will be given marks between proportionately as per defined Proportionate Formula depending upon their respective rate and lowest rate in this category / item among all bidders.

Note: If the bidder quotes the rates more than the specified max limit, the bid will be rejected.



Group D – FCA/FOB & Ex-Works Charges:

The vendor should quote for per kg

Countries/Region /Zones	Ex-Works Per kg ____	FCA/FOB Per Kg ____
Asia (A)		
South East Asia (B)		
European Countries (C)		
North America & USA (D)		
South America (E)		
Australia (F)		

The rate quoted will be inclusive of all the charges e.g. pickup/documentation/handling/security screening/ FCA Charges etc . No additional charges will be paid. The rates to be quoted for all the zones should be in USD only

The L1 in this group D will be on the basis of Average Rate per Kg for Ex-Works and FCA .

Bidder with lowest average rate will get 40 marks

Rates per kg will be paid on actual based on the rates quoted, subject to Minimum of \$75.00 and Maximum of \$ 2500.00

Note: Bidder should quote rates for all Groups (Group A, Group B, Group C and Group D)



Annexure A1 : Declaration of Demurrage ,Penalty and Insurance
(On Company / firm's Letterhead)

Date:

To,

Head of the Department
Stores & Purchase Section
IIT Hyderabad,
Kandi Sangareddy

Sir,

Re: Tender No. _____ dated _____ for “Empanelment of Custom
Clearing & Freight Forwarding Agents”.

I/we carefully gone through the Terms & Conditions contained in the above referred Tender.

I/we hereby declare that my company / firm will provide DEMURRAGE & PENALTY FREE SERVICE to IIT Hyderabad for any Ex-work, FOB, FCA, any shipment under our Console. I agree that, if demurrage is charged on these consignment then it will not be charged to IITH.

I/we hereby declare that my company / firm shall be fully responsible for the finalisation of the Bills of Entry from the time they are filed with the Customs I agree that, if penalty is charged on these consignment then it will not be charged to IITH.

I/we hereby declare that my company / firm shall be fully responsible to arrange insurance for the consignments and will submit insurance policy along with the bill

Yours faithfully,
(Signature of the Bidder)
Printed Name
Designation
Seal



ANNEXURE A-2 – DECLARATION REGARDING CLEAN TRACK BY BIDDER

(On Company / firm's Letterhead)

Date :

To,
 Head of the Department
 Stores & Purchase Section , IIT Hyderabad, Kandi Sangareddy

Sir,
 Re: Tender No. _____ dated _____ for “Empanelment of Custom Clearing & Freight Forwarding Agents”.

I/we carefully gone through the Terms & Conditions contained in the above referred Tender.

I/we hereby declare that my company / firm is not currently debarred / black listed or no legal case pending by any Government/Semi Government Organizations / Institutions in India or abroad. I/we further certify that I'm competent officer in my company / firm to make this declaration.

Or
 I/we declare the following

No	Country in which the company is debarred / blacklisted / case is pending	Black listed / debarred by Government / Semi Government Organizations / Institutions	Reason	Since when and for how long

(NOTE : In case the company / firm was blacklisted previously, please provide the details regarding Period for which the company / firm was blacklisted and the reason/s for the same

We also certify that we have not been blacklisted/debarred by any of the Airport/Seaport by the Indian Custom Authorities

Yours faithfully
 (Signature of the Bidder)
 Printed Name
 Designation
 Seal



భారతీయ పాఠశాలిక విజ్ఞాన సంస్థ హైదరాబాద్
भारतीय प्रौद्योगिकी संस्थान हैदराबाद
Indian Institute of Technology Hyderabad

Indian Institute of Technology Hyderabad

Kandi, Sangareddy - 502 285, Telangana, India

Phone: 040-23016071:

Website: www.iith.ac.in, Email: office.stores@iith.ac.in

ANNEXURE A-3 : DECLARATION FOR ACCEPTANCE OF TENDER TERMS AND CONDITIONS
(On Company / firm's Letterhead)

To,
Head of the Department
Stores & Purchase Section
IIT Hyderabad,
Kandi Sangareddy

Sir,

Re: Tender No. _____ dated _____ for "Empanelment of Custom Clearing & Freight Forwarding Agents".

I/we carefully gone through the Terms & Conditions as mentioned in the above referred Tender document. I /we declare that all the provisions of this Tender are acceptable to my company. I /we further certify that I'm an authorized signatory of my company and am, therefore, competent to make this declaration.

Yours faithfully
(Signature of the Bidder)
Printed Name
Designation
Seal



ANNEXURE A-4 : DECLARATION REGARDING COMPLETION OF CONTRACTS
(On Company / firm's Letterhead)

To,
Head of the Department
Stores & Purchase Section
IIT Hyderabad,
Kandi Sangareddy

Sir,

Re: Tender No. _____ dated _____ for “Empanelment of Custom
Clearing & Freight Forwarding Agents

I/we hereby declare that, our firm M/s _____ has completed
contract in same services with following institutes/organizations. (supported by copy of
completion certificates) :

- i)
- ii)
- iii)
- iv)
- v)

I/We also enclosed these certificates which bear the name and telephone nos. of the
authorized signatory.

The Certificate in support of the live contract is also attached.

Yours faithfully
(Signature of the Bidder)
Printed Name
Designation
Seal



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Phone: 040-23016071:

Website: www.iith.ac.in, Email: office.stores@iith.ac.in

**Annexure A5 : Declaration for providing Local Support Service
(On Company / firm's Letterhead)**

To,
Head of the Department
Stores & Purchase Section
IIT Hyderabad,
Kandi Sangareddy

Sir,

Re: Tender No. _____ dated _____ for "Empanelment of Custom
Clearing & Freight Forwarding Agents

I/we carefully gone through the Terms & Conditions as mentioned in the above referred
Tender document. I/we hereby declare that I will provide Local Support Service to IIT Hyd

Yours faithfully
(Signature of the Bidder)
Printed Name
Designation
Seal



ANNEXURE A-6 : DECLARATION OF ANNUAL TURNOVER AND INCOME TAX RETURN
(On Company / firm's Letterhead)

To,
Head of the Department
Stores & Purchase Section
IIT Hyderabad,
Kandi Sangareddy

Sir,

Re: Tender No. _____ dated _____ for "Empanelment of Custom
Clearing & Freight Forwarding Agents

1) I/we hereby declare that, our firm's Annual Turnover as follows:

Financial Year	Annual Turnover (in Rs)
2020-2021	
2021-2022	

And,

2) I/we hereby declare that, our firm had filed Income Tax Returns for last years i.e. 2020-21 &
2021-22.

Certified by Chartered Accountant of the Agency

Name _____

CA Firms Name _____

Stamp



Annexure A7 : Bidder's Information

Company Name : _____

Registration Number : _____

Registered Address : _____

Name of Partners /Director: _____

City : _____

Postal Code : _____

Company's Establishment Year : _____

Company's Nature of Business : _____

Company's Legal Status 1) Limited Company

(tick on appropriate option) 2) Undertaking

3) Joint Venture

4) Partnership

5) Others (In case of Others please specify)

Company Category 1) Micro Unit as per MSME

2) Small Unit as per MSME

3) Medium Unit as per MSME

4) Ancillary Unit

5) SSI

6) Others (In case of Others please specify)



CONTACT DETAILS

Contact Name: _____

Email Id : _____

Designation : _____

Phone No : (____) _____

Mobile No : _____

BANK DETAILS

Name of Beneficiary : _____

A/c. No. CC/CD/SB/OD: _____

Name of Bank : _____

IFSC NO. (Bank) : _____

Branch Address and Branch Code: _____

Other Details

PAN No. _____

GST No _____

GeM Registration Number _____



Annexure A8 : List of Overseas Consolidators

Sr.No	Name of Overseas Consolidators	Address of Overseas Consolidators with country name	Name of Contact Person	Tel No., Fax No. & Email ID
1				
2				
3				
n				



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Kandi, Sangareddy - 502 285, Telangana, India

Phone: 040-23016071:

Website: www.iith.ac.in, Email: office.stores@iith.ac.in

ANNEXURE A9 – CLIENT LIST

Sr.No	Name of Client	Period of Contract	Contact Details of the Client
1			
2			
N			

ANNEXURE A10 - UNDERTAKING BY THE BIDDER
(On the Letter Head of the Bidder)

We agree to ship the consignment within seven days after receiving from the principal supplier and after clearance from airport/seaport in India, it will be delivered to the premises of IITH within three days. In case of perishable items, it will be delivered within one day with proper arrangements.

We agree to pay the customs duty up to Rs. 2,50,000/- for all consignments at the time of clearance from airport/seaport. We shall submit original bill along-with the paid challans for reimbursement of customs duty so paid within 7 days. Advance will be paid by IITH for the Custom Duty beyond Rs.2.5 lacs, however the Agency will pay the amount and not wait for the advance to be transferred. Any Interest on Custom Duty if levied will be borne by the agency.

We agree to confirm/check regarding insurance of the consignments before moving the same from respective country and also during the transit from airport to IITH. If any loss is incurred due to non- insurance, the same may be deducting from our bills/recovered from the Bank Guarantee.

We agree to take insurance policy for all export /re- import consignments prior to shipment

We agree that we shall not claim any demurrage charges and penalty charges , if paid by us at the time of clearance for the shipments, if the material comes by our consol.

We agree to properly monitor & clear the consignment shipped by other consol and direct orders within demurrage free period. If the intimation and documents is received in advance, we shall not claim any demurrage/penalty.

We agree that we shall collect necessary documents (BRO, CDEC etc.) required for clearing of consignments both from airport and seaport by deputing our representative as and when required, without any delay.

We agree that we shall submit the original House Airway Bill, copy of Master Airway Bill, Customs signed Invoice, Bill of Entry , any other document pertaining to custom clearing, along with the clearing charges bills within 7 days of clearance of the shipment.

We shall prepare the air freight bill and clearing charges bills strictly in accordance with the approved rates and discount offered on IATA rates. Under no circumstances airfreight rates charged by us shall exceed those specified in the latest issue of IATA TACT book. The exchange rate for calculation of airfreight charges or customs rate will be as per the notifications issued by CBIC.



We agree, if cargo is received in damaged condition/short landing cargo, no payment shall be made to the agent till IITH receives the insurance claim. In such cases, we will file shortage/damaged/not found/not traceable notice with airport authorities and obtain necessary Certificate/Damage Certificate from the airline and lodge necessary claim with the concerned authorities under intimation to IITH.

We agree, if the packet of consignment is found externally damaged at the airport/ seaport, then we will first inform to IITH for insurance survey. It will also be applicable to those consignments which will come through other consol.

During inland transportations, any loss/damage shall be the sole responsibility of ours. In such case, we shall provide loss/damage certificate immediately and ensure following-up the insurance cases till reimbursement from the insurance company is received and only thereafter, we shall submit the clearance charge bill for payment

We shall submit Performance security / performance Bank Guarantee from a Nationalized Bank of Rs. 5,00,000/- valid for contract period + 60 days if the contract is awarded in our favour with one week of letter of intent / purchase order

We agree that we will not detain/withhold any consignment of IITH before or after the clearance, under any circumstances or for any reason whatsoever.

We have no objection if Institute appoints / empanel multiple clearing agent / freight forwarders for the same works. We agree to accept all kinds of decisions of IITH with regard to this tender, evaluation of technical and price bids and marking and scoring calculations and raking done by IITH . We are bound to follow these

We agree and accept all the Terms & Conditions of the tender document

Date:

Place:

Signatures:

Name in Full:

Designation:

Name and Official Seal of the bidder



ANNEXURE A11 - BANK GUARANTEE FORMAT FOR EARNEST MONEY DEPOSIT

To
Indian Institute of Technology Hyderabad.
Kandi, Sangareddy 502284

WHEREAS _____(Name of Bidder) (hereinafter called "the Bidder" has submitted its Bid dated _____ (Date) for the execution of (Name of Contract)_____ Tender no & Date: _____(hereinafter called "the Bid") in favour of _____hereinafter called the "Employer" (IFSC Code: SBIN0014182 ;

KNOW ALL MEN by these presents that we, _____(name of the issuing Bank), a body corporate constituted under the _____having its Head Office at _____amongst others a branch/office at _____ (hereinafter called "the Bank" are bound unto the employer for the sum of Rs_____ (Rupees _____only) for which payment well and truly to be made to the said Employer, the Bank binds itself, its successors and assigns by these presents;

THE CONDITION of this obligation is:

If the bidder withdraws or amends their offer of empanelment before finalization of empanelment by the employer,

We undertake to pay to the Employer up to the above amount upon receipt of his first written demand without the Employer having to substantiate his demand, provided that in his demand the Employer will note that the amount claimed by him is due to him owing to the occurrence the above condition.

Notwithstanding anything contained herein

- i. Our liability under this Bank Guarantee shall not exceed Rs._____ (Rupees _____only)
- ii. This Bank Guarantee **(it should be valid six months from the date of issue of BG)** is valid up to _____ and
- iii. We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before _____(mention period of guarantee as found under clause (ii) above plus claim period)

Dated _____ day of _____ 20____

SIGNATURE OF THE BANK

~END OF DOCUMENT ~