



सीएसआईआर - केंद्रीय नमक व समुद्री रसायन अनुसंधान संस्थान

गिजूभाई बधेका मार्ग , भावनगर -364002 गुजरात (भारत)

CSIR-CENTRAL SALT & MARINE CHEMICALS RESEARCH INSTITUTE

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

REQUEST FOR QUOTATION


Through Web/E-mail/POST

Tender Notice

Tender No: IMP (MISC)/CHA/ 2023-24/PB/T-73

Dated: 31/10/2023

Sealed tenders in two bids are invited on behalf of the Director, CSIR-CSMCRI, Bhavnagar for awarding contract to suitable Custom House Clearance cum consolidation agent cum forwarding agent. Interested bidders are requested to visit <https://eprocure.gov.in/epublish/app> or our website www.csmcri.res.in and for detailed terms & conditions of the tender notice and arrange to submit the bids accordingly before due date i.e. 28/11/2023 Upto 5:00 PM which will be opened on 29/11/2023 at 3:00 PM.


31/10/23
(Stores & Purchase Officer)

TENDER DOCUMENT

Sub: APPOINTMENT OF AGENT FOR CONSOLIDATION AND CUSTOM CLEARANCE OF CONSIGNMENTS OF IMPORT/EXPORT SHIPMENTS THROUGH AIR, SEA AND FOREIGN POST OFFICE – AWARDED CONTRACT FOR THREE YEARS.

CSIR- CENTRAL SALT & MARINE CHEMICALS RESEARCH INSTITUTE, Bhavnagar 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-CSMCRI 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 THREE YEARS 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 sealed quotation in favor of Director, CSIR-CSMCRI latest by upto **28/11/2023 5:00 PM**. The quotations will be opened on the next day i.e. **29/11/2023 at 3:00 PM** in Purchase Section of CSIR-CSMCRI in the presence of the Representative of the quoted firms, if any. Tender will be opened on scheduled date and time irrespective of the availability of representatives of the bidding firms.

Bidders may download the Tender Document from CSIR-CSMCRI website i.e. www.csmcri.res.in or through <https://eprocure.gov.in/epublish/app>

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-CSMCRI 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-CSMCRI, Bhavnagar. Our most of the consignments comes via the Mumbai/Ahmedabad Airport.

This contract shall be valid for a period of three years 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-CSMCRI.
 - Arranging insurance survey at airport/IAAI in case of damages to the consignment.
 - Immediate delivery of consignment at CSIR-CSMCRI Bhavnagar 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, Mumbai / Ahmedabad.
- iv) Clearance of consignments from Customs at Mumbai or ICD Ahmedabad.
- 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-CSMCRI (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-CSMCRI.
- 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-CSMCRI 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-CSMCRI.
- 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 temporally.
- iii) Export of items for repair, calibrations and other scientific work.

Terms and conditions:

1. **Period of Contract:** The contract period is for 3 (three) years 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 up to 3 years' 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-CSMCRI Bhavnagar'. 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-CSMCRI 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 Mumbai/Ahmedabad Airport, India. Therefore, the bidder must have uninterrupted consignment clearance arrangements at Mumbai/Ahmedabad Airport. The bidder should be registered as CHA and consolidator (both) in its own name at the Mumbai/Ahmedabad 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-CSMCRI.
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-CSMCRI Bhavnagar 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-CSMCRI Bhavnagar. Person authorized by CSIR-CSMCRI Bhavnagar 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-CSMCRI Bhavnagar 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-CSMCRI Bhavnagar, will have to be borne by the CHA. All the bills will be admitted by CSIR-CSMCRI Bhavnagar only for the sums entitled under this contract. CSIR-CSMCRI Bhavnagar 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-CSMCRI, Bhavnagar to safeguard the interest of CSIR-CSMCRI in the event of any loss to CSIR-CSMCRI 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-CSMCRI, 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-CSMCRI 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-CSMCRI 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-CSMCRI. The firm has to get perishable/dangerous consignments cleared within 24 hours of arrival and delivered them at CSIR-CSMCRI 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-CSMCRI Bhavnagar and get it reimbursed from CSIR-CSMCRI Bhavnagar through bills after clearance and receipt consignment at CSIR-CSMCRI Bhavnagar. No advance for freight amount will be given, neither for international freight nor for domestic transportation.
15. **Efficiency Rating:** CSIR-CSMCRI Bhavnagar'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-CSMCRI Bhavnagar.
 - Custom Duty payment within stipulated period for interest/penalty free duty payment.
 - Expeditious clearance and delivery of consignments to CSIR-CSMCRI Bhavnagar after receipt of all the documents from CSIR-CSMCRI Bhavnagar.
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-CSMCRI Bhavnagar 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-CSMCRI.
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 Mumbai airport. Inland handling/forwarding charges in the exporting country will not be separately payable by CSIR-CSMCRI Bhavnagar.
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-CSMCRI. Inland handling/forwarding charges in the exporting country will be reimbursed by CSIR-CSMCRI Bhavnagar with prior approval of CSIR-CSMCRI on the charge.
21. **Follow-up of shipments:** Copy of the order placed by CSIR-CSMCRI Bhavnagar 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-CSMCRI Bhavnagar, 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-CSMCRI Bhavnagar. The CHA may also be required to arrange and obtain insurance policy for FOB/FCA consignments on behalf of CSIR-CSMCRI Bhavnagar and assist in processing and liaison of claim(s) if any, lodged by CSIR-CSMCRI Bhavnagar 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-CSMCRI Bhavnagar.
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-CSMCRI Bhavnagar 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-CSMCRI Bhavnagar:** The firm shall-
- Maintain close liaison regularly with CSIR-CSMCRI Bhavnagar.
 - 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-CSMCRI Bhavnagar. 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 filing BE with customs authority and/or not notifying CSIR-CSMCRI Bhavnagar 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 borne by them. Further, the CHA will have to make good loss/damage, if any, suffered by CSIR-CSMCRI Bhavnagar 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 Mumbai International Airport Pvt. Ltd (MIAPL) or any other airport/port CSIR-CSMCRI Bhavnagar 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 provide by CSIR-CSMCRI Bhavnagar.
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 day 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-CSMCRI Bhavnagar 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-CSMCRI Bhavnagar, 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-CSMCRI Bhavnagar, the queries may be communicated to CSIR-CSMCRI Bhavnagar on the day the queries are raised. Storage/demurrage charges incurred on account of delay in communicating the queries to CSIR-CSMCRI Bhavnagar shall be borne by the CHA and further, damage caused to CSIR-CSMCRI Bhavnagar 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-CSMCRI Bhavnagar 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-CSMCRI Bhavnagar. 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-CSMCRI 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. **Attribution:** All disputes and differences relating to this contract shall be settled mutually as far as possible. In case the mutual settlement of disputes is not possible, the matter shall be referred to sole arbitration of DGCSIR or a person nominated by him. The party invoking the Arbitration Article shall do the same in writing, listing the disputes and differences. The provisions of Arbitration and Conciliation Act 1996 will apply. Settlement of dispute (if any) will be within the jurisdiction of Court of Bhavnagar.

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

As the period of contract shall be valid for a period of three-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-CSMCRI (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-CSMCRI.
- c) Expeditious clearance and delivery of the consignments to CSIR-CSMCRI 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-CSMCRI.
- 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, CHINA 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-CSMCRI, BHAVNAGAR, 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-CSMCRI BHAVNAGAR.
- 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-CSMCRI, BHAVNAGAR 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-CSMCRI under intimation to us. The successful CHA shall pay all the related fee/charges of surveyor (reimbursable subject to advance approval from CSIR-CSMCRI) to carry out the survey if required.
- i) The successful CHA will maintain close liaison with CSIR-CSMCRI 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-CSMCRI, BHAVNAGAR.
- 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-CSMCRI BHAVNAGAR will accept deliveries beyond the office hours and on all holidays subject to prior intimation about the same by the CHA to CSIR-CSMCRI, BHAVNAGAR. CHA will arrange requisite manpower and other equipment for unloading, shifting, or moving of the consignment at and within the CSIR-CSMCRI 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-CSMCRI 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-CSMCRI, BHAVNAGAR, 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-CSMCRI due to oversight/inadvertent human mistake the successful tenderer will be liable to refund the same immediately to CSIR-CSMCRI.
- r) The Jurisdiction area for any dispute/arbitration arisen under this tender will be at BHAVNAGAR 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-CSMCRI, BHAVNAGAR to safeguard the interest of CSIR-CSMCRI 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 office 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-CSMCRI for proper arrangement at our end.

- v) Manpower for loading unloading in CSIR-CSCMRI 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-CSMCRI BHAVNAGAR 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 and 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-CCSMCRI	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-CSMCRI?	Yes	
2	Whether the tenderer is agree to pay full amount of air freight charges per consignment of CSIR-CSMCRI?	Yes	
3	Whether the tenderer is agree for arranging insurance for CSIR-CSMCRI 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-CSIR-CSMCRI 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-CSMCRI, BHAVNAGAR 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-CSMCRI, BHAVNAGAR to safeguard the interest of CSIR-CSIR-CSMCRI in the event of any loss	Yes	

	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-CSMCRI 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:

$$\text{Total Score} = \frac{55(A)+20(B)+25(C)}{100}$$
, { where A,B,C,

are marks obtained in respective

group}

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	
<p>Discount Offered on Standard IATA Rates (A single flat discount for each category to be offered irrespective of weight slabs);</p> <p>1). For Forwarding Cases (All types of consignment except DGR/Perishable): _____ %</p> <p>2) For Forwarding cases of (DGR/Hazardous/Perishable Consignments) : _____ %</p> <p>(Please quote discount in words and figures)</p> <p>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-CSMCRI for getting such charges approval. Discounted air freight will be payable only in such cases like in FOB/FCA consignment cases.</p>	<p>Criteria for calculating Marks</p> <p>1) 0.9 mark will be given for every 1 percent of Discount offered on IATA Rates</p> <p>2) 0.1 mark will be given for every 1 percent of Discount offered on IATA Rates</p>

<u>Marks obtained in GROUP-B</u>		
<p><u>Rates for Clearance Charges etc. at Indian Airport-</u></p> <p>Following categories of charges are included in this Group:</p> <p>A. <u>Payable charges if shipment is in bidder's console</u></p> <p>B <u>Payable charges if shipment arrives through other console</u></p>		
<u>Sr. no.</u>	<u>Category</u> <u>Limit set by Institute</u>	<u>Rate Quoted by the Firm</u>
<p>Rates to be quoted for following categories of charges:</p> <p>A. <u>Payable charges if shipment is in bidder's console</u> - Nil (except Inland Insurance charges (from Indian Airport to CSIR-CSMCRI) 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)</p> <p>(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.)</p> <p>B. <u>Payable charges if shipment arrives through other console</u> :-</p> <p>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.)-</p> <p style="padding-left: 40px;">Bidder's Quoted price is Rs. _____</p> <p>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-CSMCRI) & other Govt levies etc. shall be paid on actual basis subject to production of supporting original receipt)</p>		
		<p>Criteria for calculating marks:</p> <p>B(a). Marks Obtained=$100 \times (\text{Highest quoted rate in the received tenders} - \text{Rates quoted by the Bidder}) / (\text{Highest quoted rate in the received tenders} - \text{Lowest quoted rates in the tenders})$</p> <p>Formula is: Marks obtained for B(a) here = $100 * \frac{(\text{HQP-BQP})}{(\text{HQP-LQP})}$</p> <p>Where:-</p> <p>Highest quoted rate in the received tenders = HQP</p> <p>Rates quoted by the Bidder = BQP</p> <p>Lowest quoted rates in the tenders = LQP</p>

<u>Marks obtained in GROUP-C</u>	
<p>TRANSPORTATION CHARGES FROM Mumbai/Ahmedabad AIRPORT TO THE CAMPUS AT CSIR-CSMCRI BHAVNAGAR</p>	
<p>Rates are to be quoted for following four consignment categories;</p> <p>1. Delivery of very small consignments (upto 25KG) Maximum Rs. 3500.00 (Maximum 30 Marks)</p> <p>2. Delivery of small consignments (More than 25KG & upto 60KG) Maximum Rs. 5500.00 (Maximum 25 Marks)</p> <p>3. Delivery of Medium consignments (More than 60 KG & upto 150KG)</p>	<p>Criteria for calculating Marks Obtained in each this group-</p> <p>C.1. Marks Obtained= $30 * \frac{(\text{HQP-BQP})}{(\text{HQP-LQP})}$</p> <p>C.2. Marks Obtained= $25 * \frac{(\text{HQP-BQP})}{(\text{HQP-LQP})}$</p>

<p>Maximum Rs. 8000,00 (Maximum 20 Marks)</p> <p>4. Delivery of Large consignments (More than 150 KG & upto 300 KG)</p> <p>Maximum Rs. 11000,00 (Maximum 15 Marks)</p> <p>5. Delivery of Extra Large Consignment (more than 300kg & upto 1 ton)</p> <p>Maximum Rs. 15000,00 (Maximum 10 Marks)</p> <p>NOTE: 1. Bidders must quote charges in this section absorbing charges related to unloading/loading at site in CSIR-CSMCRI, . For Sr. no. C4, C5, C6 above, the charges may be quoted absorbing the forklift/crane charges (if required).</p> <p>2. Our all the consignment must be inland insured. the insurance charges will be payable subject to production of original receipt.</p>	<p>C.3. Marks Obtained= $20 * \frac{(HQP-BQP)}{(HQP-LQP)}$</p> <p>C.4. Marks Obtained= $15 * \frac{(HQP-BQP)}{(HQP-LQP)}$</p> <p>C.5. Marks Obtained= $10 * \frac{(HQP-BQP)}{(HQP-LQP)}$</p> <p>Where:</p> <p>Highest quoted rate in the received tenders = HQP</p> <p>Rates quoted by the Bidder = BQP</p> <p>Lowest quoted rates in the tenders = LQP</p> <p>PS: 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. This situation may lead to <u>negative marking</u> for the bidders.</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 of20.....

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. datedto supply (description of goods and services) (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial 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-Central Salt and Marine Chemical Research Institute
Gijubhai Badheka Marg
Bhavnagar-364002
Gujarat

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

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.

Tender Fee Details, [Total Fee in ₹ * - 0.00]				EMD Fee Details			
Tender Fee in ₹	0.00			EMD Amount in ₹	50,000	EMD Exemption Allowed	Yes
Fee Payable To	NA	Fee Payable At	NA	EMD Fee Type	fixed	EMD Percentage	NA
Tender Fee Exemption Allowed	NA			EMD Payable To	DIRECTOR CSIR-CSMCRI	EMD Payable At	BHAVANGR

Critical Dates			
Publish Date	31-Oct-2023 01:00 PM	Bid Opening Date	29-Nov-2023 03:00 PM
Document Download / Sale Start Date	31-Oct-2023 01:00 PM	Document Download / Sale End Date	28-Nov-2023 05:00 PM
Clarification Start Date	NA	Clarification End Date	NA
Bid Submission Start Date	31-Oct-2023 01:00 PM	Bid Submission End Date	28-Nov-2023 05:00 PM

Tender Inviting Authority	
Name	DIRECTOR CSIR CSMCRI BHAVNAGAR
Address	DIRECTOR CSIR CSMCRI BHAVNAGAR

<https://eprocure.gov.in/epublish/app?component=view&page=EpublishPublishedTenderList&service=direct&session=T&sp=SEA%2BQnaBb4Raff...> 1/1

