



INSTITUTE OF MINERALS & MATERIALS TECHNOLOGY
(COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH)
BHUBANESWAR – 751 013
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Tender No. IMMT/CHA/2010-11/Pur.

Date: 23.02.2010

OPEN TENDER NOTICE

SEALED TENDERS ARE INVITED FOR APPOINTMENT OF AGENT FOR CONSOLIDATION OF CONSIGNMENTS OF IMPORTS/EXPORTS SHIPMENTS THROUGH AIR, SEA AND FOREIGN POST OFFICE AND CUSTOM CLEARANCE.

The detailed Tender Notice, Specifications and Terms & Conditions can be seen/ downloaded from our web site: <http://www.immt.res.in> **25.02.2010** onwards. The last date for receipt of quotations is **18.03.2010 up to 5.00 P.M.** and **date of opening is 19.03.2010 at 11.00 A.M.** Director, IMMT, Bhubaneswar reserves the right to accept or reject any tender in part / full without assigning any reason thereof.

Stores & Purchase Officer



INSTITUTE OF MINERALS & MATERIALS TECHNOLOGY
(Council of Scientific & Industrial Research)
Bhubaneswar –751 013

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Advt. No. *IMMT/CHA/2010-11/Pur.*

Date: 23.02.2010

OPEN TENDER NOTICE

Director, IMMT, Bhubaneswar invites Sealed Tenders in TWO BID system from reputed Consolidation cum Clearing Agent

Sl. No.	Ref. No.	Description	EMD (Rs.)
1.	IMMT/CHA/2010-11/Pur	APPOINTMENT OF AGENT FOR CONSOLIDATION OF CONSIGNMENTS OF IMPORTS/EXPORTS SHIPMENTS THROUGH AIR, SEA AND FOREIGN POST OFFICE AND CUSTOM CLEARANCE	50,000.00

A. Terms & Conditions:

Tender documents comprising of detailed Terms & Conditions can be downloaded from our website <http://www.immt.res.in> **FREE OF COST**. The bidders are to submit EMD along with technical bid.

B. Tender complete in all respects along with EMD should reach us on or before **18.03.2010 till 5.00 P.M** and the bid shall be opened on **19.03.2010 at 11.00 AM** in the Purchase Section/Meeting Hall of IMMT, Bhubaneswar. Director, IMMT, Bhubaneswar reserves the right to accept or reject any tender in part / full without assigning any reason thereof.

Stores & Purchase Officer

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Tender Number: IMMT/CHA/2010-11/Pur.
Feb.2010

Dated:23

Last Date of Submission:
P.M.

18th Mar., 2010 upto- 5.00

Tender Opening on:
A.M.

19th Mar., 2010 at11.00

SUBJECT: TENDER FOR APPOINTMENT OF AGENT FOR CONSOLIDATION OF CONSIGNMENTS OF IMPORTS/EXPORTS SHIPMENTS THROUGH AIR, SEA AND FOREIGN POST OFFICE AND CUSTOM CLEARANCE.

Institute of Minerals and Materials Technology(IMMT) is one of the premier laboratories of Council of Scientific and Industrial Research, invites sealed tenders in **Two Bid System** for the appointment of Consolidation-cum Clearance Agent for a period of TWO YEARS subject to renewal on annual performance for the import/export of consignments from/to and all over the world by air-freight, air post parcel and sea shipment under consolidation from the firms dealing in Custom Clearance, Import and Export handling and International freight forwarding under consolidation. Approx 80% of IMMT shipments on AIR are on FCA/ FOB Basis (Incoterms 2000). In balance 20%, shipments like Dangerous goods/ Ex Work/ CIF/CIP/Over dimensional are covered. **POSSESSION OF CHA LICENSE & CONSOLIDATION LICENCE IN THEIR OWN NAME IS A COMPULSORY QUALIFICATION FOR THE APPLICANTS.**

Bidders are requested to download the Tender Document from IMMT website i.e. www.immt.res.in .No Tender Fee is required in downloading the Tender from IMMT website .

Interested Bidders are requested to submit the TWO PART SEALED OFFER /Quotation addressed to Director, IMMT Bhubaneswar - 751 013. **Kind Attn : Stores & Purchase Officer.**

- ITB: - Invitation to Bid

1.0 Special Condition of Contract (SCC) :-

1.1 ELIGIBILITY CRITERIA: -Quotations of only those Bidders who have fulfilled the Eligibility Criteria as mentioned below are to be considered and necessary documents in this regard must also be enclosed with the quotation (Technical **Bid**).

1.2 The agency should have valid Consolidation & CHA Licenses in their own name (single name). Firms not having these qualifications need not apply. Copies of documents in this connection must be enclosed.

1.3 The firm should be registered member of IATA

1.4 The firm should be certified under ISO 9001 (2000) quality system certification.

1.5 The Bidder should have successfully executed at least **three** similar contract freight forwarding and custom clearance work during the last two years in **CSIR Labs. and Three to Five similar contracts** in Public Funded Autonomous Bodies / ICAR / IIT / ICMR / DRDO. Documentary **proof must be enclosed otherwise offer will be rejected.**

1.6 BALANCE SHEET OF THE FIRM FOR PREVIOUS Two YEARS (2008-09 and 2009-10) MUST BE ENCLOSED certified by chartered accountant evidencing turn-over. (Min. Annual Turn over Rs. 1 Crore per year)

1.7 This institute clears its consignments under Customs notification number 51/96, the firm should submit an undertaking that they will clear our consignments as per extant rule.

1.8 The firm must submit EMD of Rs.50,000.00 (Fifty thousand only) in the form of Bank Guarantee/ DD of scheduled nationalized bank along with the bid in favour of Director, IMMT, Bhubaneswar and minimum six months validity are required for this Bank Guarantee. No interest would be paid on EMD.

1.9 Local office or Authorized person of CHA / Service Provider must be stationed at Kolkata and Bhubaneswar (Name, Contact No. & Address).

1.10 The Agency should be a member of World Cargo Alliance.

Documents in support of 1.2 to 1.10 must be submitted in the Technical Bid.

2.0 Scope of Work: - Following jobs shall fall under the scope of the Consolidation-cum-clearance contract:-

2.1.1 Customs clearance of imported consignments from NSCBIA/Foreign Post Office, Kolkata.

2.1.2 The clearance of precious and delicate type of equipments, Instruments and other special type of materials, including Perishable chemicals, dangerous goods (DGR) and ODC shipments

2.1.3 Receipt of documents from IMMT, Bhubaneswar.

-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 IMMT.

-Arranging insurance survey at Airport/IAAI in case of damages to the consignment.

- Dispatch/ delivery of consignment at IMMT, Bhubaneswar after custom clearance within 7 days.

2.1.4 Any other job in connection with the clearance of goods from Customs.

2.1.5 Clearance of Intimation Post Parcels from Customs/Foreign Post Office, KOLKATA & delivery to IMMT, Bhubaneswar.

2.1.6 Clearance of consignments from ICD Kolkata and dispatch to IMMT, Stores, Bhubaneswar.

2.1.7 Follow-up of cases of recovery of any excess duty paid to customs.

2.1.8 Clearance for consignment through courier mode.

2.2 Consolidations of the consignments being imported from through out the world:

2.2.1 Complete Monitoring And Supervision of the movement from the date of order/LC and regular feed back on the progress of order to IMMT. 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. IMMT will not pay any amount on account of demurrage charges.

2.2.2 To provide timely information (pre-alert) regarding dispatches and other relevant Information to IMMT via E-mail/Fax and Telephone.

2.2.3 To facilitate specialized packing of all kinds of materials as per the IATA specifications and international packing standards.

2.2.4 Transportation of special projects materials voluminous and heavy packages, dangerous and hazardous materials including (Radioactive Materials)

2.2.5 Prompt communication through telephone, fax and Email etc. to ensure quick clearance.

2.2.6 Any other service needed regarding consolidation from time to time.

2.3 Exports to various countries:

2.3.1 Export of Certain Items for Repairs, which will be Re-Imported after repairs.

2.3.2 Export of equipments for replacement.

2.3.3 All procedural formalities with customs will be required to be done by the agency.

3.0 BID EVALUATION CRITERIA :-

Bids qualifying Technical evaluation as per SCC will be opened (Price Bid) under intimation to the responsive bidders & the evaluation of Lowest Bidder completed as detailed below: -

The Technical Bids meeting the eligibility criteria as stipulated above in Sl. no.1.2 to 1.10 (SCC) of this tender will be evaluated, the price bids opened and lowest bidder evaluated (On the basis of **ANNEXURE A**) will be selected as detailed below.

3.1 Airfreight charges: The forwarders charge the freight charges on the basis of IATA rates which are fixed by IATA. The bidder must offer a **single discount on these rates (which includes clearance Charges, freight charges and inland freight up to IMMT Stores, Bhubaneswar.)** should be **“in percentage (%) only”** for all countries and shape/size of the consignment i.e. General/Voluminous/ODC/DGR/Perishable etc. No additional charges except statutory levies / taxes will be paid.

3.1.1 The offer of the bidder will be evaluated on the basis of the percentage of discount and not on individual rates.

3.1.2 Offering of discounts in different parameters for different countries, sizes, shapes (voluminous, DGR and ODC, etc.) of consignment will **disqualify the Tender.**

3.1.3 All other statutory charges will be paid at actual.

Please fill up Schedule of rates Annexure A & Price Schedule Annexure B. Evaluation will be made based on the Annexure A i.e. % discount offered ON IATA Rate. Our 90 to 95 % consignments are covered under Annexure “A”.

3.2 Clearance Charges: The rates must be quoted according to the format only; otherwise quotation will be rejected. D.O. charges on consignment coming under own console shall not be paid. DO charges for other consolidation will be paid at actual.

3.2.1 The tenderers must have their own arrangements of warehousing, insurance, pick-up and delivery by road within the country and also in the exporting country. Details of these facilities in India should be given for proper evaluation.

3.2.2 Work will be awarded to the firm who shall offer maximum discount on IATA Rate subject to fulfillment of S.C.C. and G.C.C. of this ITB.

4.0 CONTRACTUAL OBLIGATIONS:-The following obligations are within **the scope of services** to be provided by the tenderer:-

4.1 The names of the country and airports given in the format are tentative. However, import/export can be from/to any country. The IATA rates and discounts shall be applicable there also.

4.2 On the receipt of consignment the firm has to submit a clear copy of MAWB, HAWB, CAN and commercial invoice for Bank Release Order. The Bill of Entry (B/E) in respect of CIF shipments must be sent to IMMT by courier within 7 working days of custom clearance.

4.3 Consolidator will be responsible for the safety of the cargo in all circumstances and handling complete and proper papers whether it may be for import or export of consignment. In the events of non availability of invoice or other relevant papers if consignments incurs demurrage or penalty, the consolidator shall be solely responsible.

4.4 Pre-shipment advises must be intimated well in advance (48 hours prior to shipment). A weekly statement showing consignments shipped during last week and the proposed shipment during the next week through fax/e-mail should be submitted invariably to IMMT.

4.5 The CHA / service provider will pay all the clearing charges of the consignment including customs duty up to Rupees Five lakh per consignment (shipment) Airfreight/Sea-freight charges, custom duty and clearing charges etc., will be paid to you after receipt of the consignment in IMMT, Stores and also the receipt of pre receipted bill in duplicate addressed to Director IMMT, Bhubaneswar along with the relevant document as a proof for which payment is charged.

4.6 The payment of Airfreight, Customs duty and clearing charges will not be made if the consignment is in damaged condition both externally or internally. However, the payment will be released only after the amount is recouped from the insurance company. IMMT will not bear/pay any demurrage charge on account of any delay in clearance attributable to clearing agent or their freight forwarder .

4.7 The consignment after clearance from Airport should directly be delivered to IMMT Stores Bhubaneswar within 7 working days. In case of perishable items, it should be delivered within minimum required period with proper arrangements. The perishable consignments should be cleared immediately on landing and clearance process for such consignments should begin well in advance. In case, a perishable consignment is damaged due to insufficient dry Ice during clearance, agency shall be held responsible for the complete loss.

4.8 Any kind of loss or damage to the consignment from foreign airport to our warehouse will be your responsibility for recoument. However, necessary documents on this account (to be prepared by you) will be signed by us in the capacity of consignee/importer.

4.9 The weight for the purpose of clearance from airport will be the “Gross Weight” of the consignment.

5.1 Airfreight Charges: The forwarders charge the freight charges on the basis of I.A.T.A. rates which are fixed by I.A.T.A. The IATA rates from respective country of import should be considered as the reference, while offering discount on forwarding/consolidation rates. Under no circumstances should these rates be more than those specified in latest / IATA tact book. The firm should furnish an undertaking to this effect on its letterhead. The consignment should be shipped in the first available consol of any airline.

5.2 The agency, in the schedule of rates (price schedule Annexure ‘A’ which includes Clearance Charges, Freight etc.) should offer a single standard/flat discount on IATA rates, which should be ‘In Percentage’ only, applicable for all countries and all weight slabs. The offers of the parties will be evaluated on the basis of the percentage of discount and not on individual rates for weight slabs.

Offers/bids with discounts subject to any conditions imposed by the bidder or in any other format will be rejected.

5.3 Exchange rate of foreign currency for the purpose of calculation of Air Freight charge and sea freight charge:-

5.3.1 The exchange rate as notified by customs for imports or RBI Exchange rate on the date of arrival of shipment at the Kolkata International Airport will be applicable.

5.3.2 You will have to submit the exchange rate chart from the Customs / RBI for the purpose of scrutiny of Airfreight charges for the consignments arrived at the Kolkata International Airport is covered.

5.4 The successful tenderer will have to submit a Performance Bank Guarantee for Rs.2,00,000.00 (Rupees Two Lakh only) from a nationalized bank as security, which should be valid at least for 28 months (two years of contract + four months) from the date of contract. The same Bank Guarantee will be refunded / returned after completion of 28 months. No interest would be paid on Bank Guarantee. Director, IMMT will have the discretion to invoke the payment from the Bank for any breach of contract.

5.5 Ex-works shipments: in case the foreign supplier agrees to supply the goods on ex-works basis only, the consignment shall be lifted by the agent from the foreign supplier's end for onward shipment to IMMT, Stores Bhubaneswar (ORISSA) via Kolkata. The inland handling/forwarding charges upto nearest gateway Airport in supplier's country shall be paid by us on actual basis.

5.6 Bank Release Order/ Bank endorsed AWB (for consignments against irrevocable letter of credit) will be delivered only after its receipt from the bank. Custom clearance should be initiated without waiting for bank release order, which takes upto 48 hrs. time.

5.7 Even in the case of any dispute, the consignment shall be cleared by the agent and handed over to IMMT, Bhubaneswar (Orissa), pending the settlement thereof.

5.8 The agent has to provide Demurrage free service on clearance. No DEMURRAGE CHARGES will be paid on Customs Clearance whatever the case may be..

5.8.2 Coordinating with Customs/Carrier and Obtaining Cargo Arrival Notice within 24 Hrs landing at Kolkata Airport and Forwarding the same to IMMT, Bhubaneswar ,Orissa .

5.8.3 After the Receipt of Documents from IMMT, Bhubaneswar Orissa consignment is cleared from Customs contain demurrage free period and delivered at Stores IMMT, Bhubaneswar Orissa, within 7 days of arrival Kolkata International Airport.

5.9 The offer must accompany name and complete address of all associates located in different countries along with Names, Telephone, Telex, Fax and E-mail numbers of contact persons.

5.10 The successful bidder shall handle sophisticated and valuable consignment, hence the bidder shall have to furnish a Fidelity Guarantee Bond for an amount of Rs.20.00 Lakhs (Rupees Twenty Lakhs only) in favour of Director, IMMT, Bhubaneswar to safeguard the interest of IMMT in the event of any loss to IMMT due to any act of omission and commission by the successful bidder.

5.11 The successful tenderer will have to give an undertaking that no consignment of IMMT will be detained / withheld by them before or after the clearance under any circumstances.

5.12 The agency must intimate IMMT well in advance (48 Hrs/pre-alert advice), from the date of arrival of the consignment at Kolkata Airport with the house Airway bill and Master Airway Bill numbers so that the required documents are prepared and handed over to your representative stationed at Bhubaneswar in time. The agency shall be held responsible for any delay on their part where they, do not file the **bill of entry** with custom or do not confirm any discrepancy of IMMT, in documents. The demurrage charges due to agent's negligence will be recovered from them. Similarly the agent shall have to make good to IMMT, Bhubaneswar Orissa any loss incurred due to negligence or failure on their part to take prompt action in finalization of B.E. and clearance of consignment.

The firm may be required to carry out or arrange to carry out the inspection of the ordered material at the country/port of shipment or supplier's premises on behalf of IMMT, Bhubaneswar, Orissa if required in certain cases.

Safe Custody of the Consignment Cleared is The Responsibility of The tenderer until It Is Delivered to Stores, IMMT Bhubaneswar.

5.13 The tenderer shall be required to examine carefully all packages marked for customs examination of each consignment arrived at the airport with respective invoices/packing list etc. Any damage or loss of goods should be brought to the notice of IMMT, Bhubaneswar, Orissa immediately. In case any short landing cargo is noticed the agent shall be required to file "not traceable " or "not found " notice with the airport authorities and obtain 'not traceable' certificate and also lodge formal claim on airport authority/concerned Airlines with all necessary documents under intimation to IMMT, Bhubaneswar, Orissa.

5.14 The successful bidder shall have to bear the applicable customs duty & freight Charges upto Rs.5,00,000.00 (Rupees Five Lakhs only) per consignment on behalf of IMMT which will be reimbursed to the successful bidder along with the Bill. In case the amount of Customs Duty & Freight together is more than Rs. Five Lakh then successful bidder shall intimate IMMT about the amount involved in Customs Duty & Freight Charges in advance on the basis of Purchase Order so that the customs duty and freight charges can be arranged well in advance; 24 hrs. prior to landing against intimation and advance Bill of Entry copy from the Agent. Any delay in intimating IMMT about

the Freight & duty payable shall be to the account of successful bidder. No plea on account of delay in arranging the customs duty & Freight shall be accepted.

5.15 The consignment after clearance from airport should be delivered at our Stores within a week (7 days of landing at Kolkata airport).

5.16 In case the cargo is received in shortage/damaged condition/short landing cargo no payment shall be released to the bidder till IMMT receives the complete consignment/insurance claim. In all such cases the bidder is required to file "Shortage" or "Damage" or "Not Found" or "Not Traceable" notice with the Airport Authorities, obtain necessary certificate from the Airlines/Sealiner and lodge necessary claim with the concerned authorities under intimation to IMMT.

5.17 Penalty Clause: Director, IMMT reserves the right to deduct penalty @ 0.5% per week of FCA price (incoterms 2000), for delay in consolidation and Airfreight of IMMT shipments and delivery to Stores, IMMT, Bhubaneswar. (Maximum penalty shall be 2%) The period for this will be calculated from the date of intimation by supplier about the readiness of Equipment/Consumable for shipment.

6.0 GENERAL CONDITIONS OF CONTRACT (G.C.C.)

6.1 Quotation will be enclosed in a sealed cover addressed to Director, IMMT, Bhubaneswar. The cover should be sealed and super scribed "QUOTATION IN RESPONSE TO IMMT ENQUIRY NO. IMMT/CHA/2010-11/PUR

6.2 Quotation be dropped in the TENDER BOX, which is kept in SPO's office, IMMT- Bhubaneswar -751013 within scheduled date and time.

6.3 % Discount quoted in the Price Bid must be mentioned in figure and words.

6.4 No deviation is acceptable after opening of quotation.

6.5 Bidders are requested to submit the EMD of Rs.50,000.00 (Rupees Fifty Thousand only) in the form of PBG/ DD of recognized nationalized bank in favour of Director, Indian Institute of Petroleum, Bhubaneswar along with the bid and validity of PBG must be six months from the date of issue. Quotation received without EMD shall be rejected. EMD of un-successful bidders will be refunded within 30 days after signing of the Contract. No interest would be paid on the Earnest Money Deposit.

6.6 Incomplete Tender and conditional tender are Liable to be rejected.

6.7 The Tender, Which is Received By Fax/E-Mail and open Condition will not be Considered.

6.8 Tenders received after the due time (delayed) and due date (late) will not be considered.

6.9 The Director, IMMT reserves the right to accept or reject any or all the tenders received without assigning any reason.

6.10 The Director, IMMT reserves the right to terminate the contract within one month prior notice at any time on finding the service unsatisfactorily or on breach of contract. All disputes are subject to Bhubaneswar jurisdiction only.

6.11 Insurance charges for equipment will be borne by IMMT.

7.0 Documents –

Your Technical Bid (Unpriced) Should Contain The Following Documents (7.1 to 7.10)

7.1 Forwarding Letter In Your Letter Head Addressed to the Stores and Purchase Officer without any Condition/Remarks forwarding therewith ;

7.2 Copy of Customs Authorized Clearing License (Cha)

7.3 Copy of IATA Membership.

7.4 Copy of ISO 9001 (2000) Quality Management System Certification.

7.5 Copy of Service Tax Registration Certificate.

7.6 The List of The Customers (With Their Full Address) Where Similar Nature Of Services Were Rendered During The Last Two Years (2008-2010) (see Clause 1.5 under SCC) along with copies of contracts.

7.7 EMD Rs. 50,000/- in the form of bank guarantee (as per enclosed format), with validity of at least six months in favour of Director IMMT, Bhubaneswar (ORISSA)

7.8 Please enclose a terms & conditions compliance statement on a separate sheet showing acceptance with the terms as per these tender .

7.9 Copy of Consolidation License/Certificate.

7.10 Copy of Certificate / membership with World Cargo Alliance.

7.11 Balance Sheet of Previous two Years for Your Company/Firm.

7.12 The Price / Financial bid should be in a sealed cover containing the price schedule duly filled up for evaluation. Bids not meeting this criterion will be rejected.

The sealed envelope containing the tender must be superscribed as under :-

Our Tender No.IMMT/CHA/2010-11/Pur. for Consolidation and Custom Clearance.

8 THE DIRECTOR, IMMT, BHUBANESWAR (ORISSA), RESERVES THE RIGHT TO ACCEPT OR REJECT PARTLY OR WHOLLY ANY TENDER WITHOUT ASIGNING ANY REASON WHATSOEVER.

STORES AND PURCHASE OFFICER

Encl:

1. Format of EMD (CSIR)
2. Bidders undertaking (Format) (2 pages)

ANNEXURE – A
SCHEDULE OF RATES
CHARGES FOR CLEARANCE & OTHER SERVICES
Discounted Rates of Airfreight for Forwarding and Customs Clearances.

Deatails	Name of Country	Airport	Discount
<p>Discount offered on Standard IATA Rates (A single flat discount for all categories/ countries to be offered irrespective of weight slabs.)</p> <p>A. Forwarding and clearance of all type of consignments including all the stages of clearance like collection of delivery order from carriers, DO charge air lines/forwarder, customs clearance of consignments including customs documentation, customs examination sealing/strapping, freight Charges & Inland Transportation up to IMMT Stores etc. of any volume/weight of consignment with loading/unloading and use of crane etc. (No separate rate for the above item of clearance should be given. No additional charges other than those quoted in % amount shall be considered</p> <p>B. All statutory charges shall be payable at actual against a proper (receipt) documentary proof.</p> <p>C. DO charges on other than own console consignment will be paid on actual on submission documentary proof.</p> <p>D. DO charges shall NOT be paid on consignments arriving under consolidation of the party (Own console)</p> <p>E. Fuel and Security surcharge as on actual. The letter from concerned Airline must be enclosed indicating the amount / percentage of fuel surcharge / security surcharge payable.</p> <p>Note 1: (EVERY SIX MONTHS, A COPY OF TACT BOOK FOR IATA RATES WILL BE REQUIRED TO BE SUBMITTED) [Most of our shipments By Air shall be on FOB/ FCA (Int. Carrier) INCOTERMS 2000 BASIS, THEREFORE Terminal Charges, Forwarder’s Fee, charges of Loading to carrier in shipping country etc. will NOT be paid separately. If there is any shipment on EXWORKS basis, charges in shipper country will be paid on actual basis against proof of document]</p> <p>Note 2: Evaluation will be made on discount offered on IATA rates which include Clearance Charges, freight charges and inland transportation (charges) up to IMMT Stores. No other charges except freight will be paid on FOB/FCA consignment. Bidder may quote their discount adjusting all charges as applicable.</p>	<p>USA UK Germany Japan Netherlands France Canada Singapore Switzerland Italy Hongkong Sweden Australia Austria Belgium Denmark Taiwan Malaysia Korea Thiland Mauritius Lativa, Rus Other countries will also be considered in similar discount on IATA.</p>	<p>New York Heathrow Frankfurt Tokyo Amsterdam Paris Montreal Singapore Zurich Milan Hongkong Stockholm Melbourne Vienna Brussels Copenhegan Taipai Kualaluumpur Seoul Bangkok Mauritius Lativia</p>	<p>X %</p> <p>Please write the numerical value of X only. Conditional bids will be rejected.</p>

Please note the lowest may be determined on maximum discount basis mentioned in place of “X”.

ANNEXURE
B

Clearance charges of the consignment routed through other Consolidator.

S n	Name of job Work	Quoted Charges only in fix and single amount in INR
1	Clearance charges of Air- freighted consignments including all the stage of Clearance B-All Statutory Charges shall be payable at actual against proper receipt. C-DO Charges other than Console Consignment	
2	Clearance of Sea Freight Consignment at Kolkata or Mumbai port including all stages of clearance and delivered the same to IMMT Stores at Bhubaneswar	
3	Clearance of Air Post Parcel from Foreign Post Office including the delivery of Parcel at IMMT.	
	Export Charges	
1	Export of consignment by Air including custom documentation , Custom examination, Sealing & opening of Packages, Preparation of Shipping bills & AWB, Stamp and Amendment of Shipping bills if required, and collection of documents & packages from IMMT and transportation up to Airport of Loading	
2	Export of consignments through courier including insurance.	

Tenderer

Signature of

Rubber Stamp

UNDERTAKING BY THE TENDERER

1. We agree that the consignments after clearance from airport will directly be delivered to the premises of IMMT at Bhubaneswar, Orissa within 7 working days. In case of perishable item, it will be delivered within minimum time with proper arrangements
2. We agree to pay the Freight & Customs duty together up to Rs. 5,00,000/- for all consignments at the time of clearance from airport and its reimbursement within 20 working days(excluding courier time) against paid challan & Bills. We shall submit bill alongwith the paid challan for reimbursement of customs duty & Freight so 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 before two days of its arrival at the Kolkata Airport for the purpose of insurance coverage of the consignment.
5. We agree that we shall collect necessary documents required for clearing of consignments both from airport and seaport by deputing our representative as and when required. Delay will be on our account.
6. We agree that we shall submit the original house Airway Bill, Copy of master Airway Bill, Customs Signed Invoice, Bill of Entry both importer copy and exchange control copy, alongwith the clearing charge bills.
7. We shall prepare the airfreight bill and clearing charges bills strictly in accordance with the approved rates. Under no circumstances airfreight rates charged by us, shall exceed those specified in the latest issue of IATA Tact Book.
8. We agree to accept the exchange rate of RBI, for the purpose of calculation of airfreight charges or custom rate with documentary evidence.
9. In case the cargo is received in shortage/damages condition/short landing cargo, no payment shall be made to CHA till IMMT receives the insurance claim. In such cases you are required **to obtain** 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 IMMT.
- 10. During inland transportation any loss/damage is the sole responsibility of clearing agent. In that case you have to provide loss/damage certificate immediately.**

As you shall handle sophisticated and valuable consignment, you shall have to furnish a Fidelity Bond of Rs. 20.00 Lakhs in favour of Director, IMMT to safeguard the interest of IMMT in the event of any loss to IMMT due to any act of Omission and Commission by you. Which should be valid till contract period. Director, IMMT will have the discretion to order for the forfeiture of deposit for any breach of contract.

**SIGNATURE WITH DATE AND
RUBBER SEAL OF THE TENDERER.**

BID SECURITY/EARNEST MONEY DEPOSIT FORM

Whereas1 (hereinafter called “the Bidder”) has submitted its bid dated..... (date of submission of bid) for the supply of (name and/or description of the goods) (hereinafter called “the Bid”).

KNOW ALL PEOPLE by these presents that WE (name of bank) of (name of country), having our registered office at(complete address of bank) (hereinafter called “the Bank”), are bound unto (name of Purchaser) (hereinafter called “the Purchaser”) in the sum of _____ for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this ____ day of _____ 20_____ THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of bid validity:
 - (a) Fails or refuses to execute the Contract Form if required; or
 - (b) Fails or refuses to furnish the performance security, in accordance with the Instruction to Bidders.

We undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser 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 to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee shall remain in force up to and including forty five (45) days after the period of the bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

.....
(Signature of the Bank)

1 Name of Bidder

CHAPTER - VII

PERFORMANCE SECURITY FORM

To

(Name of the purchaser) _____

WHEREAS *(Name of Supplier)*

hereinafter called "the Supplier" has undertaken, in pursuance of Contract no dated 20... to supply.....

..... *(Description of Goods and Services)* hereinafter called "the Contract".

AND WHEREAS it has been stipulated by you in the said order that the Supplier shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with the Supplier's performance obligations in accordance with the order.

AND WHEREAS we have agreed to give the Supplier a Guarantee:

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 order and without cavil or argument any sum or sums within the limit 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.

This guarantee is valid until the Day of 20.....

Signature and Seal of Guarantors

Date : _____ 20____
Address : _____

Phone. No. :

Fax. No. :

All correspondence with reference to this guarantee shall be made at the following address: The Director, Institute of Minerals & Materials Technology, Bhubaneswar – 751 013