



**Basic Details**

|                                      |                                      |                                       |       |
|--------------------------------------|--------------------------------------|---------------------------------------|-------|
| Organisation Chain                   | Indian Institute of Technology Ropar |                                       |       |
| Tender Reference Number              | 1988-24                              |                                       |       |
| Tender ID                            | 2024_IITRP_832796_1                  | Withdrawal Allowed                    | Yes   |
| Tender Type                          | Open Tender                          | Form of contract                      | Works |
| Tender Category                      | Services                             | No. of Covers                         | 2     |
| General Technical Evaluation Allowed | No                                   | ItemWise Technical Evaluation Allowed | No    |
| Payment Mode                         | Offline                              | Is Multi Currency Allowed For BOQ     | No    |
| Is Multi Currency Allowed For Fee    | No                                   | Allow Two Stage Bidding               | No    |

**Payment Instruments**

|         |      |                 |
|---------|------|-----------------|
| Offline | S.No | Instrument Type |
|         | 1    | R-T-G-S         |
|         | 2    | NEFT            |

**Cover Details, No. Of Covers - 2**

| Cover No | Cover                 | Document Type | Description  |
|----------|-----------------------|---------------|--|
| 1        | Fee/PreQual/Technical | .pdf          | Tender For Appointment of Agent For Consolidation Of Consignments Of Imports and Exports |
| 2        | Finance               | .xls          | Tender For Appointment of Agent For Consolidation Of Consignments Of Imports and Exports |

**Tender Fee Details, [Total Fee in ₹ \* - 0.00]**

|                              |      |                |     |
|------------------------------|------|----------------|-----|
| Tender Fee in ₹              | 0.00 |                |     |
| Fee Payable To               | Nil  | Fee Payable At | Nil |
| Tender Fee Exemption Allowed | No   |                |     |

**EMD Fee Details**

|                 |                           |                       |       |
|-----------------|---------------------------|-----------------------|-------|
| EMD Amount in ₹ | 50,000                    | EMD Exemption Allowed | Yes   |
| EMD Fee Type    | fixed                     | EMD Percentage        | NA    |
| EMD Payable To  | IIT Ropar Revenue Account | EMD Payable At        | Ropar |

**Work /Item(s)**

|                                      |  |                           |                        |                       |                      |
|--------------------------------------|--|---------------------------|------------------------|-----------------------|----------------------|
| Title                                | Tender For Appointment of Agent For Consolidation Of Consignments Of Imports and Exports |                           |                        |                       |                      |
| Work Description                     | Tender For Appointment of Agent For Consolidation Of Consignments Of Imports and Exports |                           |                        |                       |                      |
| Pre Qualification Details            | Please refer Tender documents.   |                           |                        |                       |                      |
| Independent External Monitor/Remarks | NA   |                           |                        |                       |                      |
| Tender Value in ₹                    | NA   | Product Category          | Miscellaneous Services | Sub category          | NA                   |
| Contract Type                        | Tender   | Bid Validity(Days)        | 180                    | Period Of Work(Days)  | 7                    |
| Location                             | IIT Ropar  | Pincode                   | 140001                 | Pre Bid Meeting Place | NA                   |
| Pre Bid Meeting Address              | NA   | Pre Bid Meeting Date      | NA                     | Bid Opening Place     | M Visvesvaraya Block |
| Should Allow NDA Tender              | No   | Allow Preferential Bidder | No                     |                       |                      |

| <b>Critical Dates</b>                      |                      |  |                      |
|--|----------------------|--|----------------------|
| <b>Publish Date</b>                        | 07-Nov-2024 03:00 PM | <b>Bid Opening Date</b>                  | 28-Nov-2024 03:30 PM |
| <b>Document Download / Sale Start Date</b> | 07-Nov-2024 03:00 PM | <b>Document Download / Sale End Date</b> | 28-Nov-2024 03:00 PM |
| <b>Clarification Start Date</b>            | 07-Nov-2024 03:00 PM | <b>Clarification End Date</b>            | 21-Nov-2024 11:00 AM |
| <b>Bid Submission Start Date</b>           | 07-Nov-2024 03:00 PM | <b>Bid Submission End Date</b>           | 28-Nov-2024 03:00 PM |

| <b>Tender Documents</b>    |             |                      |                      |  |                              |
|----------------------------|-------------|----------------------|----------------------|--|------------------------------|
| <b>NIT Document</b>        | <b>S.No</b> | <b>Document Name</b> |                      | <b>Description</b>   | <b>Document Size (in KB)</b> |
|                            | 1           | Tendernotice_1.pdf   |                      | Tender For Appointment of Agent For Consolidation Of Consignments Of Imports and Exports | 1105.41                      |
| <b>Work Item Documents</b> | <b>S.No</b> | <b>Document Type</b> | <b>Document Name</b> | <b>Description</b>   | <b>Document Size (in KB)</b> |
|                            | 1           | Tender Documents     | UPLOAD.pdf           | Tender For Appointment of Agent For Consolidation Of Consignments Of Imports and Exports | 1088.69                      |
|                            | 2           | BOQ                  | BOQ_875117.xls       | BOQ FOR QUOTING RATES  | 326.00                       |

| <b>Tender Inviting Authority</b> |  |
|----------------------------------|--|
| <b>Name</b>                      | Assistant Registrar  |
| <b>Address</b>                   | Store and Purchase Section M Visvesvaraya Block Indian Institute of Technology Ropar Rupnagar 140001 |



## भारतीय प्रौद्योगिकी संस्थान रोपड़ INDIAN INSTITUTE OF TECHNOLOGY ROPAR

रुपनगर, पंजाब-140001/ Rupnagar, Punjab-140001

Ph. 01881-231285, 231288, e-mail: office-snp-1@iitrpr.ac.in

File No. 1988-24/IITRPR/CLAG/PS /

Dated 07/11/2024

भारतीय प्रौद्योगिकी संस्थान रोपड़ निम्नलिखित मदों की खरीद की प्रक्रिया में है।

Indian Institute of Technology Ropar is in the process of purchasing following item(s) as per details as given as:-

|  |   |
|--|---|
| मद का विवरण<br><b>Details of the item</b>                                      | Tender For Appointment of Agent For Consolidation Of Consignments Of Imports /Exports, Shipments From All Over The World Through Air, Sea, Cargo, Courier, Foreign Post Office And Custom Clearance And Transportation Upto IIT Ropar |
| बयाना जमा करने के लिए जमा राशि<br><b>Earnest Money Deposit to be submitted</b> | Rs. 50,000/-  |
| वितरणसमय-सारणी<br><b>Delivery Schedule</b>                                     | N/A   |

निविदा दस्तावेज केंद्रीय सार्वजनिक खरीद पोर्टल <http://eprocure.gov.in/eprocure/app> से डाउनलोड हो सकते हैं। ई-प्रोक्योरमेंट में पंजीकृत नहीं होने वाले इच्छुक बोलीदाताओं को वेबसाइट <http://eprocure.gov.in/eprocure/app> के माध्यम से भाग लेने से पहले पंजीकरण करना चाहिए। पोर्टल नामांकन मुफ्त है बोलीदाताओं को सलाह दी जाती है 'आनलाइन बोली के निर्देश' पर दिए गए निर्देशों के माध्यम से जाने की सलाह दी जाए।

Tender Documents may be downloaded from Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app>. Aspiring Bidders who have not enrolled / registered in e-procurement should enroll / register before participating through the website <http://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at 'Instructions for online Bid Submission'.

निविदाकर्ता वेबसाइट पर निविदा दस्तावेज का उपयोग कर सकते हैं (एनआईसी साइट में खोज के लिए, कृपया निविदा खोज विकल्प और 'आईआईटी' टाइप करें। उसके बाद, सभी आईआईटी रोपड़ निविदाओं को देखने के लिए "GO" बटन पर क्लिक करें) उपयुक्त निविदा का चयन करें और उन्हें सभी प्रासंगिक सूचनाओं से भरें और वेबसाइट पर <http://eprocure.gov.in/eprocure/app> पूरा निविदा दस्तावेज अगले पृष्ठ में दिए गए कार्यक्रम के अनुसार आनलाइन जमा करें।

Tenderers can access tender documents on the website (For searching in the NIC site, kindly go to Tender Search option and type 'IIT'. Thereafter, Click on "GO" button to view all IIT Ropar tenders). Select the appropriate tender and fill them with all relevant information and submit the completed tender document online on the website <http://eprocure.gov.in/eprocure/app> as per the schedule given in the next page.

कोई मैनुअल बोली स्वीकार नहीं की जाएगी। सभी कोटेशन (दरसूची) (तकनीकी और वित्तीय दोनों को ई-प्रोक्योरमेंट पोर्टल में जमा करनी चाहिए)।

No manual bids will be accepted. All quotation (both Technical and Financial should be submitted in the E-procurement portal).

(कुलसचिव / Registrar)

| <b>SCHEDULE</b>  |  |
|--|--|
| Name of Organization   | Indian Institute of Technology Ropar   |
| Tender Type<br>(Open/Limited/EOI/Auction/Single/Global)  | Open   |
| Tender Category (Services/Goods/works)   | Services   |
| Type/Form of Contract<br>(Work/Supply//Service/Buy/Empanelment)                                  | Service  |
| Product Category (Civil Works/Electrical Works/Fleet Management/ Computer Systems/Lab Equipment) | Service  |
| Date of Issue/Publishing   | 07/11/2024 (15:00 Hrs)   |
| Document Download/Sale Start Date  | 07/11/2024 (15:00 Hrs)   |
| Document Download/Sale End Date  | 28/11/2024 (15:00 Hrs)   |
| Last Date and Time for Uploading of Bids   | 28/11/2024 (15:00 Hrs)   |
| Date and Time of Opening of Technical Bids   | 28/11/2024 (15:30 Hrs)   |
| Tender Fee/EMD   | Rs.____NIL_____- (For Tender Fee)<br>Rs. 50,000/- (For EMD)  |
|  | (To be paid through RTGS/NEFT. IIT Ropar Revenue Account Bank details are as under:                                      |
|  | Name of the Bank A/C : IIT Ropar Revenue Account   |
|  | SBI A/C No. : 37360100716  |
|  | Name of the Bank : State Bank of India   |
|  | IFSC Code : SBIN0013181  |
|  | MICR Code : 140002008  |
|  | (This is mandatory that UTR Number is provided in the on- line quotation/bid.  |
| No. of Covers (1/2/3/4)  | 2  |
| Bid Validity days (180/120/90/60/30)   | 180 days (From last date of opening of tender)   |
| Address for Communication  | Assistant Registrar, Store & Purchase, M. Visvesvaraya Building, Indian Institute of Technology Ropar, Rupnagar – 140001 |
| Contact No.  | 01881-231285,88,89   |
| Email Address  | office-snp-1@iitrpr.ac.in, ar.sp@iitrpr.ac.in  |

**(Registrar)**

## आनलाइन बोली (बिड) के लिए निर्देश / Instructions for Online Bid Submission:

व्यय विभाग के निर्देशों के अनुसार, यह निविदा दस्तावेज केंद्रीय सार्वजनिक प्रापण पोर्टल

(यूआरएल: [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) पर प्रकाशित किया गया है। बोलीदाताओं को मान्य डिजिटल हस्ताक्षर प्रमाणपत्र का उपयोग करते हुए सीपीपी पोर्टल पर इलेक्ट्रॉनिक रूप से अपनी बोलियों की सॉफ्ट प्रतियां जमा करना आवश्यक है। सीपीपी पोर्टल पर पंजीकरण करने के लिए निविदाकर्ताओं की सहायता करने के लिए नीचे दिए गए निर्देशों तात्पर्य है, सीपीपी पोर्टल पर आवश्यकताओं के अनुसार अपनी बोलियां तैयार करें और अपनी बोलियां आनलाइन जमा करें।

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

अधिक जानकारी सीपीपी पोर्टल पर आनलाइन बोलियां जमा करने के लिए उपयोगी हो सकती है।

More information useful for submitting online bids on the CPP Portal may be obtained at:

<http://eprocure.gov.in/eprocure/app>

### पंजीकरण / REGISTRATION

- 1) बोलीदाताओं को “नामांकन के लिए यहां क्लिक करें ” लिंक पर क्लिक करके सेंट्रल पब्लिक प्रोक्योरमेंट पोर्टल (यूआरएल: <http://eprocure.gov.in/eprocure/app>) के ई-प्रोक्योरमेंट मोड्यूल पर भर्ती करना आवश्यक है। सीपीपी पोर्टल पर नामांकन निःशुल्क है।

Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.

- 2) नामांकन प्रक्रिया के भाग के रूप में, बोलीदाताओं को अपने खाते के लिए एक अद्वितीय उपयोगकर्ता नाम चुनना होगा और एक पासवर्ड प्रदान करना होगा।

As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

- 3) बोलीदाताओं को सलाह दी जाती है कि पंजीकरण प्रक्रिया के भाग के रूप में अपना वैध ईमेल पता और मोबाइल नंबर पंजीकृत करें। इनका उपयोग सीपीपी पोर्टल से किसी भी संचार के लिए किया जाएगा।

Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

- 4) नामांकन पर, बोलीदाताओं को सीसीए इंडिया द्वारा मान्यता प्राप्त किसी प्रमाणन प्राधिकरण द्वारा जारी किए गए अपने मान्य डिजिटल हस्ताक्षर प्रमाण पत्र (कक्षा द्वितीय या कक्षा III प्रमाण पत्र के साथ महत्वपूर्ण उपयोग पर हस्ताक्षर करने ) की आवश्यकता होगी। (जैसे सीफी/टीसीएस/एनकोड/ई-मुद्रा आदि), इनके प्रोफाइल के साथ

Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.

- 5) केवल एक मान्य डीएससी एक बोलीदाता द्वारा पंजीकृत होना चाहिए। कृपया ध्यान दें कि निविदाकर्ता यह सुनिश्चित करने के लिए जिम्मेदार है कि वे अपने डीएससी को दूसरों को उधार नहीं देते हैं जिससे दुरुपयोग हो सकता है।

Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.

- 6) बोलीदाता फिर अपने यूजर आईडी / पासवर्ड और डीएससी/ईटीकेन के पासवर्ड को दर्ज करके सुरक्षित लॉग-इन के माध्यम से साइट पर लॉग आन करता है।

Bidder then logs in to the site through the secured log-in by entering their userID / password and the password of the DSC / eToken.

#### निविदा दस्तावेजों के लिए खोजना / **SEARCHING FOR TENDER DOCUMENTS/**

- 1) सीपीपी पोर्टल में निर्मित विभिन्न खोज विकल्प है, ताकि बोलीदाओं को कई मापदंडों से सक्रिय निविदाएं खोज सकें। इन मापदंडों में निविदा आईडी, संगठन का नाम, स्थान, तिथि, मूल्य आदि शामिल हो सकते हैं। निविदाओं के लिए उन्नत खोज का एक विकल्प भी है, जिसमें बोलीदाता कई नामों को जोड़ सकते हैं जैसे संगठन का नाम, अनुबंध का स्थान, स्थान, सीपीपी पोर्टल पर प्रकाशित निविदा की खोज के लिए तारीख, अन्य कीवर्ड आदि।

There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.

- 2) बोलीदाताओं ने एक बार निविदाएं चुनी हैं जिसमें वे रुचि रखते हैं, उसका वे आवश्यक दस्तावेज / निविदा कार्यक्रम डाउनलोड कर सकते हैं। ये निविदाएं “मेरी निविदाएं” फोल्डर में ले जाई जा सकती हैं। इससे सीपीपी पोर्टल को बोलीदाताओं को एसएमएस / ई-मेल के माध्यम से सूचित किया जा सकता है, यदि निविदा दस्तावेज में कोई शुद्धि जारी की गई है।

Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

- 3) बोलीदाता को प्रत्येक निविदा को निर्दिष्ट अद्वितीय निविदा आईडी का नोट बनाना चाहिए, अगर वे हेल्पडेस्क से कोई स्पष्टीकरण / सहायता प्राप्त करना चाहते हैं।

The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

#### बोली की तैयारी / **PREPARATION OF BIDS**

- 1) बोलीदाता को अपनी बोलियां जमा करने से पहले निविदा दस्तावेज पर प्रकाशित किसी भी शुद्धि को ध्यान में रखना चाहिए। Bidder should take into account any corrigendum published on the tender document before submitting their bids.

- 2) कृपया बोली के भाग के रूप में जमा किए जाने वाले दस्तावेजों को समझन के लिए निविदा विज्ञापन और निविदा दस्तावेज ध्यान से देखें। कृपया उन अंकों की संख्या पर ध्यान दें जिन में बोली दस्तावेज जमा करना है, दस्तावेजों की संख्या- जिसमें प्रत्येक दस्तावेज के नाम और सामग्री शामिल हैं, जिन्हें प्रस्तुत करने की आवश्यकता है। इनमें से कोई भी विचलन बोली को अस्वीकार कर सकता है।

Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

- 3) बोलीदाता, अग्रिम में, निविदा दस्तावेज/ अनुसूची में बताए अनुसार प्रस्तुत करने के लिए बोली दस्तावेज तैयार करना चाहिए और आम तौर पर, वे पीडीएफ/एक्सएलएस/आरएआर/डीडब्ल्यूएफ स्वरूपों में हो सकते हैं। बोली दस्तावेजों को 100 डीपीआई के साथ काले और सफेद विकल्प स्कैन किया जा सकता है।

Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.

- 4) मानक दस्तावेजों के एक ही सेट को अपलोड करने के लिए आवश्यक समय और प्रयास से बचने के लिए जो प्रत्येक बोली के भाग के रूप में जमा करने के लिए आवश्यक हैं, ऐसे मानक दस्तावेज अपलोड करने का प्रावधान (जैसे पैन कार्ड कॉपी, वार्षिक रिपोर्ट, लेखा परीक्षा प्रमाणपत्र आदि) बोलीदाताओं को प्रदान किया गया है। ऐसे दस्तावेजों को अपलोड करने के लिए बोलीकर्ता उनके लिए उपलब्ध “मेरा स्पेस” क्षेत्र उपयोग कर सकते हैं। बोली जमा करते समय ये दस्तावेज सीधे “मेरा स्पेस” क्षेत्र में जमा किए जा सकते हैं, और उन्हें बार-बार अपलोड करने की आवश्यकता नहीं है। इससे बोली जमा प्रक्रिया के लिए आवश्यक समय में कमी आएगी।

To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

#### बोली जमा करना / SUBMISSION OF BIDS

- 1) बोलीदाता को बोली प्रस्तुति के लिए अच्छी तरह से साइट पर लॉग इन रना चाहिए ताकि वह समय पर बोली अपलोड कर सके अथवा फिर बोली प्रस्तुत करने के समय से पहले। अन्य मुद्दों के कारण किसी भी देरी के लिए बोलीदाता जिम्मेदार होगा।

Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

- 2) बोलीदाता को निविदा दस्तावेज में दर्शाए अनुसार एक-एक करके आवश्यक बोली दस्तावेजों को डिजिटल हस्ताक्षर और अपलोड करना होगा।

The bidder has to digitally sign the bid document and upload the required bid documents one by one as indicated in the tender document.

- 3) बोलीदाता को निविदा शुल्क/ ईएमडी को भुगतान के लिए “आन लाइन” के रूप में भुगतान विकल्प चुनना होगा और उपकरण का विवरण दर्ज करना होगा। जब भी, ईएमडी / निविदा शुल्क की मांग की जाती है, बोलीदाताओं को टेंडर शुल्क और ईएमडी अलग-अलग आरटीजीएस के माध्यम से आन लाइन पर भुगतान करने की आवश्यकता होती है।

Bidder has to select the payment option as “on-line” to pay the tender fee / EMD as applicable and enter details of the instrument. Whenever, an EMD / Tender fee is sought, bidders need to pay the tender fee and EMD separately on-line through RTGS.

- 4) एक मानक BoQ प्रारूप को सभी बोलीदाताओं द्वारा भरने के लिए निविदा दस्तावेज प्रदान किया गया है। बोलीदाताओं को इस बात का ध्यान रखना चाहिए कि उन्हें आवश्यक प्रारूप में अपनी वित्तीय बोली जमा करनी चाहिए और कोई अन्य प्रारूप स्वीकार्य नहीं है। बोलीकर्ताओं को BoQ फाइल को डाउनलोड करने, इसे खोलने और अपने संबंधित वित्तीय उद्धरण और अन्य विवरण (जैसे बोलीदाता का नाम) के साथ सफेद रंगीन (असुरक्षित) कोशिकाओं को पूरा करना आवश्यक है। कोई भी अन्य कक्ष नहीं बदला जाना चाहिए। एक बार विवरण पूरा हो जाने पर, बोलीदाता को इसे सहेजना होगा और इसे आनलाइन जमा करना होगा, बिना फाइल नाम बदले। यदि BoQ फाइल को बोलीदाता द्वारा संशोधित किया गया है, तो बोली को खारिज कर दिया जाएगा।

A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

- 5) सर्वर का समय (जो बोलीदाताओं के डैशबोर्ड पर प्रदर्शित होता है) बोलीदाताओं द्वारा बोलियों को खोलने के लिए समय सीमा को संदर्भित करने के लिए मानक समय के रूप में माना जाएगा। बोलीदाताओं को खोलना आदि। बोलीदाताओं को बोली प्रस्तुत करने के दौरान इस समय का पालन करना चाहिए।

The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

- 6) बोलीदाताओं द्वारा प्रस्तुत सभी दस्तावेज पीकेआई एन्क्रिप्शन तकनीकों का उपयोग करके एन्क्रिप्ट किया जाएगा जिससे डेटा की गोपनीयता सुनिश्चित हो सके। दर्ज किए गए डेटा को अनाधिकृत व्यक्तियों द्वारा बोली खोलने के समय तक नहीं देखा जा सकता है। बोलियों की गोपनीयता को सुरक्षित सॉकेट लेयर 128 बिट एन्क्रिप्शन तकनीक का उपयोग कर रखा जाता है। संवेदनशील क्षेत्रों का डेटा संग्रहण एन्क्रिप्शन किया जाता है।

All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.

- 7) अपलोड किए गए निविदा दस्तावेज केवल अधिकृत बोलीदाता द्वारा निविदा खोलने के बाद ही पठनीय हो सकते हैं।  
The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- 8) बोलियों के सफल और समय पर जमा होने पर, पोर्टल सभी प्रासंगिक विवरणों के साथ बोली संख्या, बोली जमा करने की तारीख और समय के साथ बोली सफलतापूर्वक जमा करने का संदेश एवं बोली सारांश प्रदर्शित करेगा।

Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

- 9) कृपया अनुपालन पत्रक की एक पीडीएफ फाइल में सभी प्रासंगिक दस्तावेजों के स्कैन किए गए पीडीएफ को जोड़ दें।

Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

#### **बोलीदाताओं को सहायता / ASSISTANCE TO BIDDERS**

- 1) निविदा दस्तावेज से संबंधित कोई भी प्रश्न और इसमें निहित नियमों और शर्तों को निविदा आमंत्रण प्राधिकरण को निविदा के लिए अथवा निविदा में वर्णित प्रासंगिक संपर्क व्यक्ति से संबोधित किया जाना चाहिए।

Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

- 2) आनलाइन बोली प्रस्तुत करने अथवा सामान्य में सीपीपी पोर्टल से संबंधित प्रश्नों की प्रक्रिया से संबंधित कोई भी प्रश्न 24x7 सीपीपी पोर्टल हैल्पडेस्क पर निर्देशित किया जा सकता है। हैल्पडेस्क के लिए संपर्क संख्या 1800 233 7315 हैं।

Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

#### **बोलीदाताओं के लिए समान्य निर्देश / General Instructions to the Bidders**

- 1) निविदाएं पोर्टल <http://eprocure.gov.in/eprocure/app> के माध्यम से आनलाइन प्राप्त होंगी। तकनीकी बोलियों में, बोलीदाताओं को सभी दस्तावेजों को पीडीएफ प्रारूप में अपलोड करना होगा।

The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in .pdf format.

- 2) कंपनी के नाम में स्मार्ट कार्ड/ई-टोकन के रूप में मान्य क्लास II/III डिजिटल हस्ताक्षर प्रमाणपत्र (डीएससी) के पंजीकरण के लिए एक शर्त है और <https://eprocure.gov.in/eprocure/app> के माध्यम से बोली प्रस्तुत करने की गतिविधियों में भाग ले सकते हैं।



डिजिटल हस्ताक्षर प्रमाणपत्र पर अधिकृत प्रमाणित एजेंसियों से प्राप्त की जा सकती है, जिनमें से जानकारी “डीएससी के बारे में सूचना” लिंक के तहत वेब साइट <https://eprocure.gov.in/eprocure/app> पर उपलब्ध है।

Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link “Information about DSC”.

- 3) निविदाकर्ता को सलाह दी जाती है कि <https://eprocure.gov.in/eprocure/app> पर ई-प्रोक्योरमेंट के लिए सेंट्रल पब्लिक प्रोक्योरमेंट पोर्टल माध्यम से आनलाइन बोली के जमा करते समय निविदाकार हेतु निर्देशों में उपलब्ध निर्देशों का अनुगमन करें।

Tenderer are advised to follow the instructions provided in the ‘Instructions to the Tenderer the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>.

## **TENDER DOCUMENT**

**SUB: TENDER FOR APPOINTMENT OF AGENT FOR CONSOLIDATION OF CONSIGNMENTS OF IMPORTS / EXPORTS, SHIPMENTS FROM ALL OVER THE WORLD THROUGH AIR, SEA, CARGO, COURIER, FOREIGN POST OFFICE AND CUSTOM CLEARANCE AND TRANSPORTATION UPTO IIT ROPAR :**

Indian Institute of Technology Ropar hereinafter referred to as IIT Ropar invites online tenders under Two Bid System for appointment of agent for consolidation of consignments of imports / exports, shipments from all over the world through Air, Sea, Cargo, Courier, Foreign Post office and Custom Clearance and transportation upto IIT Ropar, for a period of **Two years** or more period in terms of the stipulation provided in the relevant clause of the bid document subject to cost/rates basis for the import/export of consignments, to and from all over the world by air-freight, air post parcel, courier and sea shipment under consolidation from the parties dealing in Custom Clearance, Import and Export handling and International freight forwarding under consolidation. The INCOTERMS should be Ex-works/FOB/FCA/CIF/C&F etc.

POSSESSION OF CUSTOM HOUSE AGENT (CHA) LICENCE AND CONSOLIDATION LICENCE IN THEIR OWN NAME IS A COMPULSORY QUALIFICATION FOR THE APPLICANTS.

For any amendments or corrigendum, the prospective bidders should keep watching the institute/CPPP website only wherein, all the information in this regard will be notified.

## **Part - I**

### **Scope of Work, Guidelines and Instructions**

#### **SCOPE OF WORK**

1. The scope of the Consolidation-cum-clearance contract shall include the Following jobs;

#### **A. CUSTOMS CLEARANCE OF IMPORTED CONSIGNMENTS FROM AIRPORT AUTHORITY OF INDIA (AAI) / INLAND CONTAINER DEPOT (ICD) / FOREIGN POST & COURIER, NEW DELHI AND ANY OTHER INDIAN AIRPORT/SEA PORT**

- i. The clearance of precious and delicate type of equipments, instruments and other special type of materials, including perishable chemicals etc.
- ii. Receipt of documents relating to custom from IIT ROPAR and ensuring the following;
  - a. Custom clearance of the consignment including all the stages of customs clearance.
  - b. Obtaining non-delivery certificate/short landing certificate/damage certificate in the case of materials being short delivered by Airport Authority of India (AAI), or airlines and lodging of claims with them immediately on behalf of IIT ROPAR.
  - c. Arranging insurance survey at airport/AAI in case of damages to the consignment and obtaining the damage certificate.
  - d. Immediate Dispatch / delivery of consignment to IIT Ropar after custom clearance.
  - e. To identify the consignments of negative/banned listed & 100% Custom Duty Free items from day to day purchase orders issued by the Institute and advice the Institute accordingly.
- iii. Any other job in connection with the clearance of goods from Customs.
- iv. Clearance and intimation of Post Parcels from Customs/Foreign Post office, New Delhi & delivery to IIT Ropar.
- v. Clearance of consignments from Inland Container Depot (ICD) Delhi/Patparganj and dispatch to Central Stores and distribution to individual indenter, IIT Ropar.
- vi. Clearance of sea shipment from any port of the India and delivery of consignment at IIT Ropar after custom clearance.
- vii. Follow-up of cases of recovery of any excess duty paid to customs.
- viii. To provide the damage certificate to the Institute for insurance claim, in case of damaged consignment.

- ix. Clearance of consignment arrived through courier/cargo mode.

## **B. CONSOLIDATION OF THE CONSIGNMENTS BEING IMPORTED FROM ACROSS THE WORLD:**

- i. To ensure complete monitoring and supervision of the movement of items/documents from the date of order/letter of credit and regular feedback to IIT Ropar on the progress of order. In case the Pre-Alert/Advance Shipping Document is not received before landing of the consignment, the delay in clearance will be on the part of Agent and the respective amount of demurrage shall be recovered from the bill. IIT Ropar shall not be liable to pay any amount on account of demurrage/penalty charges, if intimation & documents received in advance by the Agent/contractor.
- ii. To provide timely information (pre-alert) regarding dispatches and other relevant information to IIT Ropar.
- iii. To facilitate specialized packing for all kinds of materials as per the International Air Traffic Association (IATA) specifications and international packing standards.
- iv. Clearance & transportation of special projects materials voluminous and heavy packages, dangerous and hazardous materials including Radioactive Materials, Live Animals on priority basis.
- v. To communicate promptly through telephone and e-mail etc., to ensure quick clearance.
- vi. Any other services needed regarding consolidation from time to time.
- vii. If, any nearby International Airport agent's associates happen to be not available, consolidation agent will be responsible for making arrangements for smooth shipment (for EX- WORK/FOB/FCA) from any country to Indian Airport/Seaport, and for that, agent shall not be entitled to claim any extra charges.

## **C. EXPORTS TO VARIOUS COUNTRIES: -**

- i. Export of certain items for repairs and re-import them after their repairs.
- ii. Export of equipments for replacement, completion of their paper work and re-import them subsequently.
- iii. All procedural formalities with customs will be required to be done by the agent. The Agent shall take care of the paper work of the export documents for repair or replacement materials on priority basis.

However, there would be no guarantee ever of any definite volume of work which could be entrusted to the successful bidder.

### ELIGIBILITY CRITERIA FOR BIDDING

1. The bidding agents should have valid consolidation & Custom House Agent (CHA) License in their own name (single name). Firms not having these qualifications need not apply.
2. The CHA should have Certificate of Incorporation/Registration Certificate of the firm for a period of minimum 10 years under the respective Laws from the competent authorities appointed under in the relevant Acts.
3. The bidder should be registered with the Income Tax Department and have its Permanent Account Number.
4. The bidder should have an average Annual Turnover of Rs.15 Lakh during the last 3 years, ending 31st March of the previous financial year in the books of account from the work of similar nature (i.e. Custom Clearing services). Turnover should be given in the following format duly certified by any Chartered Accountant: -

| Financial Year | Turnover Exclusive of Custom Duty | Custom Duty (Rs.) | Total Turnover (Rs.) |
|----------------|-----------------------------------|-------------------|----------------------|
| A              | B                                 | C                 | D=B+C                |
| 2021-22        |                                   |                   |                      |
| 2022-23        |                                   |                   |                      |
| 2023-24        |                                   |                   |                      |

5. The Bidder should have successfully executed minimum 100 shipments or more each year during the last three financial years (i.e. 2021-22, 2022-23 & 2023-24) with any Govt. Departments/Public Sector Undertakings/ CSIR Labs / ICAR / ICMR / DRDO / Educational Institutes/ Central Universities / IITs/ Centrally funded Technical Institutes (CFTIs), and
  - i. *In support of the aforesaid criteria, the Bidders have to upload satisfactory performance certificates from their clients providing year wise number of shipments executed (2021-22, 2022-23 & 2023-24). The certificate must bear the name, telephone nos. and e-mail ID of the issuing authority to whom the Institute may contact for information. Or*
  - ii. *The Bidder may submit a self-declaration on its letter head describing Name of the client/company, Contact person, designation, its telephone nos., e-mail ID and details of year wise shipments executed in 2021-22, 2022-23 & 2023-24 failing which, the bids will be summarily rejected.*
6. The Firm should be a member of IATA or FIATA and self-attested copy of membership should be enclosed.
7. The Firm should be an ISO 9001:2015 certified company.

8. The Firm should have a valid Goods and Services Tax (GST) Registration Certificate/number.
9. The firm/company should not have been banned or suspended or Blacklisted or put on any holiday nor should presently be facing any service related dispute due to any reasons including adopting corrupt and fraudulent practices by them.
10. The Bidder must have its code numbers from the EPF and ESI departments.

### **EARNEST MONEY DEPOSIT (EMD)**

11. The bid must be submitted along with the payment of **Rs.50,000/- (Rupees Fifty Thousand only)** towards the Earnest Money Deposit (EMD) as detailed in the tender notice. Any bid not accompanied with the same shall be summarily rejected.
12. The Earnest Money Deposit of unsuccessful firms shall be refunded without interest 60 days after finalization/award of the contract, subject to written request having been made by the firm in this behalf.
13. The EMD shall be liable for forfeiture in case of withdrawal of Bid by any party in breach of the term and conditions of the Bid document.
14. The Earnest Money Deposited (EMD) will be forfeited if the bidder withdraws or amends, impairs and derogates from the tender in any respect within the period of validity of tender or fails to furnish the Performance Bank Guarantee.
15. The successful firm in whose favour, letter of acceptance has been issued by the Institute, shall be bound to sign an agreement in this behalf within 15 days of the receipt of the acceptance letter failing which, the Earnest Money Deposit of the bidder concerned shall be forfeited without making any communication in this regard.
16. The EMD of the successful firm may be retained towards the security money in terms of the stipulation provided in the terms and conditions of the contract. However, if the successful bidder does not furnish the security deposit and Fidelity Guarantee Bond within the stipulated period, its EMD shall be liable to be absolutely forfeited and the letter of acceptance issued shall be deemed to be withdrawn and non-existent.

### **DOCUMENTS TO BE UPLOADED ALONG WITH THE BID**

17. The bidders must submit the following documents etc. along with their bids;
  - a) Copy of consolidation registration of Firm and Customs House Agent certificate (CHA).
  - a) Copy of Certificate of Incorporation/Registration Certificate of the firm.
  - b) Copy of Permanent Account Number (PAN)
  - c) CA certificate in the specified format as indicated in the in para 4 above.
  - d) Certificate from the clients and/or self-declaration as per point (i&ii) of para 5 failing which, the bid will be summarily rejected.

- e) Copies of bill of entry (10 Nos.) should be enclosed in the technical bid of CFTI's shipments.
- f) Copy of valid IATA/FIATA membership certificate.
- g) Copy of ISO 9001:2015 certificate.
- h) Copy of Goods and Services Tax (GST) Registration certificate/ number.
- i) Copy of the prevailing IATA rates.
- j) The list of the customers (with their full address) where similar nature of services have been rendered during the last three years i.e. 2021-22, 2022-23 & 2023-24.
- k) Undertaking by the Bidder in 'Annexure-B' to be furnished without any addition, alteration, cutting, or remark.
- l) List of console associated in foreign countries with complete address, telephone number, fax no., e-mail address and contact persons.
- m) Please enclose a terms & conditions compliance statement on a separate sheet showing acceptance with the terms desired by the IIT ROPAR.
- n) Please enclose an undertaking to the effect that the company/firm has not been blacklisted or suspended or put on any holiday or does not have any service related dispute with/by any institutional agency, Government department or Public Sector Undertaking at present.
- o) Copy of EPF and ESI registration certificate.
- p) Undertaking on the bidding firm's letter head to the effect that the rates quoted in the bid are not more or higher than those specified in the latest IATA TACT book.
- q) An undertaking to the effect that no consignment of IIT ROPAR will be detained / withheld by them under any circumstances, whatsoever, before or after the clearance.
- r) Authority/Resolution in favour of the person signing the bid on behalf of the firm.
- s) Any other document in support of claims made by the bidder if deemed relevant.

18. The uploaded copies of all above documents should be legible and duly attested.

#### **AMENDMENT IN BID DOCUMENT AND OTHER INFORMATION**

- 19. Any changes and amendments to the bidding schedule and other matters shall be notified on the CPPP website well in advance and the same shall be binding. However, to allow the bidders a reasonable time for taking into account the amendments in preparing the bids, the Institute may at its discretion suitably extend the deadline for submission of the bids.
- 20. As such, all the prospective bidders should keep constant watch of any such information on the Institute website and update themselves in this regard. Accordingly, no query or objections to the effect that they had no information of such changes, shall be entertained nor would the Institute be liable in any manner, in this regard.

21. The prospective bidders may place their queries, if any, regarding the bid document and other issues by notifying the Stores & Purchase Section in writing or by email at his mailing address, seven days before the last date of submission of bids. However, the queries and clarifications shall simultaneously be notified on the Institute website for information of all the prospective bidders.

## **OTHER INSTRUCTIONS/CONDITIONS**

22. **Airfreight charges:** The freight forwarder will charge the freight cost on the basis of IATA rates which are fixed by the International Air Traffic Association (IATA). The parties must offer one and single discount on these rates which should be **“in percentage (%) only”** for all countries.
23. The agency, in the schedule of rates 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.
24. Under no circumstances should the IATA rates be more than those specified in the latest IATA TACT book. The firm should furnish an undertaking to this effect on its letter-head.
25. The Clearance Charges rates must be quoted in the prescribed format only. The delivery order (DO) charges on consignment coming under own console shall not be paid. DO charges for other consolidation will be paid as per actual. No other clearance charges will be paid extra in any consignment.
26. Amount quoted in the quotation must be mentioned in both in figure and words. If any discrepancies are found in the amount of figure and words, then the amount mentioned on the lower side in either, shall be deemed to be the finally quoted rates for the purposes of bidding and shall be considered in evaluation accordingly. And this will be a binding stipulation for all bids submitted.
27. The bid shall remain valid for a period of one hundred eighty days (180) days from the date of opening of the tender and the bidders shall under no circumstances, whatsoever, be permitted to withdraw the same before the above stipulated time period. Any withdrawal of the bid before the said time shall render the EMD liable for forfeiture.
28. No deviation is acceptable after opening of quotation.
29. The firm offering Abnormally High Discount or Abnormally Low Discount on IATA rates, will be considered as non-responsive bids.
30. Cuttings or overwriting in the bid should be avoided. However, if any cutting or overwriting is caused due to some unavoidable reason, the same must be attested without fail.
31. Incomplete tender or tender submitted in any format other than the floated bid document will not be considered under any circumstances.



32. The bidder to whom intimation of acceptance of its bid has been communicated by the Institute, shall be bound to execute a contract agreement with the Institute within 15 days from the award of contract failing which, it will be deemed that the bidder is not interested to work with the Institute and in consequence, the acceptance of its bid shall stand cancelled and would be deemed non-existent.
33. For signing the contract agreement, the successful bidder shall have to furnish a stamp paper from Ropar of Rs.100/- only in its own name and cost.
34. In case of space for providing the information under any column/clause is found to be insufficient, then the same should be furnished in separate sheet.
35. Each and every page of the bid including the attachments must be signed by the bidder or its competent authorized person under seal.

### **SUBMISSION AND OPENING OF BIDS**

36. The bids should be submitted online on CPP Portal in Two Cover.
37. The Technical Bid should be uploaded online in cover – 1. The Technical Bid must be uploaded along with the documents as are detailed above.
38. The Financial Bid should be uploaded online on CPPP as per BOQ provided.
39. Initially, the technical bids will be opened first and would be evaluated as per the laid down methodology. Thereafter, the financial bids of only those firms will be opened, who have qualified in the evaluation of their technical bids.

### **CRITERIA FOR EVALUATION OF BIDS**

40. The technical bids of all bidders shall be evaluated on the basis of eligibility criteria and special qualifications submitted in Format “Annexure-B”.
41. The financial offer of the parties will be evaluated on the basis of the percentage of discount and not on individual rates and whose bid is found to be overall lowest in their consolidation, clearance charges and transportation charges of air- freighted consignments, subject to fulfillment of other.

### **DISCRETION OF THE INSTITUTE**

42. The Director, IIT Ropar, reserves the right to accept or reject partly or wholly any tender without assigning any reasons, whatsoever and the decision of the Director shall not be subject to any challenge in any manner nor would the bidders be entitled for any claim in this regard.
43. If two or more bidders score the same marks in evaluation, the Director, IIT Ropar shall be at liberty to award the contract to any one bidder or to all lowest bidders keeping in view their infrastructure, past performance and also to distribute the work amongst them at its sole discretion.
44. IIT ROPAR reserves the right:

- a. Of appointing a panel of agents for consolidation and customs clearance work by matching rates to L1. As such, all the agents who are duly empaneled, shall be bound to abide by all the terms and condition of tender document including going for signing the contract agreement as well in this behalf.
- b. Of appointing another clearing agent if the bidder whose bid is finally successful and has accordingly been awarded the contract, is unable to render the services in terms of the Contract or is overworked in emergencies and if the IIT ROPAR is satisfied that the Agent is not in a position to render specific services during certain period.
- c. To retain full discretion to allocate work among the Clearing Agents in case of (a) and/or (b) above and in such eventuality, the agent will not be entitled to make any representation on this account.
- d. Institute reserves the right to appoint any other clearing agent during contract period for smooth work.

Date:

Place:

Signature with stamp

## **Part - II**

### **TERMS & CONDITIONS AND CONTRACTUAL OBLIGATIONS**

#### **General**

1. Guidelines and the instructions i.e. Part-I of the bid document and the intimation sent by the institute to the bidder whose bid has finally been successful, shall form invariable parts of the contract.
2. Income tax, GST as applicable, will be deducted at source from the bills of the agent.

#### **Duration of the Contract**

3. The contract shall initially be for the period of TWO year. The contract would be further extendable for two terms of 1 year each, subject to satisfactory performance.
4. The performance of the agents will be constantly reviewed during the contract period by the committee constituted for the purpose.

#### **Shipments and Airfreight of Import and Export Consignments**

5. Import can be from any country of the world. As such, the IATA rates and discounts shall be applicable there also.
6. Likewise, in the matter of exports, the IATA rates only shall be applicable as may be prevalent at the time.
7. On receipt of consignment, the firm shall have to submit a clear copy of Master Air Way Bill (MAWB), House Air Way Bill (HAWB), Cargo Arrival Notice (CAN), Commercial Invoice & packing list for Bank Release Order (BRO).
8. The bidder must have its 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. The agent will be responsible to deliver the goods to the respective indenter of the materials in the Institute.
9. All other statutory charges will be paid as per actual, after submitting original documents.
10. The consignments must be shipped in the first available console of any airline.
11. The agent shall be responsible for the safety of the cargo in all circumstances, besides handling complete and proper papers whether it may be for Import or Export of consignment. In the event of non-availability of invoice or other relevant papers, if the consignments incur any demurrage or penalty, the agent shall be solely responsible for the same.
12. Pre-shipment advice/alert must be intimated well in advance (48 hours prior to shipment). A weekly statement showing consignment shipped during last week and the proposed shipment during the next week through e-mail shall have to be invariably submitted. The Agent would also give the detailed prior information of the materials to be shifted from Delhi to IIT Ropar by e-mail so that Inspection Report could be prepared and unloading arrangement should be made in advance, if any. The IIT ROPAR shall not bear/pay any demurrage charges on account of any delay in clearance attributable to clearing agent or their freight forwarder.
13. The agent shall have to pay all the clearing charges of the consignment including customs duty up to **Rupees Ten Lacs per consignment** (shipment). Airfreight/Sea-freight charges and clearing charges etc. will be paid to the Agent

after original receipt of the consignment at IIT Ropar. The CHA has to submit the invoice with delivery of shipment duly acknowledged by the lab incharge the receipt of shipment to the Central Stores IIT Ropar. E-invoice with digital signature shall also be acceptable for payment. All the receipts should be provided in original including HAWB. The Institute will not be responsible to pay the clearance/custom charges, if agent fails to submit the bill within stipulated time.

14. The Institute shall not be liable for payment of airfreight, customs duty, clearing charges and transportation charges, if the consignment is found in externally damaged condition/ short delivery. However, the payment will be released after the amount has been recouped in such cases from the insurance company concerned. It will be the responsibility of the agent to provide the damage certificate/short delivery certificate to the Institute, in case of damage/short delivery of the consignment.
15. The consignment after clearance from airport/seaport should be delivered to the Institute's warehouse at Ropar i.e. the Central Stores within seven working days. In case of any urgent and/or perishable items, it should be delivered directly 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 arrangement or Dry Ice during clearance & transportation upto IIT Ropar, the agent shall be held solely responsible for the complete loss in this regard.
16. Any kind of loss or damage to the consignment from foreign airport to the Institute's Central Stores at Ropar and of its recoupment will be firm's/agency's responsibility. However, necessary documents on this account (to be prepared by the agent) will be signed by the Institute in the capacity of consignee/importer.
17. If any damages/pilferage/theft/shortage occurs during the transportation or loading and unloading under the custody of the agent/freight forwarder after taking delivery from the AAI, the agent shall be entirely responsible for the total losses and the same will be recovered from the agent. This will be as per the IATA rules. In the event of damages/shortage/pilferage to the consignment, open delivery may be taken by the Institute subject to the condition that the same is detected in course of customs clearance. However, in such case, this fact must be got recorded on the Bill of entry and a copy of which will be provided by the agent to the Institute.
18. Unloading and distribution of consignment at IIT Ropar will be the agents' responsibility. The unloading shall be made in the presence and supervision of the staff (Central Stores).
19. The agent shall be liable to engage Insurance approved transporters only i.e. the transporters who have the documentations as per the approved norms of the insurance company.
20. If, any nearby International Airport agent's associates happen to be not available, consolidation agent will be responsible for making arrangements for smooth shipment (for EX- WORK/FOB/FCA) from any country to Indian Airport/Seaport, and for that, agent shall not be entitled to claim any extra charges.

## Entitlement of Air Freight Charges

21. The agent shall charge the freight charges on the basis of IATA rates which are fixed by IATA. The IATA rates from respective country of import should be considered as the reference while offering discount on Forwarding / Consolidation rates.
22. Under no circumstances should these rates be more than those specified in the latest IATA TACT book. The firm shall have to furnish an undertaking to this effect on its letter-head.
23. However, it is made clear that the airfreight by the agent shall be charged on the basis of either the **“Gross weight”** or otherwise **“Volume Weight”** of the consignment, whichever is lower.
24. It shall be the responsibility of the agent to mention proper dimensions in the Air Way Bill in terms of the cms/Inches/odd dimension etc. in import as well as in the export documents.
25. The consignment should be shipped in the first available console of any airline.
26. For the purposes of calculation of air freight charges and sea freight charges, the SBI, TT selling rate or Customs/RBI exchange rate (Import) of foreign currency as prevailing on the date of arrival in India, shall be applicable.
27. **Ex-works shipments:** In case, the foreign supplier has agreed to supply the goods on Ex-works basis, the consignment shall be lifted by the agent from the foreign suppliers and forwarded/delivered to IIT Ropar via New Delhi. The inland handling/ forwarding charges shall be paid by IIT Ropar on actual basis.
28. Bank Release Order (for consignments against irrevocable letter of credit) will be delivered after its receipt from the bank. Custom clearance should be initiated without waiting for bank release order which generally takes time.
29. Even in cases of any dispute, the consignment shall be cleared by the agent and handed over to IIT Ropar, pending the settlement thereof.
30. The efficiency of custom agency will be judged by the Institute on following aspects:
  - a. Eliminating payment of demurrage/penalty charges.
  - b. Coordinating with customs/carrier and obtaining cargo arrival notice within 24 hrs of landing at New Delhi airport and forwarding the same to IIT Ropar.
  - c. Number of consignments damaged during the year and follow up by the agency thereon.
  - d. Time taken to deliver the consignments at IIT Ropar after release of the shipment from the airport.
32. The agency shall intimate IIT Ropar well in advance (48 hrs./pre-alert advice) from the date of arrival of the consignment at IGI, New Delhi airport with the house airway bill (HAWB) and master airway bill (MAWB) numbers so that the required documents are prepared and sent to Delhi 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 to IIT Ropar. The penalty and demurrage charges due to agent's negligence will be recovered from them. Similarly, the agent shall have to make good to IIT Ropar, any loss incurred due to negligence or failure on their part in taking prompt action in finalization of the Bill of Entry 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 airport of shipment or suppliers premises on behalf of IIT Ropar, if required in certain cases. Safe custody of the consignment cleared shall be the responsibility of the agency until it is delivered to Central Stores, IIT Ropar and delivered to the concerned indenter. The unloading of the materials at IIT Ropar will be the responsibility of the agent. The Institute will pay the crane/forklift charges for unloading of heavy materials only.

33. The agent shall also be responsible for clearance of material shipped by any other console (CIF/CIP/C&F) or Direct Purchase Order, if all relevant documents and intimation has been provided to them in advance by IIT Ropar. In such cases, no Demurrage shall be payable under any circumstances whatsoever, save in cases, where the lapse has been on the part of the Institute. The Agent shall be fully responsible for proper monitoring of shipment from principal supplier and arrangement of Demurrage Free clearance of consignment coming from other console including Direct Orders.
34. It shall be responsibility of the agent to ensure/check that the consignment has been properly insured before shipping it from the respective countries.
35. In case of Export & Re-Import, the agent shall be fully responsible to take Insurance policy for consignment(s). However, the same shall be reimbursed by the Institute after the original policy document with proper bill on actual is produced.
36. It is understood that if any loss is incurred due to non-insurance of the consignment(s) during transit, the total loss shall be recovered from the agent's bills or otherwise.
37. Agent shall make good to Institute, any loss that has to be incurred due to the negligence/ failure on its part in taking prompt action in finalization of Bill of Entry and clearance of consignment within the stipulated period. Such losses to the Institute shall be recovered from either its bills or other means as deemed appropriate.
37. The agent shall have to bear the applicable customs duty up to a limit of Rs.10,00,000/- (Rupees Ten Lacs only), on behalf of IIT Ropar, which will be reimbursed to the agent along with the Bill submitted in this behalf. However, in Case, the amount of Custom Duty exceeds the said limit of Rs. Rs.10,00,000/- (Rupees Ten Lacs only), then the agent shall instantly intimate IIT Ropar about the amount with detailed calculations involved in the Custom Duty (Custom duty will be paid by IIT Ropar in full (advance)) & Freight vis-à-vis the Purchase Order well in advance and simultaneously submit a Proforma Invoice thereof, to enable the Institute arranging for the payment in time i.e. by 48 hrs, prior to the landing of the shipment. However, if advance payment as aforesaid, is delayed for certain

reasons, the agent shall ensure to pay on his own the entire sum as may be payable which shall subsequently be reimbursed to the agent within three days. It is made clear that if the delay in intimating to the Institute is caused on the part of the agent about the duty payable, then only the agent shall be held liable for all consequences and costs including the interest burden etc. and no plea in this regard shall be accepted/entertained.

38. The consignment shall be moved within seven (07) days of receipt of the material from the foreign supplier/firm (For FOB/FCA/EX-WORK) and after clearance from airport/Sea Port, delivered at the Institute's Central Stores within a week (7 days of landing at IGI New Delhi) (For FOB/FCA/EX-WORK/CIF etc).
39. In case, the cargo is received in shortage/damaged condition/short landing cargo, no payment shall be released to the agent until IIT Ropar receives the complete consignment/insurance claim. In all such cases, the agent shall be required to instantly file "Shortage" or "Damaged" or "Not Found" or "Not Traceable" notice with the Airport Authorities and further, obtain necessary certificate thereto or damage certificate from the Airlines / Sea liner besides lodging necessary claim with the authorities concerned, under intimation to IIT Ropar. It shall be the duty of the agent to also follow up the matter with Insurance Company for claim settlement including obtaining damage certificate, surveyor inspection along with the Institute representative, lodging the claim and taking other necessary action.
40. At times, some of the consignments of the institute may be under temporary export/import items. Hence the agent would have to handle such consignments as well.
41. **Penalty Clause:** IIT Ropar reserves the right to deduct a penalty for Rs.500/-per day for delay in consolidation and Airfreight of IIT ROPAR shipments and their delivery to Central Stores, IIT Ropar. The period of delay will be calculated after 07 days from the receipt of Equipment/Consumable from the foreign supplier. This will also be applicable for delays in shifting of material from New Delhi to IIT Ropar after 07 days of clearance.

#### **Performance Bank Guarantee:**

43. The successful bidder shall have to furnish an unconditional Performance Security Deposit / Performance Bank Guarantee of **Rs.1,50,000/- (Rupees One Lac & Fifty Thousand Only) from a nationalized bank only** as security in favour of Registrar, IIT Ropar, within fifteen days of the award of order.
44. The security deposit/Performance Bank Guarantee must be valid for 27 months from the date of contract and which should remain valid till three months after the expiry of the contract term. The BG needs to be extended if the contract is extended by the institute.
45. The security deposit/Bank Guarantee will be refunded / returned three months after the completion of contract subject to clearance and delivery of all the shipments to the Institute as per the terms and conditions of agreement and again on written request having been made in this behalf by the contractor. No interest would be paid on the security deposit or Bank Guarantee. In case, the contractor fails to provide satisfactory services during the contract period or discontinues fulfilling the contracted obligations in any manner or is found at fault, the performance bank guarantee shall be forfeited without assigning any reasons,

whatsoever and the contractor shall have no right to claim for refund of performance security deposit. The Director, IIT Ropar will have the discretion to invoke the payment from the bank in case of any breach of contract.

46. **Fidelity Guarantee Bond:** Since the agent shall have to handle sophisticated and valuable consignments as well, the agent shall further be bound to furnish a fidelity guarantee bond as well for an amount of **Rs.10,00,000/- (Rupees Ten Lacs only)** in favour of the Registrar, IIT Ropar within 15 days of the receipt of the letter of acceptance issued by the Institute, so as to safeguard the interest of IIT Ropar in case, of any loss is caused to IIT Ropar due to any act of omission and commission by the agent. This bond must be duly attested by the agent's bank which should be a Nationalized Bank. This bond must be valid for 27 months from the date of contract and which should remain valid till three months after the expiry of the contract term. The FGB needs to be extended if the contract is extended by the institute.

### **Termination**

47. The contract may be terminated by either party to the contract by giving three months' prior notice to the other party without assigning any reasons.
48. The Institute may at its discretion, terminate the contract by giving prior notice as deems appropriate in case of the service being found unsatisfactorily or any term of the contract being breached and which in its opinion may be harmful to its interests as also to the spirit of the contract.
49. The contract may be terminated by the Institute in terms of the stipulations provided elsewhere in the contract.
50. It is made clear that if any information/certificate furnished by the bidder is subsequently, after or before award of the contract, is found to be untrue or false, the award of the contract may be terminated by the institute at its discretion forthwith and the bidder/contractor shall have no claim, whatsoever, in this regard and the EMD or the Performance Bank Guarantee, as the case may be, would be liable for forfeiture, wholly or in part, at the discretion of the Institute.

### **Arbitration**

51. Except as otherwise provided anywhere in this offer, if any dispute, difference, question of disagreement or matter, whatsoever, before or after completion or abandonment of work, hereafter arises between the parties, as to the meaning, operation or effect of the Contract or out of or relating to the contract or breach thereof, the same shall be referred to a Sole Arbitrator to be appointed by the Director of the Institute at the time of dispute.
52. If the arbitrator, to whom the matter is originally referred, dies or refuses to act or resigns for any reasons from the position of arbitration, it shall be lawful for the Director of the Institute to appoint another person to act as arbitrator in the manner aforesaid. Such person shall be entitled to proceed with reference from the stage at which it was left by its predecessor, provided both the parties consent to this effect, failing which, the arbitrator shall be entitled to proceed on the matter de-novo.



53. It is a term of the contract that the party invoking the arbitration shall specify all disputes to be referred to arbitration at the time of invocation of arbitration under the clause.

54. It is a term of the contract that the cost of arbitration shall be borne by the parties themselves.

55. The venue of the arbitration shall be at Ropar, Punjab.

56. Subject as aforesaid, the provisions of the Arbitration and Conciliation Act, 1996 and any statutory modifications or re-enactment thereof and rules made there-under and for the time being in force, shall apply to the arbitration proceedings under this clause.

### **Force Majeure**

57. In the event of either party being rendered unable by force majeure to perform any obligation required to be performed by them under this agreement the relative obligation of the affected party by such force majeure shall be suspended for the period during which such cause lasts. The term “force majeure” as employed herein shall mean, acts of god, war, revolt, riot, fire, flood and acts and regulation of the Government of India or any of its authorized agencies.

58. Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing within 7 (seven) day of the alleged beginning and ending thereof giving full particulars and satisfactory proof.

59. The time for performance of relative obligations suspended by the force majeure may be extended by the period for which the cause lasts or condoned by the Institute without any penalty.

60. If the work is suspended by force majeure conditions lasting for more than 1 (one) month, the Institute shall have the option of cancelling the Contract in whole or in part thereof at its own discretion. Any situation of force majeure shall not be payable by the Institute under any circumstances.

### **Jurisdiction**

61. All the matters and disputes under this contract shall be subject to the jurisdiction of Ropar, Punjab courts only.

Date:  
Place:

Signatures:  
Name in Full:  
Designation:  
Name of the Firm:  
Official Seal:

**Undertaking by The Tenderer**

1. We agree to ship the consignment within seven days after receiving from the principal supplier and after clearance from airport/seaport in India, it will be delivered to the premises of IIT Ropar within 7 working days and will be distributed to the concerned indenter immediately. In case of perishable items, it will be delivered within minimum time with proper arrangements.
2. We agree to pay the customs duty up to Rs. Ten Lacs for all consignments at the time of clearance from airport/seaport and its reimbursement within 30 working days (excluding courier time) against paid Challan. We shall submit original bill along-with the paid challans for reimbursement of customs duty so paid within fifteen days. We also undertake to pay the customs duty beyond Rs. Ten Lacs in certain circumstances in terms of the stipulation of the bid document.
3. We agree to confirm/check regarding insurance of the consignments before moving the same from respective country. If any loss is incurred due to non-insurance, the same may be deducting from our bills.
4. We agree to take insurance policy for all export /re- import consignments prior to shipment.
5. We agree to provide name and complete address of all associates located in different countries along with the names, telephone no, fax no and e-mail address of their contact persons.
6. We agree that we shall not claim any demurrage charges, if paid by us at the time of clearance for the shipments, if the material comes by our consol.
7. We agree to properly monitor & clear the consignment shipped by other consol and direct orders within demurrage free period. If the intimation and documents is received in advance, we shall not claim any demurrage.
8. We agree that the house airway bill number, date and master airway bill number and date will be intimated to the institute at least two days before of its arrival at the New Delhi airport for the purposes of insurance coverage of the consignments.
9. We agree that we shall collect necessary documents (BRO, catalog, NOC, CDEC etc.) required for clearing of consignments both from airport and seaport by deputing our representative as and when required, without any delay.
10. 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 along with the clearing charges bills within ten days of clearance of the shipment.
11. We shall prepare the air freight 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.
12. We agree to accept the T.T. Selling rate issued by the State Bank of India, Main

Branch Ropar, for the purpose of calculation of airfreight charges or customs rate with documentary evidence.

13. We agree to the payment terms as mentioned in the terms and conditions.
14. We agree, if MAWB, HAWB, LC Number or Invoice detail of shipment will be found wrong then immediately intimate to IIT Ropar, Central Stores by e-mail/Phone/Fax with intimation to the principal supplier for correction etc, before filing the bill of entry.
15. We agree, if cargo is received in damaged condition/short landing cargo, no payment shall be made to the agent till IIT Ropar receives the insurance claim. In such cases, we will file shortage/damaged/not found/not traceable notice with airport authorities and obtain necessary Certificate/Damage Certificate from the airline and lodge necessary claim with the concerned authorities under intimation to IIT Ropar.
16. We agree, if the packet of consignment is found externally damaged at the airport/seaport, then we will first inform to IIT ROPAR, Central Stores for insurance survey. It will also be applicable to those consignments which will come through other consol.
17. During inland transportations, any loss/damage shall be the sole responsibility of ours. In that case, we shall provide loss/damage certificate immediately and ensure following-up the insurance cases till reimbursement from the insurance company is received and only thereafter, we shall submit the clearance charge bill for payment.
19. As we shall handle sophisticated and valuable consignments as well, we shall furnish a Fidelity Bond of Rs.10,00,000/- (Rupees Ten Lacs only) valid for 27 months in favour of "The Director, IIT Ropar" to safeguard the interest of IIT Ropar in the event of any loss to IIT Ropar for any act of omission and commission by us, which should be valid till contract period. The director IIT Ropar will have the discretion to order for the forfeiture of deposit for any breach of contract.
20. We shall submit performance Bank Guarantee from Nationalized Bank of Rs.1,50,000/- valid at least for 27 months from the date of contract period, if the contract is awarded in our favour.
21. We agree that, we will not detain/withhold any consignment of IIT Ropar before or after the clearance, under any circumstances.
22. We shall submit the bills within 10 days of clearance of consignment with all relevant & supporting documents.
23. We have no objection, if Institute appoints/empanel multiple clearing agent/freight forwarders for the same works.
24. We agree to provide clearing house service from Chandigarh Airport if facility of International Cargo is started in the contract period.
25. We agree and accept all the Terms & Conditions of the tender document.

Date:  
Place:

Signatures:  
Name in Full:  
Designation:  
Name of the Firm:  
Official Seal:

<On Organization Letter Head>

ANNEXURE-C

(For Goods/ Services Contracts)  
<CERTIFICATE>

Tender No. :- ..... Date:- .....

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and hereby certify that this bidder is not from such a country.

**OR (whichever is applicable)**

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and hereby certify that this bidder is from \_\_\_\_\_ (Name of Country) and has been registered with the Competent Authority. I also certify that this bidder fulfills all the requirements in this regard and is eligible to be considered.

*(Copy/ evidence of valid registration by the Competent Authority is to be attached)*

**Signature of Bidder/ Agent**

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Organization Name:** \_\_\_\_\_

**Contact No. :** \_\_\_\_\_

**<On Organization Letter Head>**

**ANNEXURE-D**

**(For Works Contracts, including Turnkey contracts)**

**<CERTIFICATE>**

Tender No. :- ..... Date:- .....

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries and hereby certify that this bidder is not from such a country and will not sub-contract any work to a contractor from such countries unless such contractor is registered with the Competent Authority.

**OR (whichever is applicable)**

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries and hereby certify that this bidder is from \_\_\_\_\_ (Name of Country) and has been registered with the Competent Authority and will not sub-contract any work to a contractor from such countries unless such contractor is registered with the Competent Authority. I also certify that this bidder fulfills all the requirements in this regard and is eligible to be considered.

**(Copy/ evidence of valid registration by the Competent Authority is to be attached)**

**Signature of Bidder/ Agent**

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Organization Name:** \_\_\_\_\_

**Contact No. :** \_\_\_\_\_

**FORMAT FOR NON BLACKLISTING OF SUPPLIER**

I/ We \_\_\_\_\_Manufacturer/partner/Authorized Distributor/Agent (strike out which is not applicable) of (Supplier) \_\_\_\_\_ do hereby declare and solemnly affirm that the individual/firm/company is not black-listed by the Union/State Government/Autonomous body.

Deponent  
Address \_\_\_\_\_

I/ We hereby solemnly declare and affirm that the above declaration is true and correct to the best of my knowledge and belief. No part of it is false and nothing has been concealed.

Deponent  
Dated: \_\_\_\_\_

(Note: To be furnished on non-judicial stamp paper duly attested by the Oath Commissioner.)

***Tender reference No.***

**Appendix**  
**TENDER ACCEPTANCE LETTER**  
**(To be given on Company Letter Head)**

**Date:**

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: \_\_\_\_\_

Name of Tender / Work: -

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc ..), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organization too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred/ terminated/ banned by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

## FINANCIAL BID

**Price bid should be uploaded in given BOQ\_XXXX.xls format online and not in the technical bid failing which your bid shall stand rejected. However, the price bid is as follows for your reference.**

| <b>Tender Inviting Authority:</b> |   |   |   |
|-----------------------------------|---|---|---|
| <b>Contact No. :</b>              |   |   |   |
| <b>Name of Item:</b>              |   |   |   |
| <b>NIT No. :</b>                  |   |   |   |
| <b>Name of Bidder:</b>            |   |   |   |
| S. No.                            | Job description   | Rates (INR)   | Max. Marks  |
| 1                                 | Percentage of Discount on IATA Rates.<br>This percentage of discount is applicable for all countries and weight slabs for following orders:   | .....%  | 25 for maximum discount   |
|                                   | a.) Fuel Charges as per actual<br>b.) Security Charges (If any) as per actual.<br>c.) Survey Charges .....<br>d.) Insurance Charges .....( in % of ....)<br>e.) Documentation Charges<br>(on other Console)<br>(own console)<br>f.) Handling Charges<br>01-5 kg : Rs.____/- per shipment<br>06-10 kg : Rs.____/- per shipment<br>11-20 kg : Rs.____/- per shipment<br>21-50 kg : Rs.____/- per shipment<br>51-100 kg : Rs.____/- per shipment<br>Above 100 kg: Rs.____/- per shipment |   | -<br>-<br>10 (Lowest price)<br>10 (Lowest %)<br>10 (Lowest Price)<br>10 (Lowest Price)                              |
| 2                                 | Agency Commission/attendance charges for Custom Clearance   | i) CIF-____<br>ii) CIP-____<br>iii) FCA-____<br>iv) FOB-____<br>v) Ex-Works-____<br>vi) Foreign Post office____<br>vii) Courier____ | 10 (Lowest %)<br>10 (Lowest %)<br>10 (Lowest %)<br>10 (Lowest %)<br>10 (Lowest %)<br>10 (Lowest %)<br>10 (Lowest %) |
| 3                                 | Export and Re-import Agency Commission (Repair/Replacement case)  |   | ----  |



|   |   |   |  |
|---|---|---|--|
| 4 | i) Delivery Order Charges<br>ii) AAI Charges as per actual<br>iii) Custom Duty<br>iv) CMC Charges .....<br>v) Insurance Charges(on CIF & CIP order, Delhi to IIT Ropar)<br>vi) Survey Charges<br>vii) Loading & Unloading Charges<br>viii) Packaging Charges (if incase)<br>ix) Crane/Fork Lift Charges<br>x) All Statutory & Govt. Charges ( if any as per actual) | Rs.....<br>.....%<br>Rs .....<br>.....% of .....)<br>Rs. ....<br>Rs. ....<br>Rs. ....<br>Rs. .... | 10 (Lowest price)<br>----<br>----<br>10 (Lowest price)<br>10 (Lowest %)<br>10 (Lowest price)<br>10 (Lowest price)<br>10 (Lowest price)<br>10 (Lowest price)<br>10 (Lowest price) |
| 5 | <b>Transport/Freight Charges( Indian Agent)</b><br>Delhi Airport to IIT Ropar Campuse   | Rs. .... per Kg<br>& Maximum Rs.<br>..  | 10 (Lowest price)  |
| 6 | <b>GST (CGST &amp; SGST)</b>  |   |  |

The marks will be given as mentioned above for maximum discount and lowest price against each section or subsection. Second lowest will be put at a difference of 2 marks i.e. 10-2=8) and so on for other bidders depending on their respective rates. For item no. 1 the maximum marks is 25 and second highest discount will put at difference of 4 marks i.e. 25-4=21) and so on for remaining bidders. The marks obtained against each point will be added and the bidder who will score the highest marks will be declared lowest bidder

1. **Note:** In case of shipment on FOB/FCA basis, no Terminal charges, Forwarder's fee will be paid. Charges for loading to carrier in shipping country etc. will be paid separately as per actual. If there is any shipment on Ex-works basis, charges in shipper country will be paid on actual basis on submission of supporting documents in original.
2. Fuel & Security surcharges will be paid on actual basis as shown on MAWB. The signed copy of MAWB should be enclosed with the bills.

**Discounts/Concessions subject to any conditions imposed by the Bidder will be rejected.**

Date:

Signatures:

Place:

Name in Full:

Designation: Name of the Firm: Official Seal