

INSTITUTE OF SEISMOLOGICAL RESEARCH

Knowledge Corridor, Raisan, Gandhinagar Ph-079-
66739015/09, www.isr.gujarat.gov.in

Tender Notice: - ISR/SPO/CHA/2018/01

On behalf of the Director General, Institute of Seismological Research (ISR), Raisan, Gandhinagar, bids are invited in sealed covers from reputed vendors, for Rate Contract of agents for Custom Clearing & Freight Forwarding. The bid documents can be downloaded from the website indicated above. Any further clarification(s) or corrigendum(s) shall be communicated through website.

Date: 05/07/2018

(Store & Purchase Officer)

Institute of

Seismological research

TENDER DOCUMENT

FOR

Rate contract of agents for Custom Clearing & Freight Forwarding”.

TENDER No. ISR/SPO/CHA/2018/01

**Institute of Seismological Research
(Department of Science and Technology,
Gujarat)**

Raysan, Gandhinagar, Gujarat

Bid Schedule.

Tender Notice no.	ISR/SPO/CHA/2018/01
Description	Rate contract of agents for Custom Clearing & Freight Forwarding
Tender Fee (non Refundable)	1,500/-
EMD	5,000/-
Security Deposit	50,000/- In the form of BG, from any nationalized bank
DATE OF UPLOADING OF BIDDING DOCUMENT	06/07/2018
SUBMISSION OF BIDS	Date: - 26/07/2018, Time: - 11:30 AM.
OPENING OF BIDS	Date: - 26/07/2018. Time: -12:00 PM
ADDRESS	INSTITUTE OF SEISMOLOGICAL RESEARCH DEPARTMENT OF SCIENCE & TECHNOLOGY (Govt. of Gujarat) Knowledge Corridor, Raisan Village, Gandhinagar- 382007. Phone: 079-66739009/23

INTRODUCTION

Institute of Seismological Research (ISR) has been established by the Govt. of Gujarat under Department of Science and Technology to serve as an apex R&D Institution in the area of Seismology . The main objective to conduct Research, Design and Development activities in all the areas relating to Seismology.

This Tender Document pertains to the appointment of Custom Clearing Agent/ Agency by ISR for a period of two years for arranging clearance of its shipments/cargoes from various countries at Ahmedabad airport. You are requested to go through all the parts of

this Tender Document carefully and submit your bid complying with the General Instructions given in “PART A”, Instructions to Bidders given in “PART B” for the “Scope of work” given in “PART C” and “Commercial and other Term & Conditions” given in “PART D” of this Tender Document.

PART- A

GENERAL INSTRUCTIONS

A.1. ELIGIBILITY CRITERIA:

Prospective Custom Clearing Agent meeting the following requirements should only submit the bid to ISR.

- i) Should have average turnover of not less than Rs. 50 Lakhs P.A. in the last three financial years.
- ii) Should have a valid IATA licence.
- iii) Should have an organized and established set-up for clearance, collection, and movement of shipments /cargoes from the overseas vendors at Ahmedabad airport, Ahmedabad, Gujarat
- iv) Should have a valid GST and PAN number.

A.2. Prospective Custom Clearing Agent should provide following documents in support of their compliance to the above eligibility criteria as part of their bid as per the instructions given in B2 ‘Procedure for submission of Bids’.

- I. Copies of audited annual account of last three financial years.
- II. A copy of valid IATA/FIATA/WCA license.
- III. A write up on their organizational structure including their setup for clearance, collection and movement of shipments/cargoes from Ahmedabad airport, Ahmedabad, Gujarat.
- IV. GST Tax Registration no./certificate.
- V. Copy of PAN .
- VI. Certificate of non-black listing on non-judicial stamp paper.
- VII. Fully filled Annexure 1, 2 and 3 on company letter head.

A.3. Bidder shall sign all pages of the Bid and shall initial corrections/overwriting(s) if any. In case of any discrepancy between rates mentioned in figures and words, the rates whichever are less shall prevail.

A.4. Tender Document Fee:

If the Tender documents have been down loaded from ISR website, bidders are required to submit a Demand draft of Rs. 1500/- in favour of Director General, ISR, Gandhinagar.

A.5. ISR shall not be responsible for the loss/delay in transit of Tender documents.

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PART - B

INSTRUCTIONS TO BIDDERS

B.1. EARNEST MONEY DEPOSIT (EMD):

The bid must be accompanied by Earnest Money Deposit (EMD) of Rs. 5,000/- (Rupees Five Thousand only) by way of a Bank Draft drawn in favour of Institute of seismological Research, payable at Gandhinagar, Gujarat. Earnest money as retained will be forfeited by ISR in the event of noncompliance of the selected bidder with any of the Terms & Conditions of the contract or the selected bidder's failure to execute the contract.

B.2. PROCEDURE FOR SUBMISSION OF BIDS:

The bids shall be submitted in three parts in separate sealed envelopes as under:

- Envelope –1 super scribed 'Part 1: TECHNICAL BID' shall contain a Demand draft of Rs. 1500/- towards Tender document fee, and another Demand draft of Rs. 5,000/-towards EMD. Both the above Demand drafts should be drawn in favour of Director General, Institute of Seismological Research, payable at Gandhinagar and contain information/documents indicated at 'A.2' in this Tender Document (Technical).
- Envelope–2 super scribed 'Part 2: FINANCIAL BID' shall indicate the prices as per Performa for Quotations given at Annexure-I for the 'Scope of Work' given in PART C for the 'Gateway Airports' given at C.2.
- All the above three envelopes must be sealed and shall indicate the name and address of the bidder and shall be super scribed with Tender reference no., due date and time. All the above sealed envelopes Part-1, Part-2 and Part-3 shall be put in a single envelope which shall also be sealed and super scribed with the Tender reference no., due date and time.

B.3. The bids submitted as above shall be sent at the following address to reach on or before 26/07/2018, 11:30AM to **The Director General, Institute of Seismological Research, Raisan, Knowledge Corridor, Gandhinagar, Gujarat**

B.4. BID OPENING PROCEDURE:

Envelope 1 (Technical Bid) shall be opened at ISR, on 26/07/2018, 12:00PM in the presence of the bidders/ their authorized representatives, who wish to be present. The bidders are therefore requested to visit or depute their authorized representatives to ISR, Gandhinagar to attend the said bid opening as per the above given schedule. No separate communication shall be sent to the bidders for attending the above said bid opening.

Envelope 2 (Financial Bid) shall be opened at ISR, Gandhinagar of those vendors who qualify technically. The date will be intimated by ISR via mail/phone.

B.5. 'Envelope 1' of the bid shall be opened first. If the 'EMD amount and Tender Document fee' are not found in the said envelope, the 'Envelope 2' of the bidder shall not be opened and the bid of the bidder shall not be considered.

B.6. Based on the response to the Tender Notice, ISR reserves the right to extend the last date of submission of Bids and to reschedule the opening of 'Part-1' and 'Part-2'.

B.7. Bids which are not submitted in accordance with the procedure given above are liable to be disregarded.

B.8. All correspondence and documents must bear ISR Tender number

B.9. The representatives of the bidders who are deputed to attend the above mentioned Pre-bid meeting and the opening of bids must carry an authorization letter from the bidders to attend the same.

B.10. ISR shall not be responsible for loss in transit, delay or non-receipt of the bid for whatever reasons.

B.11 Performance Bank Guarantee: Successful bidder is to submit an unconditional Performance Bank Guarantee from the nationalized bank for Rs. 50,000/- (Rupees Fifty Thousand only) valid until 60 days after the expiry of the contract period within 21 days of award of the contract.

B.12. ISR reserves the right to accept or reject in whole or in part any or all bids received against this Tender. The contract may be awarded to one or as many bidders as ISR may deem fit.

B.13. Late bids shall be rejected without any further reference to the bidder.

PART C

SCOPE OF WORK.

C.1. THE SCOPE OF WORK UNDER THE CONTRACT SHALL COVER:

C.1.1. Follow up with ISR's suppliers for taking delivery of the Shipments/cargoes in accordance with ISR's Purchase orders/Letters of Credit.

C.1.2. Consolidation of ISR's overseas cargoes.

C.1.3. To ensure that Shipping Documents are in accordance with ISR Purchase Order w.r.t. Packing, Labelling, Marking or any other instructions for the purpose of Consolidation, Freight Forwarding, and clearance.

C.1.4. ISR insists to its suppliers that packing of cargoes should be Air/Road transport worthy. However, Freight Forwarder & Custom Clearing Agent will also ensure that cargo is securely packed and is Air/Road transport worthy.

C.1.5. To provide relevant information by Fax/Telephone/e-mail to ISR on the status of cargo forwarding by overseas agents and expected date of arrival at Ahmedabad

C.2. NATURE OF GOODS FOR IMPORTS:

ISR's inbound cargoes may comprise of raw materials, consumables, spares, accessories, tools, Capital Goods, Software etc. Some of the materials may be classifiable as Hazardous, Perishable, Dangerous, Corrosive or Photo Sensitive and may require careful handling/special storage and also warrant special arrangements for road/ air transportation in consultation with supplier, ISR or the carrier.

Gateway Airport:- Ahmedabad.

PART-D.

PROFORMA FOR QUOTATION.

BIDDERS ARE REQUESTED TO QUOTE STRICTLY AS PER THIS FORMAT.

BIDDER'S NAME :

GATEWAY AIRPORT : Ahmedabad Airport

CURRENCY : INR

S.No.	Item	Charges (INR)
1	CHA Agency Charges pertaining to release of shipments from Customs.	
2	Transportation cartage from Air Port to CHA Warehouse and further to Institute premises.	
3	Duty, GST, and other statutory & Govt. dues.	
4	Labour Charges (Including Loading/Unloading.	
5	Discount upon IATA Rates irrespective of countries, Sizes, slabs, type (ODC & Voluminous), etc.	
6	“Other charges” (All miscellaneous incidental charges as applicable at the port of shipment should be quoted in minimum number heads).	
7	G. Total	

Note:

1. The bidders must indicate rates clearly for all applicable charges. Charges indicated as “payable at actual” shall be loaded with the highest rates for comparison purposes.
2. A separate sheet to be used for indicating rates for each country/port of import as indicated in clause

C.2. of the Tender Document.

3. No charges other than the charges indicated in the above categories shall be payable.

SIGNATURE OF THE BIDDER _____

NAME: _____

COMPANY SEAL: _____

DATE: _____

Annexure 1
DECLARATION FOR COMPLETION OF CONTRACTS WITH GOVERNMENT INSTITUTES
(On Company / firm's Letterhead)

To,

Date:

Director General
Institute of Seismological Research
Gandhinagar, Gujarat.

Sir,

Re: "Rate contract of agents for Custom Clearing & Freight Forwarding".

I/we hereby declare that, our firm M/s _____ was completed contract in same services with following Government Institutes/Govt. Organizations/PSU in past five years:

i)

ii)

iii)

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

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date :

Business Address :

Encl : As above

Annexure 2

DECLARATION FOR NOT EXCEEDING IATA RATES

(On Company / firm's Letterhead)

To,

Date:

Director General
Institute of Seismological Research
Gandhinagar, Gujarat.

Sir,

Re: “Rate contract of agents for Custom Clearing & Freight Forwarding”.

I/we hereby confirm that quoted rates in Price Bid are not exceeding than those specified in Latest issue of IATA Tack Book.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date :

Business Address :

ANNEXURE 3

DECLARATION FOR DEMURRAGE FREE SERVICE

(On Company / firm's Letterhead)

To,

Date:

Director General
Institute of Seismological Research
Gandhinagar, Gujarat.

Sir,

Re: "Rate contract of agents for Custom Clearing & Freight Forwarding".

I/we carefully gone through the Terms & Conditions contained in the above referred RFP. I/we hereby declare that my company / firm will provide **DEMURRAGE FREE SERVICE to ISR Gandhinagar** for any Exwork, FOB, FCA, Eterms, Fterms. I agree that, If demurrage is charged on these consignment then it will not be paid even if delay is on part of ISR Gandhinagar except Force majeure.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Sea