



**CSIR-INSTITUTE OF HIMALAYAN BIORESOURCE TECHNOLOGY**  
**Palampur-176 061, Himachal Pradesh, India, Tel: 01894- 230425**

**OPEN TENDER NOTICE NO. 01/2015**

Director, CSIR-IHBT invites sealed tenders for entering into contract for Consolidation of consignments of Imports/Exports of shipments and custom clearance. Due date of submission and opening of quotations is :**16.07.2015**. Visit IHBT website: [www.ihbt.res.in](http://www.ihbt.res.in) for complete details.

Stores & Purchase Officer



# CSIR-INSTITUTE OF HIMALAYAN BIORESOURCE TECHNOLOGY

Post Box No. 6, Palampur – 176 061, Himachal Pradesh (INDIA)

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Website: [www.ihbt.res.in](http://www.ihbt.res.in)

Tender No. 4/5(56)15-Pur

Dated: 15.06.2015

## TENDER DOCUMENT FOR APPOINTMENT OF FREIGHT FORWARDER-CUM-CLEARING AGENT

The Director, CSIR- Institute of Himalayan Bio-resource Technology, Palampur, Himachal Pradesh is interested in engaging the services of a competent and efficient Freight Forwarder-cum-Clearing Agent for a period of one year (extendable to another one year) to render the following services to CSIR-IHBT, Palampur, HP.

### Scope of Work

- (1) To provide door to door delivery service of import consignments on demurrage-free clearance basis to IHBT Palampur.
  - To pick up/Consolidate import consignments on Ex-works/FOB/FCA(Airport/Seaport) basis from supplier's end and make safe transportation by the earliest available carrier to New Delhi Airport or Dharamshala Airport as applicable and
  - To transport the custom cleared consignment(s) from New Delhi Airport or Dharamshala Airport as applicable and make safe delivery of the same to CSIR-IHBT Palampur Stores.
- (2) **Consolidation of the consignments being imported from throughout the world:**
  - Complete monitoring and supervision of the movement from the date of order/LC and regular feedback on the progress of order to CSIR-IHBT. 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 the clearing agent and the amount of demurrage charges incurred shall be recovered from the bill.
  - To facilitate specialized packing for all kinds of materials as per the IATA/FIATA specifications and international packing standards.
  - Transportation of special projects materials voluminous and heavy packages, radioactive, sensitive and hazardous materials.
  - Any other service needed regarding consolidation from time to time.
- (3) **Customs clearance of imported consignments** from IAAI/ICD/Foreign Post Office at New Delhi/ICD Delhi/Sea port Mumbai under Custom Notification No. 51/96.
  - To make Prompt issue of Cargo Arrival Notice (CAN)/Delivery Order and collect Delivery Order from other freight forwarder, whenever required.
  - To file and process Bills of entry as per the current prevailing guidelines/instructions of custom authorities.
  - To ensure that the BEs are filed either electronically or manually in whichever method lesser custom duty is levied.
  - To check and ensure invariably that the product code/harmonization system code mentioned in the PO/invoice falls under customable or custom free category.
  - To clear consignments within the prescribed free period.

→ **Inspection of incoming cargo:**

- ❖ All consignments received from a supplier must be inspected to ensure that there is no sign of damage outwardly in packages:
- ❖ Item descriptions, quantities and model numbers match the Purchase Orders (no partial shipments should be accepted).
- ❖ Certificate of Origin, wherever applicable is provided by the supplier.
- ❖ All irregularities may be reported to both the SUPPLIER and CSIR-IHBT immediately.

- Obtaining Non-delivery certificate/short landing certificate in case the materials are short delivered by IAAI or airlines and lodging of claims with them immediately on behalf of CSIR-IHBT.
- Arranging insurance survey at airport/IAAI/ICD Delhi in case of damages/ Shortage to the consignment or partial delivery certificate.
- Any other job in connection with the clearance of goods from customs/Foreign post office New Delhi.

(4) **Exports to various countries**

- Export of defective/damaged items to the countries of import.
- Export of consignment imported temporarily for R&D and Testing purposes.
- Export of items for repair, calibrations and other scientific work.

(5) To pay import freight charges which will be reimbursed within 30 days against production of authentic documents and monetary receipt/ voucher.

(6) To pay Custom duty up to Rs.2,00,000.00 (Rupees two Lakhs only) reimbursable within 30 days against production of authentic documents and monetary receipt.

(7) To provide any other service/s as mentioned in the Terms & Conditions of this tender or which might be required at later stage.

Bidders are requested to kindly read the above mentioned job requirements and the terms and conditions attached herewith carefully and make sure they are eligible and able to comply.

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## **BID INSTRUCTIONS**

1. Sealed tender are invited on behalf of Director, Institute of Himalayan Bio-resource Technology, Palampur, Himachal Pradesh for appointment of Consolidator-cum-Custom Clearing agent for imported consignments through Air/Foreign Post Parcel/Sea etc. and its transportation up to CSIR-IHBT, Palampur, HP.
2. Tender is required to be submitted in **Two Bid System**.
  - a. **Part-I** should contain: (a) Unconditional Acceptance/Undertaking of the Scope of Work and the Terms & Conditions mentioned in this tender document. (b) Authentic/Self attested copies of the documents required (listed in the documents to be attached). (c). Earnest Money Deposit of Rs. 25,000/- in favour of The Director, CSIR-IHBT, Palampur, HP.
  - b. **Part-B** should contain “Financial offer”.
3. **Date and Times:**
  - (i) Due Date and Time of submission of tender: **16.07.2015 (02.30 PM)**
  - (ii) Date & Time of opening of technical Bid: **16.07.2015 (03.00 PM)**
4. The quotation must be sent in the sealed cover, the name of the firm and the tender details must appear distinctly as per specimen given below:

<p><b>Quotation for Consolidator-cum-Custom Clearing Agent</b> <b>Tender No.:01/2015 Dated: 15.06.2015</b> <b>Due date &amp; time of submission of tender : 16.07.2015 (02.30 PM)</b> <b>Date &amp; Time of opening of Technical Bid: 16.07.2015 (03.00 PM)</b></p> <p><b>To,</b></p> <p><b>The Stores &amp; Purchase Officer</b> <b>Institute of Himalayan Bioresource Technology,</b> <b>Palampur, Himachal Pradesh, Pin Code 176061</b></p> <p><b>From:</b></p> <p><b>Address of the Firm : M/s._____</b> <b>Contact No._____</b></p>
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5. Incomplete Tender, Conditional Tender, Offers with vague terms and not as per the format supplied in this tender document are liable to be rejected.
6. Tenders received after due time (delayed tender) and date (late tender) will not be considered.
7. The Director, CSIR-IHBT, reserves the right to accept or reject any or all the tenders received without assigning any reason.

Bidders are requested to please read the above instructions as well the other terms and conditions carefully before submitting their offer. The postage at Palampur may take some time to reach, hence it is requested to make such arrangements so as your offer should reach us well in time.

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## **TERMS & CONDITIONS**

1. The appointment of Consolidation-cum-Clearing Agent is for a period of **ONE YEAR** extendable for another one year on satisfactory performance for the import/export of consignments from/to all over the world by air freight, air post parcel and sea shipment under consolidation from the parties dealing with custom clearance, Import & Export handling and international freight forwarding under consolidation. The nature of consignments shall be Perishable Chemical/Fine Chemical, precious and delicate type of equipments, R&D instruments, and other special type of materials, etc. **Only the firms who are doing both Customs Clearance and freight-forwarding under a single contract should submit their tenders.**
2. **Valid Licenses: Quotations of only those agencies, who have valid CHA License and registration in Customs as Consolidation Agent in its own name i.e. under a single name will be considered. Other need not to quote. Copies of documents in support of the same should be enclosed.**
3. **The firm or their foreign counterparts** should be registered member of IATA or FIATA. (Attach relevant documents)
4. **EMD:** The firm must submit EMD of **Rs.25,000.00** (Rs. Twenty Five Thousand only) in the form of Demand Draft/Bank Guarantee/FDR of scheduled nationalized bank along with the bid in favour of Director, CSIR-IHBT, Palampur with validity of minimum three months for DD and minimum six months for Bank Guarantee/FDR. No interest would be paid on EMD.
5. **Performance Bank Guarantee:** Successful bidder is to submit an unconditional Performance Bank Guarantee from the nationalized bank for Rs. 2,00,000/- (Rupees Two lakhs only) valid until 60 days after the expiry of the contract period within 21 days of award of the contract. (As per our prescribed format).
6. **Fidelity Bond:** As the Agency has to handle sophisticated and valuable consignment which are the National property, hence the successful agency has to furnish a fidelity bond of Rs. 10.00 Lakhs duly registered/notarized in favour of Director, CSIR-IHBT to safeguard the interest of CSIR-IHBT in the event of any loss to CSIR-IHBT due to any act of Omission and Commission by the party. This should be valid till contract period. Director, CSIR-IHBT will have the discretion to order for the forfeiture of deposit for any breach of contract.
7. **Experience:** The Bidder should have the experience of successfully executing at least three similar contracts of freight forwarding and custom clearance work in any Govt. Department or a Premier Scientific and Educational institutions. Certificates of these Clients must also be enclosed with their complete mailing addresses and telephone numbers.
8. **Local Representative:** The Agent must have local representative or make arrangement for a dedicated Representative for CSIR-IHBT. Representative of the firm will have to visit CSIR-IHBT office **twice in the month** or as and when required for document collection/ paper work and assistance in bill processing. Representative must be available during odd hours/holidays etc. for collection of

**papers/delivery of materials etc. if required. Name, contact number and Address of the local Office/Agent/Representative must be provided in a separate sheet.**

9. **FCA/FOB SHIPMENTS:** In case of orders placed with foreign suppliers on FOB/FCA basis the Air freight rates must be based on FOB/FCA shipments i.e. from shipping Airports in the exporting country to IGI Airport/Dharmshala Airport or as applicable.
10. **EX-WORKS SHIPMENT:** In case the order is on Ex-works/Ex-godown/Ex-factory basis, the consignment shall be lifted by the Agent from the foreign supplier's end for onward shipment to CSIR-IHBT Palampur **free of charge**.
11. **Export Work:** The firm may also be required to export certain items for repairs/replacement, which will be re-imported. The firm should do all the procedural formalities with customs for this purpose. Similarly the firm will also be required to actively follow cases of recovery of excess duty paid to customs.
12. **Management of Perishable Items:** In case of perishable (Chemicals) on CIF or FOB/FCA basis the agency will have to arrange for Dry-Ice Stuffing at IAAI Airport. Perishable/Dangerous Goods if any will have to be delivered at CSIR-IHBT soon after clearance at the airport at no additional cost. The perishable consignment will have to be cleared from Customs immediately but latest within 24 hours from the date of arrival of the consignment either by filing advance/kachcha Bill of Entry, through an undertaking or otherwise. In addition it must be ensured that sufficient dry ice is available for transporting to CSIR-IHBT, Palampur. Failing to keep sufficient dry ice during clearance or transportation, the Agency will be responsible for the compensating the entire loss/liquidated damages.
13. **Payment of Freight Charge on behalf of CSIR-IHBT:** Please note that cost of freight/other charges will have to be borne by nominated Freight Forwarder-cum-Clearing Agent and get the same reimbursed after delivery of consignments at CSIR-IHBT by producing the concerned bills/voucher/s.
14. **For the purpose of calculating the airfreight,** the following provisions shall apply:
  - (a) Volume weight: 6,000 cubic centimeters or 366 cubic inches shall be deemed equal to one kilogram.
  - (b) Rates shall be applied on the actual gross weight or the volume weight mentioned above whichever is higher.
  - (c) Fractions of a kilogram or units shall be charged to next half kilogram.
  - (d) In case of minor weight differences between the supplier's invoices weight and the HAWB weight, the weight indicated on the HAWB shall be the basis for payment of freight charges.
  - (e) It is the responsibility of the freight forwarder to ensure marking of gross weight and volume weight (cubic centimeter/cubic inches) of the consignment on the Invoice/Packing list of the shipper for cross check of the same to make the payment of air freight.

15. **Exchange Rates:** Payment of air freight charges shall be made on the basis of exchange rates prevailing on the date of shipment. The exchange rates of RBI/EXIM/SBI supported by a reputed newspaper for as on that date shall be considered. A copy of the rates of these agencies should be attached with the bills.
16. **Payment of Custom Duty on Behalf of CSIR-IHBT:** The custom duty upto Rs. 2,00,000/- (Rupees Two Lakh only) per shipment will be paid by the Agency on behalf of CSIR-IHBT. However, for more than Rs.2,00,000.00, agency will intimate in writing or through e-mail well in advance before the arrival of consignment which could be paid in advance. But the consignment should be cleared at the earliest without waiting for the arrival of CD advance payment.
17. **Inspection Facility:** (i)In few cases the firm may also be required to carry out or arrange to carry out inspection (arrangement of third party inspection) of the ordered material at the country/port of shipment/supplier's premises. (ii)Inspection of the packing/labeling/markings etc.(as per international packing standards & norms) will also be the responsibility of the Agent.
18. **Safe custody of consignments:** Safe custody of consignments transported/cleared is the responsibility of the agency until it is delivered to CSIR-IHBT Palampur.
19. **Arrangement of Insurance:** The agency may also be required to obtain/arrange for the insurance policy from the Nationalized Insurance Companies, for the FOB/FCA/EXW consignments on behalf of CSIR-IHBT/or for items shipped through Air/ Sea and assist in processing claims in the event of any damage etc. The copy of the Purchase Order shall be forwarded to the CHA for the purpose of arranging the insurance cover and the insurance cover-note should be sent to us instantly for opening of L/C etc. at our end. The insurance cover is also required to be from the supplier's warehouse to CSIR-IHBT stores. All statutory charges for arranging insurance will be reimbursed on submission of valid receipts/vouchers for the same at actual.
20. **Short landing:** Whenever any Short landing Cargo is noticed the Agent shall be required to file "Not found" or "Not traceable" notice with the Airport Authorities and obtain Not Traceable Certificate and also lodge formal claim on Airport authorities/Concerned Airlines with all necessary documents under intimation to CSIR-IHBT Palampur.
21. **Identification of damage and Arranging Surveyor responsibility of the Agent:** It is incumbent on the Agent to examine carefully all packages marked for customs examination of each consignment arrived at the airport with the respective invoices and measurement/packaging list etc. If at the time of physical examination of the consignment any damage or loss of goods is noticed, the same shall be brought to the notice of CSIR-IHBT Palampur immediately, for arranging a Insurance Surveyor for surveying the consignment by the clearing agent. The Surveyor's actual fees and expenses incurred on conveyance for carrying on the survey will be reimbursed to the Agent on submission of valid receipt.

22. **The Agent shall be held responsible for any delay:** The Agent shall be held responsible for any delay where he does not file the BEs with customs or does not confirm any discrepancy in documents or what so ever the other reason for delay in clearance. The demurrage charges will be recovered from the Agent bill. Similarly the Agent shall have to make good to CSIR-IHBT Palampur any loss incurred due to negligence or failure to take prompt action in finalization of BEs and clearance of consignments. **Please note in no circumstance Demurrage Charges will be paid by CSIR-IHBT.**
23. **Safe Custody of Clearing Documents:** The Agent shall be responsible for safe custody and proper use of Import/Custom Duty Exemption Certificate for clearance of CSIR-IHBT shipments only etc. provided to them by CSIR-IHBT Palampur for clearance of consignments.
24. **Delivery during Office hours:** The cleared consignments will have to be delivered during office hours only as far as possible and practicable and **manpower/labourers for unloading/shifting/moving of consignments will have to be arranged by the Agent at his own costs.** The agency must have the facility for storing the consignment, which could not be transported CSIR-IHBT Palampur immediately. In case the item has to be kept in cold storage, such facility should be provided/arranged.
25. **Rates for Airfreight on IATA Rates basis:** The agent should quote the **highest discount on the prevailing IATA rates.** The successful bidders will have to provide access to IATA site rates to CSIR\_IHBT through their ID and password to check the IATA rates otherwise you have to provide prevailing IATA rates booklet issued by IATA for reference.
26. **Maintenance of close liaison with CSIR-IHBT:** The Agent shall maintain close liaison regularly with CSIR-IHBT Palampur directly or through its local Agent. He shall be required to collect the documents whenever called over phone to do so and shall take immediate steps for finalization of the BEs from time to time and shall see that they are filed with the customs authorities. BEs should be finalized as early as possible and any consignment held up for want of documents etc. for such finalization should be promptly brought to the notice of CSIR-IHBT Palampur.
27. **The agency should not be black listed/banned/de-registered/de-barred/under-suspension and should not be under litigation with any CSIR Lab and government organization/agency.** A certificate to this extent should be enclosed. Any such information is received later on, such a contractor/contract will be terminated without any notice and a penalty to the extent of damage occurred during their contract period and also the amount outstanding both will be recovered from them.
28. **Continuity of work even in Case of Dispute:** Even in case of any dispute, the consignment shall be cleared by the Agent and handed over to CSIR-IHBT Palampur pending the settlement thereof.



29. **Yardstick for Extending or not extending the Contract:** The following yardsticks will be the basis for extending or not extending the contract with the nominated Freight Forwarder-cum- Clearing Agent.
- altogether eliminating payment of demurrage charges i.e. maximum numbers of consignment cleared within free period- indicates efficiency and competency.
  - Minimization of time taken for:
    - (a) Reaching Cargo arrival Notice to CSIR-IHBT.
    - (b) Timely & prompt collection of documents for clearance from CSIR-IHBT.
    - (c) Expeditious clearance of consignments, and
    - (d) Proper handling and safe delivery of the consignment to CSIR-IHBT.
    - (e) Honoring the terms & conditions of the tender/contract.
30. **Payment:** Though it will be our endeavor to make the payment at the earliest after the receipt of the pre-receipted bills with all the relevant papers But sometimes release of payment could also take upto 30 -45 days from the submission of the bill.
31. **Duration of Contract:** Initially the contract will normally be awarded for one year which can further be extended or curtailed depending upon the performance of the firm. **Therefore all the rates quoted should be valid at least for two years.**
32. **Force Majeure :** If the performance of the obligation of either party is rendered commercially impossible by any of the events hereafter mentioned that party shall be under no obligation to perform the agreement under order after giving notice of 15 days from the date of such an event in writing to the other party, and the events referred to are as follows:(I) any law, statute or ordinance, order action or regulations of the Government of India. (II) Any kind of natural disaster and (III) Strikes acts of the Public enemy, war, insurrections, riots, lockouts, sabotage.
33. **Termination for default:** The contract may be terminated due to default by the Agent. Default is said to have occurred :
- (i) If the Agent fails to deliver any or all of the services within the time period(s) specified in the concerned Purchase order or any extension thereof granted by CSIR-IHBT;
  - (ii) If the Agent fails to perform any other obligation(s) under the contract;
  - (iii) If the Agent, in either of the above circumstances, does not take remedial steps within a period of 30 days after receipt of the default notice from CSIR-IHBT (or takes longer period inspite of what CSIR-IHBT may authorize in writing), CSIR-IHBT may terminate the contract / in whole or in part and forfeit the PBG.
34. **Applicable Law :**
- (i) The contract shall be governed by the laws and procedures established by Govt. of India and subject to exclusive jurisdiction of Competent Court and Forum in Palampur, H.P, India only.
  - (ii). Any dispute arising out of this Contract shall be referred to the Director CSIR-IHBT Palampur, and if either of the parties hereto is dissatisfied with the decision, the dispute shall be referred to the decision of an Arbitrator, who should be acceptable to both the parties, to be appointed by the Director of the Institute. The decision of such Arbitrator shall be final and binding on both the parties.

35. **Bidder's condition not binding: Please Note that** Printed conditions of the firm, if any, will not be binding on us.
36. **Late and delayed tender:** Late and delayed tender will not be considered. In case any unscheduled holiday occurs on prescribed closing/opening date the next working day shall be the prescribed date of closing/opening.
37. **The acceptance of the quotation/s** will rest solely with the Director, CSIR-IHBT, Palampur, HP who in the interest of the Institute is not bound to accept the lowest quotation and reserves the right to himself to reject or partially accept any or all the quotations received.

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## **BID EVALUATION CRITERIA**

The Bids received well in time shall be opened and considered for further evaluation as per the standards mentioned below in two parts:

### **Part-I - Fulfilling Eligibility Criteria/Standards (As per Annexure -‘A’):**

(a) The offer of the firm which shall not comply with the Scope of work and Terms and Conditions of the Tender shall be rejected and shall not be opened for further evaluation.

(b) The OFFERORS are required to undertake on the Firm’s letter head that “The Scope of work and the Terms & Conditions (attach the copies & append signature and company seal) mentioned in this tender is acceptable to us fully and shall comply till the continuance of the contract.

(c) The successful bidder should undertake the above on a stamp paper of Rs. 100/- at the time of submitting of the PBG, then only the EMD shall be refunded.

(d) The documents attached shall be scrutinized for consideration and authenticity.

### **Part-II- (As per Annexure -‘B’ & ‘C’):**

Two separate formats for quoting the rates are attached herewith. The rates must be quoted strictly as per these formats only in the following manner:

#### **Annexure - ‘B’**

(a) **Airfreight charges:** The forwarders charge the freight charges on the basis of IATA rates which are fixed by IATA in its Tact Book. The parties must offer a single discount on these rates which should be “in percentage (%) only” for all countries, slabs of weight irrespective of the shape, size and nature of the consignment i.e. General/Voluminous/ODC/hazardous etc.

(b) The offer of the parties will be evaluated on the basis of the percentage of discount and not on individual rates.

(c) The parties should cover the component of fuel and security/war surcharges and all other charges in the discount offered. No separate charges will be paid on account of fuel and security surcharges, agency commission, dry ice charges, D.O charges etc.

(d) Offering of discounts in different parameters for different countries, sizes, shapes (voluminous and ODC, etc.) of consignment will disqualify the offer.

(e) No other payment except the discounted rates of IATA, Insurance charges actual, and Statutory Govt. charges (not the Airlines levy) shall be made to the Party.

## **Annexure 'C'**

- (i) **Export of Consignments:** The rates must be quoted towards the Export of our consignments 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 CSIR-IHBT and transportation up to Airport and Export of consignments through courier including insurance.

Work shall be awarded to a party who shall be highest discount offering firm subject to fulfillment of other condition of tender.

The Financial offers of the firms who have qualified the eligibility criteria as per the standards of Part-I, shall be compared to ascertain the lowest evaluated responsible bidder on the basis of single slab discount system.

### **Final Work Award:**

The work will be awarded to the firm who has fulfilled the standards as mentioned in Part-I and highest offered percentage discount to become the lowest quoted firm.

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## Annexure - 'A'

### PART-I

1. Undertaking to be submitted by the Firm:-

*On the Letter head of the firm:*

I/We \_\_\_\_\_ Designation \_\_\_\_\_ of M/s \_\_\_\_\_ hereby undertake that the Scope of Work and the Terms & Conditions mentioned in this Tender No. \_\_\_\_\_ dated \_\_\_\_\_ copies of the same signed with company seal attached herewith are acceptable to us fully and shall comply till the continuance of the contract.

Further I/We undertake that if the work will be awarded to us we shall submit our acceptability and compliance on the Stamp Paper of Rs. 100/- at the time of submitting the PBG then only claim for the refund of EMD.

Signature: \_\_\_\_\_

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

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

Company Seal

2. **EMD Details:**

- Amount Rs. 25000/- (Rs Twenty Five Thousand only).
- Form: Demand Draft/Banker's Cheque/Bank Guarantee( from the Nationalized/Scheduled Banks)/Fixed Deposit Receipt pledged in favour of Director CSIR-IHBT, Palampur, H.P, Payable at Palampur valid for six months.

1. **List of Documents to be attached in Part-I:-**

- Copy of Customs Authorized Clearing License (CHA)
- Copies of IATA or FIATA Membership.
- Copies/details of Consolidation licence.
- Clients list with full details( as per Terms & Condition Clause:7)

2. Please enclose a certificate as per Terms & Condition Clause: 27.

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## Annexure - 'B'

### Financial Offer

I/We, on behalf of M/s \_\_\_\_\_ do hereby submit that we have carefully read the content of the tender document and agree unconditionally to the scope of the work and the terms and conditions. We Offer as per the format below:-

Scope of Work/Services Offered under Contract	Single %(percentage ) discount offered
<p>Discount offered on Standard IATA Rates (A single flat discount for all categories/ countries to be offered irrespective of weight, sizes, slabs.) and including the following:</p> <p><b>Forwarding and clearance</b> of all type of consignments including all the stages of clearance like collection of delivery order from carriers, DO charge air lines/forwarder, <b>customs clearance of consignments</b> including customs documentation, customs examination sealing/strapping, <b>freight Charges including Fuel charges, Security Surcharges, CC fee, Dry ice charges &amp; Inland Transportation up to CSIR-IHBT Palampur, HP etc.</b> of any volume/weight of consignment with loading/unloading and use of crane etc. will not be charged, <b>DO charges</b> shall not be charged on consignments arriving under consolidation of the party.</p> <p>Other Govt. statutory charges (Not the Airlines charges), insurance charges shall be payable at actual against a proper authenticate receipt.</p> <p>DO charges on other than own console consignment will be paid on actual.</p>	
<p>Charges per kg for consignment of sea freight from anywhere in the world including sea freight, clearance from customs/dry port and transporting it to CSIR-IHBT. No other except freight, Insurance charges in actual, and Statutory Govt. charges (not the Airlines levy) shall be made to the Party.</p>	

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

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

Company: \_\_\_\_\_

CHA License No. \_\_\_\_\_

Company Seal \_\_\_\_\_

## Annexure - 'C'

### Export Charges

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 CSIR-IHBT and transportation up to Airport of Loading, insurance etc.	
2	Export of consignments through courier including insurance.	

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

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

Company: \_\_\_\_\_

CHA License No. \_\_\_\_\_

Company Seal \_\_\_\_\_

**BID SECURITY FORM**

Whereas ..... (Hereinafter called “the tenderer”)  
has submitted their offer dated .....for the supply of ..... (Hereinafter  
called “the tender”) against the purchaser’s tender enquiry No. \_\_\_\_\_

KNOW ALL MEN by these presents that WE .....  
... (Name of bank) of ..... (Name of country), having our  
registered office at .....  
(Address of bank) (Hereinafter called the “Bank”), are bound unto ... ..  
.....(Name of purchaser) (Hereinafter called “the purchaser”)  
in the sum of ..... for which payment will and truly to be made to the said  
Purchaser, the Bank binds itself, its successors, and assigns by these presents. Sealed with the  
Common Seal of the said Bank this ..... day of..... 20.....

THE CONDITIONS OF THESE OBLIGATIONS ARE:

1. If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
2. If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity.
3. If the tenderer fails to furnish the Performance Security for the due Performance of the contract.
4. Fails or refuses to accept/execute the contract.

WE undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchase 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.

The 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 authorized officer of the Bank)**

**Name and Designation of the Officer**  
Seal, Name & Address of the Bank and  
address of the branch