



**SPEED POST**

**Procurement Department**  
**LIMITED TENDER ENQUIRY**

Ref: Q/NIB/16-17/118

Date: 10.08.2018

**Due date of submission: 31.08.2018, Due Time: Up to 15:00 Hours**  
**Due date of opening: 31.08.2018, Due Time: 15:30 hrs onwards.**

**Sub: - Tender Enquiry for Hiring the Services of Custom Clearing & Forwarding Agent. – Reg:-**

Dear Sir,

I am directed to send you this Tender Enquiry with the request to submit the most competitive offer as per the details mentioned below:-

S. No.	Description of Material	EMD (Rs.)
1.	Custom Clearing & Forwarding Agent	5000/-

**Pre Bid Meeting:** Pre Bid Meeting will be held on 17.08.2018 at 11.00 AM at National Institute of Biologicals, A – 32, Near NH-24, Institutional Area, Sector – 62, Noida – 201309, Bidder may seek clarification during the meeting, however, for any amendment they need to submit their requirement in writing.

**Important Instruction:**

The bids shall be enclosed in an envelope and sealed duly marked "**Tender for Engagement of Custom Clearing & Forwarding Agent**" at NIB NOIDA," Ref No, addressed to "Procurement Officer". Due date and Item Description. Offers delivered in person shall be delivered at the Tender Box in the Security Gate at NIB NOIDA Office. If the bids are sent through courier/post, it should reach on or before submission Due Date and Time and NIB will not be responsible for the delay. Tender submitted after 15.00hrs on due date will be rejected.

**1. EMD:** Earnest Money Deposit (INR) Rs. 5000 /- (**Five thousand Only**) should be provided along with the technical bid in the form of Demand Draft (DD)(or) Bankers Cheque (BC) from a Nationalized Bank, Band Guarantee, Fixed Deposit, FDR, drawn in favour of "National Institute of Biologicals", payable at NOIDA. The bidder can also deposit requisite amount of EMD through RTGS, NEFT. The details are as below.

Name of the Firm / Organization	National Institute of Biologicals
PAN NO.	AAATN5228R
Name of the Bank	Bank of Baroda
Address of the Branch	Sector – 29, Noida – 201303
Bank Account no.	26290100001774
RTGS/NEFT/IFSC Code of the Bank (Real Time Gross Settlement Code)	BARBONOIDAX

The EMD will be returned back to the unsuccessful bidder at the earliest after expiry of final bid validity. The EMD will be returned back to the successful bidder after submission of the Performance Security. The EMD shall be forfeited in the event of breach of contract by the contractor in term of contract/order. Tenders submitted without EMD shall be rejected.

The EMD may be forfeited:

- a) If the bidder withdraws the bid during the period of bid validity specified in the tender.
- b) In case a successful bidder fails to furnish the Performance Security/ Performance Bank Guarantee.
- c) If the bidder fails to furnish the acceptance in writing, beyond one week from award of contract/ order.
- d) The event of breach of contract by the contractor in term of contract/order

**2. PART "A" (Technical Bid):** - Part A (Technical Bid) consisting of Technical Bid & Commercial Terms and PART "B" (Financial Bid) consisting of only Price shall be submitted in **separate** sealed envelopes duly superscribed with the tender enquiry number, and the due date in bold letters, addressed to the Procurement Officer, National Institute of Biologicals, Noida. The envelopes should be clearly marked on top as either PART "A" or PART "B".

The two sealed covers should be further put in a master cover superscribed with the Tender Enquiry No., Due Date in bold letters, addressed to the Procurement Officer, National Institute of Biologicals, Noida. The sealed master envelop has to be delivered/dropped by hand/courier at reception in the Tender Box of NIB, Noida (address mentioned above) on or before by **31.08.18 15.00 hrs**. The technical bid will be opened in the presence of attending tenderers on at **31.08.18 15.30 hrs**. Tenders submitted after due date and time will not be considered and shall be rejected.

3. In case the PART "A" and Part "B" bids are not sealed in separate envelopes the tender will be rejected.

4. The technical bid should not contain any indication of the price, failing which the tender shall be rejected.

#### **5. Validity of Bids**

The offer must be valid for a period of **90 days** from the date of opening of technical bids. Bids with the shorter validity period are liable for rejection.

6. Conditional offers will not be considered.

**7) The First Sealed cover – Cover I** should be superscribed "Technical Bid" Part A and should contain Annexures and duly accepted, signed by authorized signatory with seal. The EMD should also be included in cover I.

**The cover I shall also contain the following documents:**

- a) Please attach copies of Contract/Orders, etc.
- b) Acceptance of Terms and Conditions specified in the tender documents.
- c) Demand Draft/Bankers Cheque (BC), BG in lieu for Tender Cost/Earnest Money Deposit. Bidders submitted / transferred EMD through NEFT must mention UTR no in Technical bid.
- d) Latest Solvency Certificate issued by nationalized bank for value of Minimum Rs. 25000/- (twenty five thousand) to be submitted along with technical bid.
- e) Copy of valid PAN number issued by the Income-Tax Authority, Registration Certificate of the firm/agency/Company.
- f) The copy of audited financial reports/balance sheet /IT returns of the bidder for the 2014-15, 2015-16, 2016-17 financial year indicating the annual sales turnover.
- g) Duly filled technical bid with proper seal and signature of the authorized person (with name, designation & contact no.)
- h) A Copy of **Un-Priced** Commercial Bid.

**8) The Second sealed cover – COVER II superscribed 'Financial Bid' should contain as per the details mentioned at Annex.**

#### **ELIGIBILITY CRITERIA**

All the bidders/Agencies must provide the following documents and the declarations (**duly self-attested with stamp**) along with the Technical Bid, failing which their **BIDS** shall be summarily rejected:

1. Copy of Valid Registration certificate with customs for import Custom Agent License, IATA and FIATA registration, Custom Agent registration must have been used for a minimum of 5 years at Delhi Customs (IGI Airport).
2. Copy of the (a) PAN CARD, (b) GST Registration, must be attached.
3. **Experience:** The Clearing and Forwarding Agency for Customs Clearance of Imported Consignments must have experience in its own name of successfully executed Five similar contracts in the field of Customs Clearance, relating to Equipment's, Consumables like reagents, highly perishables, dangerous and radioactive in any similar Institution or R&D organizations like NIT, IIT, CSIR Labs, ICAR, ICMR, Central/ State Universities etc., during the **last Five years**.
4. **Annual Turnover:** The bidder should have average annual sales turnover of minimum Rs.50.00 lakhs or more during the last three financial years ending 31st March, 2017. Attach firm's last 3 years audited profit and loss balance sheet duly audited by C.A.

5. A complete List of clients/ customer for which the service has been provided must be attached. Copies of satisfactory completion of the contact certificates from at-least three reputed customers in last three years up to May 2018 must be attached along with name, address and contact details of the customer.

6. **ISO Certification:** The Agency having ISO certificate will be preferred Copy of certificate must be attached.

7. Copies of Bill of Entry assessed at 5.15% Customs Duty. Minimum five Bill of Entries pertaining to last three years up to May 2018 should be submitted.

8. Copy of the tender document duly signed and stamped should be submitted in token of having read and understood the terms and conditions.

9. The bidder should not have been suspended or blacklisted by any Govt. Organization (An undertaking to this effect must be submitted by the bidder that the firm has not been suspended or blacklisted by any Govt. Organization on company Letter Head.

#### **TERMS & CONDITIONS**

**1. The contract shall be awarded for initially one years.** The same may be extended further on year to year basis subject to satisfactory performance of the agency for another two years.

**2. Performance bank Guarantee (PBG):** The successful bidder should submit a PBG as per annexure within 15 days of award of the contract. **PBG shall be for a sum of Rs. Fifty thousand** only valid until 60 days after the expiry of the contract.

The PBG should be submitted in the form of DD/BC/BG/FDR from a Nationalized Bank, and drawn in favour of "National Institute of Biologicals" and payable at Noida.

**3. Special Arrangements for Perishable Consignments:** In case where the consignments are highly perishable in nature, Custom Clearing and Forwarding Agent will have to arrange dry-ice stuffing (including procurement and filling-up) of the consignments at the storage place at the airport/post office on its arrival and till their clearance and delivery at NIB, Noida. Custom Clearing and Forwarding Agent has to get Perishable/dangerous consignments cleared within 24 hours of arrival and deliver them at NIB, Noida at the earliest possible time, after clearance. In case, perishable consignment is damaged on account of insufficient dry ice during storage, clearance or transportation, Custom Clearing and Forwarding Agent will be held responsible for the damage and the loss will be recovered from the payments due.

**4. Excess Remittance of Customs Duty:** Custom clearing and Forwarding Agent is required to actively follow-up cases of recovery of excess duty, if any, paid to customs.

**5. Efficiency Rating of Custom clearing and Forwarding Agent:** NIB, Noida yardstick for judging the efficiency of Custom Clearing and Forwarding Agent will be as follows:

- a. Minimizing/Altogether eliminating payment of storage Charges for duration beyond free time. (Demurrage free consignment).
- b. Coordinating with customs / carrier and obtaining Cargo Arrival Notice (CAN) within a day and forwarding CAN to Procurement Section of NIB, Noida.
- c. Expeditious clearance and delivery of consignments to NIB, Noida after receipt of all the documents from NIB, Noida.
- d. Fulfillment of the eligibility criteria mentioned earlier.

**6. General Services:** NIB expects that Custom Clearing and Forwarding Agent should have good reputation in the market, must have good rapport with the custom authorities to avoid/minimize delay in custom clearance, and not refer petty matters to NIB.

**7. Other Charges/Levies:** All statutory Charges/levies not mentioned in the format of rates etc. will only be paid/ reimbursed on the production of the receipts / vouchers for the same.

**8. CIF/CIP Shipments:** Orders are placed with foreign suppliers on CIF/CIP basis. Custom Clearing and Forwarding Agent shall arrange to liaise with the supplier / carrier for clearance and delivery of consignments at NIB, Noida. In CIF consignment's the agent should not include the insurance cost in their clearances charges bills submitted to NIB.

**9. FCA/FOB Shipments:** Purchase Orders are also placed with foreign suppliers on FOB / FCA basis. Custom Clearing and Forwarding Agent console airfreight rates must be based on FOB / FCA shipments i.e. from shipping Airports in the exporting country to New Delhi Airport. Inland handling / forwarding Charges in the exporting country will not be separately payable by NIB. The agent should ensure the packing of material in good condition before accepting the material from the supplier to avoid damages. Also the agent should take the insurance for the consignments FCA/FOB shipments which is valid up to NIB, Noida. In case if any damage or mishandling is done then it is the sole responsibility of the agent to coordinate with the insurance company until the settlement of claim to NIB, Noida.

**10. Custody of Consignments:** Safe custody of consignments cleared is the responsibility of Custom Clearing and Forwarding Agent till they are delivered to NIB.

**11. Short landing:** Whenever any Short Landing Cargo is noticed, Custom Clearing and Forwarding Agent 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 NIB.

**12. Inspection of packages and insurance survey:** It is incumbent on Custom Clearing 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 NIB, Noida and also arrange an Insurance Surveyor for surveying the consignment. Custom Clearing and Forwarding Agent will pay fee of the Surveyor and bear expenses for carrying on the survey and the expenditure will be reimbursed to Custom Clearing and Forwarding Agent 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. Also the agent should take the insurance for the consignments FCA/FOB/EX-Works shipments which is valid up to NIB, Noida. In case if any damage or mishandling is done then it is the sole responsibility of the agent to coordinate with the insurance company until the settlement of claim to NIB.

Liaison and Co-ordination with NIB.

Custom Clearing and Forwarding Agent.

- a. Shall maintain close liaison regularly with NIB, Noida.
- b. Shall arrange collection of documents whenever telephonically informed.
- c. Shall take immediate steps for finalization of the Bill of Entry from time to time and shall see that they are filed with the customs authorities.
- d. Shall arrange one of its employees to be in contact with concerned staff of Procurement Section of NIB. The representative of Custom Clearing and Forwarding Agent shall make all necessary arrangements in advance for proper handling and delivery of consignments at the destination/site.

**13. Delay in Filing Documents:** Custom Clearing and Forwarding Agent shall be responsible for any delay in filing Bill of Entry with customs authority and/or not notifying NIB, Noida of discrepancy, if any, in the documents. The demurrage charges (other than handling charges) for the entire period of delay due to deficiency or negligence in service on the part of Custom Clearing and Forwarding Agent will have to borne by Custom Clearing and Forwarding Agent. Further, Custom Clearing and Forwarding Agent will have to make good of loss/damage, if any, suffered by NIB, on account of delay due to deficiency or negligence of service attributable to Custom Clearing and Forwarding Agent in filing BE and/or clearance of consignments.

**14. Safe Custody of Duty Exemption Certificate (DEC):** Custom Clearing and Forwarding Agent shall be responsible for safe custody and proper use of DEC provided to Custom Clearing and Forwarding Agent by NIB.

**15. Delivery of Consignments and Arranging Labour for Unloading:** Custom Clearing and Forwarding Agent shall arrange delivery of the consignments at the earliest possible point of time. Delivery to be effected during working hours, as far as possible. In respect of perishables / urgent consignments (as intimated by NIB, Noida), NIB, Noida will accept delivery beyond

office hours and on all holidays. Custom Clearing and Forwarding Agent shall arrange requisite manpower for unloading, shifting, or moving the consignments, at laboratories NIB.

**16. Custom Clearing Not Blacklisted by or in Dispute Relating to Service with Any Organization:** Custom Clearing Agent should not have been blacklisted by any Government organization. Custom Clearing should also not be involved in any kind of service related dispute with any client organization. An undertaking to this effect should be enclosed. Non-disclosure of such information will result in terminate of this contract without any notice, imposition of penalty to the extent of damage incurred during the subsistence of contract, and also recovery of the outstanding amount.

**17. LD Clause:** In case of any delay in delivery of perishable item (s) within 24 hours the time period as agreed upon, NIB, Noida shall have the right to claim penalty for late delivery @ 0.5% of the consignment value per week subject to a maximum of 10%.

**18. Customs Query:** Custom Query shall equip itself in advance with all necessary information that may be required for answering customs queries. Custom Clearing and Forwarding Agent shall take all necessary steps to answer both oral/verbal and written queries without any delay. In case of need of clarification from NIB, Noida, the queries may be communicated to NIB, Noida on the day the queries are raised. Storage charges incurred on account of delay in communicating the queries to NIB, Noida shall be borne by Custom Clearing and Forwarding Agent and further, damage caused to NIB, Noida due to the above said delay shall be made good by Custom Clearing and Forwarding Agent.

**19. Submission of bills:** Bill should be submitted in letter-head of Custom Clearing and Forwarding Agent. A checklist and original documents in support of various Charges indicated in the bill should accompany with each bill.

The bills should be submitted as per agreed tender terms & conditions clearly with the breakup along with the supporting documents, failing which the bills will not be considered for payment process until the contractor submits the clear and relevant supporting documents. The conversion of currency for duty calculations for invoicing should be taken from RBI/Nationalized Banks.

**20. Payment of bills:** NIB, Noida shall make every effort to examine and arrange payment of bills within 30 days of receipt of the pre-receipted bills with all the relevant original supporting documents. However, delay in settlement of payments shall not be accepted as valid ground for Custom Clearing and Forwarding Agent to delay clearance of consignments and/or make any advance payment to Custom Clearing and Forwarding Agent.

**21. ARBITRATION Settlement of Disputes & Arbitration:** All matters relating to disputes and difference of opinion shall be settled mutually as far as possible. In case of any interpretational issues arise in this tender, the interpretation/decision of NIB, Noida shall

be final and binding on the bidder. The arbitration will proceed as per Indian Arbitration Act, 1940, as amended up to date.

**Jurisdiction:** This contract between the supplier and the buyer shall be governed by the LAWS of India and under this contract shall be taken by the parties only in NOIDA India to competent jurisdiction.

NIB, reserves the right to accept/reject any or all tenders without assigning any reasons thereof.

#### **DECLARATIONS OF THE BIDDER**

1. An undertaking to the effect that the Custom Clearing and Forwarding Agency for Customs Clearance of Imported Consignments will provide **DEMURRAGE FREE SERVICE** to NIB and no request for demurrage and ground rent will be entertained in any case.
2. To pay the Custom Duty charges up to Rs. 50000/-. Own sources for clearing consignment and clear custom for NIB.
3. Solvency Certificate issued by a Nationalized Bank for Rupees 10, 00,000/- (Ten lakhs.)
4. **To arrange insurance on behalf of the customer, if assigned, and lodge claim as and when required.**

#### **SCOPE OF WORK:**

The scope of the custom clearance contract is detailed below.

1. Customs clearance of imported consignments from International IGI Air Ports IGI, New Delhi.
2. Customs clearance of imported consignments from Sea Ports like Chennai, Mumbai, Vishakhapatnam, Kolkata etc.
3. The clearance of precious and delicate/sophisticated type of Equipment's, Instruments and other special type of materials, including Perishable chemicals, dangerous goods (DGR) and Over Dimension Cargo (ODC) shipments.
4. Collection of all documents related to Imports from NIB. 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 NIB. Arranging insurance survey at Airport/IAAI in case of damages to the consignment.
5. Any other job in connection with the clearance of goods from Customs.
6. Clearance of Post Parcels from Customs/Foreign Post Office & delivery to NIB.



7. Clearance of consignments from Customs at New Delhi etc. and dispatch to NIB Noida.
8. Follow-up of cases of recovery of any excess Customs duty paid.
9. Complete Monitoring and Supervision of the movement from the date of order/LC and regular feedback on the progress of Shipment to NIB, Noida. 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 amount of demurrage will be recovered from the bill. NIB, will not pay any demurrage charges.
10. To provide timely information (pre-alert) regarding dispatches and other relevant Information to NIB, via E-mail/Fax (Weight/ P.O. No./ No. of Packages/ Supplier etc./ Type of Cargo (Perishable/ DGR/ODC).
11. Prompt communication through telephone, Tele-fax and Email etc. to ensure quick clearance.
13. Any other service needed regarding consolidation (as required).
14. The cleared consignments will have to be delivered during office hours only as far as possible and practicable manpower/labourers for unloading / shifting / moving of consignments will have to arrange by the agent at his own costs and claim reimbursement against proof of documents. The agency must have the facility for storing the consignment, which could not be transported to NIB, Noida immediately. In case of the items has to be kept in cold storage, such facility should be provided / arranged.
15. The agent shall be required to contact this office within 24 hours after receiving telephones / e-mail message for the collection of the relevant documents.
16. Unloading of consignment(s) at the Institute will be the agent's responsibility and unloading should be made in the presence and supervision of the Institute's staffs. Only insurance approved transporters i.e. the transporters should have documentations as per the approved norms of insurance company, be engaged in order to avoid any problem on occurrence of any on-toward incidence.
17. Even in case of any dispute, the consignment shall be cleared by agent handed over to NIB, pending the settlement thereof.
18. The agency should have their office in Delhi NCR for trouble free operation.
19. It is mandatory to take Insurance policy by the agency for the various CIP/CIF shipments & FOB / FCA shipments issued by NIB. The same will be reimbursed at actuals against submission of proof of documents.
20. ASSIGNING & SUBLETTING: Assignment or subletting of this contract is strictly prohibited and shall result in termination of the contract with immediate effect without any compensation.

**21.** There should not be any upward price revisions during the contract period other than the contract terms & conditions.

**22.** NIB, will have the rights to issue Parallel Rate Contract with more than one contractor for smooth and efficient functioning.

**23.** NIB, will have the right not to issue any contract in case, the bid is not found suitable.

**Yours faithfully,**



**(W.Z. Quazi)**

**Procurement Officer**

Encl: 1) Annexure – I (CERTIFICATE FOR NON BLACK LISTING)

2) Annexure – II (UNDERTAKING BY THE BIDDER)

3) Annexure – III (CHECK LIST FOR TECHNICAL BID)

4) Part B (PRICE BID)

**Annexure – I**

**CERTIFICATE FOR NON BLACK LISTING**

We..... (name of the firm) certify that our company/ firm has not been black listed by any Government Department/ Government Educational Institutions/ Research Institutes during the last three years.

Authorized signatory of Bidder with Seal

Name.....

Designation.....

## **Annexure – II**

### **UNDERTAKING BY THE BIDDER**

1. We agree that the consignments after clearance from IGI airport will directly be delivered to the premises of NIB, Noida on same day or next day of clearance. In case of perishable item, it will be delivered within minimum time with necessary temperature control arrangements.
2. We agree to pay the customs duty for all consignments at the time of clearance from airport and its reimbursement (excluding courier time) against paid challan. We shall submit bill along with the paid challan for reimbursement of customs duty paid.
3. We agree that we shall not claim any demurrage charge, if paid by us at the time of clearance, for the shipments arranged by us.
4. We agree that the house Airway bill number and date and master Airway bill number and date will be intimated to the importer at least three days prior to arrival at the Delhi Airport for the purpose of insurance coverage of the consignment.
5. We agree that we shall collect necessary documents required for clearing of consignments by deputing our representative to NIB, Noida as and when required.
6. We agree that we shall submit Bill of Entry both importer copy and Exchange control copy, along with the clearing charge bills.
7. We shall prepare the airfreight bill and transport/delivery charges bills strictly in accordance with the approved rates. Under no circumstances air freight rates charged by us, shall exceed those specified in the latest issue of IATAT Act Book.

8. We agree to accept the RBI Exchange Rate/SBI T. T. Selling rate on the date of arrival at India. (Import), for the purpose of calculation of airfreight charges.

9. In case the cargo is received in shortage/damages condition/short landing cargo, no payment shall be made to CFA till NIB, Noida receives the insurance claim. In such cases we are required shortage/damage/not found/not traceable notice with airport authorities and obtain necessary certificate from the Airline and lodge necessary claim with the concerned authorities under intimation to NIB, Noida. During inland transportation any loss/ damage is the sole responsibility of clearing agent. In that case we have to provide loss/ damage certificate immediately.

10. We unconditionally accept all the terms and conditions of this Tender.

Authorized signatory of Bidder with Seal

Name.....

Designation.....

**Annexure – III**

**CHECK LIST FOR TECHNICAL BID**

S.No.	Particulars	To be filled by the agency
1	Particulars of remittance of EMD: Specify (a) DD Number (b) Amount (c) Name of Issuing Banker.  Note: Bids without EMD will be rejected	
2	Name and Complete Postal address of the Applicant or Bidder Firm/ Company with phone/ Fax/ Mobile number	
3	Legal status / Constitution of the Bidder: (a) Sole Proprietor (b) Partnership (c) Private Limited Company d) Public Limited Company (e) others. Please attach self-attested documentary proof.	
4	Year of Commencement of Business and Location of the Registered / Main Office.	
5	(a) Name, (b) address ,(c) designation, (d) phone & cell number and (e) E mail ID of the CONTACT PERSON of the bidder	
6	If the bidder even been blacklisted by any Government/ PSU/ State or Central agency. Please give details and reasons thereof.	
7	Whether the rates have been quoted as per the Price Bid Format, formats enclosed with our tender document?	
8	Whether the attested copies of valid permanent custom license in the name of quoting firm applicable in Airport/Seaport, Enclosed with your quotation?	
9	Whether the list of name and complete addresses of the freight	

	forwarders/associated Tel/Fax/email/enclosed.	With	
10	Whether the quoting firm has valid IATA or FIATA Membership and copy of certificate has been submitted.		
11	Whether the quoting firm has valid ISO quality system certification and copy of certificate has been submitted.		
12	Is quoting firm registered with Indian custom House Delhi as CONSOL/clearing agent?		
13	Whether the firm has executed at least three similar Freight forwarding and custom Clearance work during the Last three years in any National Institute/IIT/IISER/CSIR Lab/R&D organizations. Or Govt. Dep't./PSU. Is documentary evidence/ certificate about satisfactory completions of the work with these organizations enclosed with their complete mailing address and telephone numbers.		
14	Copy of the PAN CARD.		
15	Copy of the GST registration certificate.		
16	Whether declaration and undertakings as desired in the tender document has been given?		

Authorized signatory of Bidder with Seal

Name.....

Designation.....

**Format for Price Bid**

**PART – B**

**PROFORMA FOR QUOTATION**

BIDDERS ARE REQUESTED TO QUOTE STRICTLY AS PER THIS FORMAT

BIDDERS NAME

GATEWAY AIRPORT

CURRENCY

<b>S.No.</b>	<b>Particulars</b>	<b>Amount (Rs.)</b>
1	CFA Agency & attendance charges pertaining to release of shipments form Custom in % of CIF / CIP value taking notional value of Rs. 10,00, 000/- (P.A) *	
2	Transportation cartage from Air Port to CHA Warehouse and further to Institute premises at A – 32, Sector – 62, Noida including unloading.	
3	Delivery order charges, THC (Dial) charges, Customs duty, GST & Govt. dues.	
4	Labour charges (including Loading / Unloading & Forklift)	
5	Discount upon IATA Rates irrespective of countries, sizes, slabs, type (ODC & Voluminous, etc. (All Surcharges as per Actual paid to carrier shall be applicable like Fuel and Security Surcharges)	
6	"Other charges" (All miscellaneous incidental charges as applicable at the port of shipment should be quoted in minimum number heads)	

\* **Notional value kept for evaluation purpose only and not related with actual work.**

Note:

1. The bidders must indicate rates clearly for all applicable charges. Charges indicated ad "payable at actual" shall be loaded with the highest rates for comparison purposes.
2. No charges other than the charges indicated in the above categories shall be payable.
3. Custom Documentation Charges.
4. Custom Examination – Sealing, Strapping at Customs
5. Miscellaneous charges (If any) Please specify
6. Dry ice charges. Please specify