

सीएसआईआर – उत्तर पूर्व विज्ञान एवं प्रौद्योगिकी संस्थान

CSIR – NORTH-EAST INSTITUTE OF SCIENCE AND TECHNOLOGY

(Council of Scientific & Industrial Research)

जोरहाट: JORHAT: असम: ASSAM



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TENDER FOR ENGAGEMENT OF FREIGHT FORWARDER – CUM – CLEARING AGENT

Director CSIR – NEIST invites sealed Tenders for engagement for freight forwarder – cum – clearing agent.

Sl. No.	Enquiry Number	DESCRIPTION OF JOB	Earnest Money Deposit Payable by Demand Draft / Bank Guarantee / Banker's Cheque
1	13 (PZ)/13/14 – 15/PUR	Clearing and Forwarding Agent	25,000.00

Tender documents can be seen and downloaded free of cost from <http://www.neist.res.in> as per schedule given below. If the vendor desires to have a hard copy, the vendor must send a demand draft / banker's cheque for ₹. 300/- in favour of Director, CSIR – NEIST payable at JORHAT. Tender documents will be sent by post. CSIR – NEIST, JORHAT will not be responsible for postal delay / loss in transit.

The requisite amount of EMD / bid security should be submitted along with supporting documents otherwise it will be summarily rejected.

Last date and time for Submission of bids: **11.06.2014 at 02.30 P.M.**

Date and Time of Opening of Technical Bids: **11.06.2014 at 03.00 P.M.**

Director, CSIR – NEIST reserves the right to accept or reject any offer without assigning any reasons.

Stores & Purchase Officer

Tender Format-1

Sl. No	Items/ Job Description	Rate in %	Amount
1. Agency Commission (in %)			
1.1	Agency commission/ attendance charge for the C&F job on assessable value / Bill of Entry value on percentage basis at Kolkata Airport.	...%	Max. ₹.... Min. ₹...
1.2	Re-export agency commission (Repair / replacement etc.)	...%	Max. ₹.... Min. ₹....
1.3	Agency Commission at Sea Port Kolkata, if different from Sl. No. 1 above	...%	Max. ₹.... Min. ₹....
2. Freight Charges (Import)			
2.1	As per IATA Rate (COPY OF TACT BOOK FOR IATA RATES TO BE PROVIDED BY THE SUCCESSFUL BIDDER WHENEVER THERE IS A CHANGE)	Percentage of discount offered on IATA Rates (A single discount on the Rate which should be "in percentage (%)" only for all countries, irrespective of weight, shape, size or dimension of the consignment i.e. General / Voluminous / Odd Dimension / hazardous etc)	
3. Freight Charges / Inland Transportation charges from Kolkata to CSIR – NEIST, Jorhat, Imphal & Naharlagun / Itanagar Door Delivery Charges / Transportation from Kolkata to CSIR – NEIST, Jorhat, Assam) including Charges for Handling (Moving, Loading & Unloading charges by crane/forklift etc). (The imported scientific equipments are highly sensitive and costly and require delicate and professional handling)			
3.1	By Road Transport from Kolkata to Jorhat irrespective of gross weight dimension etc. and inclusive of all charges - loading, unloading, crane/ forklift etc. and all other statutory & non-statutory charges.	₹....per kg (Gross Weight)	Max. ₹.... Min. ₹....
3.2	By Road Transport from Kolkata to Imphal (Manipur), irrespective of gross weight dimension etc. and inclusive of all charges - loading, unloading, crane/ forklift etc. and all other statutory & non-statutory charges.	₹....per kg (Gross Weight)	Max. ₹.... Min. ₹....
3.3	By Road Transport from Kolkata to Naharlagun / Itanagar (Arunachal		Max. ₹....

	Pradesh) irrespective of gross weight dimension etc. and inclusive of all charges - loading, unloading, crane/ forklift etc. and all other statutory & non-statutory charges.	₹....per kg (Gross Weight)	Min. ₹....
3.4	Inland Airfreight (from Kolkata to Jorhat) at actual <i>Subject to submission of Air consignment Note issued by Airlines indicating all the charges and taxes.</i>		
3.5	Local transport from Jorhat, Airport to CSIR – NEIST, Jorhat will be arranged by CSIR – NEIST if the consignment is booked through air from Kolkata		
4.Other Charges			
4.1	Charges Collection Fees (Percentage of Freight Charge)		...%
4.2	Delivery Order Fees- for Ex-Works/ FOB/FCA Shipments (NB: No D.O. fees will be paid for shipment under Console of the Agent or its Associates)		₹.... per consignment
4.3	Delivery Order Fees- for CIP/ CIF Shipments (NB: No D.O. fees will be paid for shipment under Console of the Agent or its Associates)		₹.... per consignment
4.4	Fuel & War Security Surcharges at actual (subject to condition that these will be paid only if the same are shown in MAWB)		
4.5	Custom examination charges		₹.... per consignment
4.6	Any other charges like C.M.C, E.D.I. documentation Fees etc to be specified clearly by the bidder (To be paid as per actual only for those charges specified here)		1. 2. 3.
5. Insurance charge			
5.1	Pre-dispatch survey fee at Kolkata airport / seaport (for transit insurance)	Lump sum amount of Rs... per consignment	
5.2	Insurance at actual <i>(All imported consignments are to be insured for an amount equal to 110% of purchase order value from warehouse to warehouse/ place of final destination on all risks including strikes, riots and civil commotion).</i>		

Signature of the Authorized Person:

SEAL

Name & Address:

Phone & Fax No.:

Tender Format-2 (Qualifying Criteria)

Sl.No	Criteria	Yes / No
1.	Holding valid license as Customs House Agent (CHA) at Kolkata Customs(copy enclosed at page ...)	
2.	Agreed for demurrage free Customs clearance for all consignments	
3.	Agreed for direct dispatch goods after Customs clearance to CSIR – NEIST, Jorhat / CSIR – NEIST Branch, Imphal & CSIR – NEIST Branch, Naharlagun / project site on door delivery basis by Air / Road	
4.	Agreed for payment of Customs Duty (up to ₹ 2 lakhs) , Freight, other customs clearance charges etc. in respect of all consignments in advance on behalf of CSIR – NEIST and subsequent raising of bills for reimbursement /payment for CSIR – NEIST, Jorhat.	
5.	Having valid consolidation agreement with Freight Forwarders in the countries mentioned in the Tender Document	
6.	Agreed for submitting Security Deposit of ₹. 50,000/- for a period of 2 (Two) years plus sixty days in the form of Demand Draft / Banker's Cheque / Bank Guarantee (B.G)	
7.	Agreed for submitting Fidelity Bond of ₹. 5, 00,000/-	
8.	Agreed that warehouse/demurrage charges shall not be paid by CSIR – NEIST, Jorhat under any circumstances	
9.	Agreed not to hold any consignment of CSIR – NEIST, Jorhat due to any reason whatsoever whether contract is in force or not	
10.	Agreed for all the terms & conditions of CSIR – NEIST's Tender	

Signature of the Authorized Person:

SEAL

Name & Address:

Phone & Fax No.:

N.B.

(1) The rates must be quoted in the above formats on bidders printed letter head duly stamped and signed only

(2). No other charges except those specified in the above formats will be paid from CSIR – NEIST, Jorhat

(3) Any printed terms & conditions of the bidders shall not bind on CSIR – NEIST.

TERMS AND CONDITIONS

A. Instructions to Bidders

1. Submission of Tenders: Sealed tenders must be submitted in an envelope duly super scribe with "Quotation for engagement of Freight Forwarder-cum-Clearing Agent and Date of Opening" addressed to Director, CSIR – NEIST, Jorhat-785006, Assam, India and put in the Tender Box kept at CSIR – NEIST, Jorhat (Main Gate) **on or before 11.06.2014 up to 2.30 PM positively**. Request for extension of submission date of tenders will not be considered.

2. Quotation/Offer: (i) Formats for quoting by the bidders are attached. Rate must be quoted in the Tender Format-1 and Tender Format-2 and in the manner prescribed otherwise quotation will be summarily rejected by CSIR – NEIST.

(ii) Conditional tenders shall not be accepted and printed terms & conditions of the bidders shall not bind on CSIR – NEIST.

3. Opening of Tenders: Tenders received will be opened at **3.00 P.M. on 11.06.2014** in the presence of the authorized representatives, if any, of quoting firm (one member only) at this Office. Tenders will also be opened on due date and time in case of non-presence of any firm's representative. In case Govt. / CSIR – NEIST will announce holiday on due date for submission and opening of quotation, then it will be opened on next working day on the same time.

4. Earnest Money Deposit/ Bid Security: Tenderers shall have to deposit EMD of ₹. 25,000/- in the form of Crossed Demand Draft / B.G only in favor of Director, CSIR – NEIST, Jorhat payable at Jorhat along with their tenders. Tenders received without earnest money will not be entertained / considered at all and rejected summarily. No interest would be paid on the Earnest Money deposit.

5. As the tender is for a service provider, no exemption to firms registered under NSIC and / or DGS&D shall be applicable.

6. Forfeiture of EMD: The earnest money deposited (EMD) will be forfeited if the vendor 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 Security Deposit .

7. Refund of EMD :(a) EMD will be refunded to the unsuccessful tenderer within thirty days from the date of issue of award letter order to the successful tenderer and no interest would be paid thereon. (b) EMD will be refunded to the successful tenderer within thirty days from the date of submission of the Performance Bank Guarantee and no interest would be paid thereon.

8. Performance Security (PS) Deposit: The successful tenderer will have to furnish an unconditional Performance security deposit of ₹. 50,000/- in the form of Bank Guarantee (B.G) / Demand Draft (D.D) in favour of the Director, CSIR – NEIST, Jorhat from Scheduled / Nationalised bank in India within twenty one days of the placement of order. It should be valid for 3 (three) years plus 2 (two) months. No interest would be paid on the Performance Security Deposit. In case the successful bidder fails to provide satisfactory services during contract period or discontinue or found at fault, the performance security deposit shall be forfeited without assigning any reasons. The successful bidder shall have no right to claim for refund of performance security deposit.

9. Fidelity Bond: Since the successful firm will be entrusted with the responsibility of handling of valuable consignments on behalf of CSIR – NEIST, the successful bidder will have to furnish a Fidelity Bond of at least ₹ 5, 00, 00.00 (Rupees Five Lakh only) on a ₹ 100.00 Stamp Paper to safeguard the interests of CSIR – NEIST in the event of any loss to the CSIR – NEIST due to any act of omission or commission by the firm. The consolidator shall be responsible for the safety of cargo in all circumstances.

10. Validity of Offer: Offer should be valid for a period of one hundred eighty days (180) days from the date of opening of the tender.

11. Contract Period: The contract will be for 3 (three) years. However, it will be awarded initially for a period of 2 (Two) years only and will be extended for another 1 (one) on the same rates, terms & conditions on the basis of performance.

12. Termination of the Contract: The contract so awarded can be terminated by the Director, CSIR – NEIST, Jorhat at any time by giving one month notices without conveying any reasons.

13. Your tender should contain the following documents:

- IATA license and certificate of FIATA membership
- Certificate of Registration of the firm
- Latest Service Tax Registration Certificate
- Valid Custom House Agent Registration Certificate
- Award letters issued by other organizations of reputed for the above jobs
- List of Customers along with the details of contact person, telephone number, fax number, complete correct address of the organization etc.

- List of Console Associates situated in foreign countries with complete address, Telephone No., Fax No. E-mail address, contact persons
 - Agreement on non-judicial Stamp Paper with consolidation agent in case the clearing agent is authorized by console agent to act on their behalf
 - Service tax registration certificate
- (The photocopies of the above documents should be legible and duly attested)**
- Prevailing IATA Rates
 - EMD of ₹. 25,000/- in the form of Crossed Demand Draft / B.G. only in favor of Director, CSIR – NEIST, Jorhat
 - Please enclose a terms & conditions compliance statement on a separate sheet showing acceptance or deviation with the terms desired by us.

14. The Director, CSIR – NEIST reserves the right to accept or reject any or all the tenders received without assigning any reason.

15. NEIST reserves the right to enter parallel contract with any other freight forwarder – cum- clearing agent during the contract period.

16. All disputes arising out of this contract shall be referred to the sole arbitration of the Director General of Council of Scientific & Industrial Research (CSIR) and Secretary, Department of Scientific & Industrial Research (DSIR) Govt. of India or his nominee, who is overall controlling authority of this laboratory as per the provisions of Indian Arbitration and Reconciliation Act 1996 and his award shall be final and binding on the parties to the dispute. The venue of arbitration shall be NEW DELHI (INDIA) or Jorhat, Assam.

6. All disputes to be settled under jurisdiction of Jorhat/ Guwahati only.

B. Qualifying Criteria for Bidders: The bidder should fulfil the following eligibility / qualifying criteria and provide attested copies of the following documents along with their offer/ quotation:

1. The quoting firm or its principals should have valid IATA membership.
2. CHA License applicable in Kolkata must be in the name of the quoting firm only.
3. Firm should also be registered with the Indian Customs as consol Agent.
4. CHA must be registered in Custom House Kolkata

5. It should also have FIATA membership. ACCAI membership is desirable

6. The Bidder should have facility for custom clearance at Kolkata, both for sea and air cargo

7. The Bidder should have at least two similar freight forwarding and custom clearance contract of minimum one year each during the last three years in any CSIR Labs./ Inst. or Govt. Department / PSUs. Documentary evidence/certificate about the contract with those organizations may also be enclosed with their complete mailing addresses and telephone numbers.

8. The bidder must have facility/ arrangement for storing the consignment at airport/ seaport/ nearby, which could not be transported to CSIR – NEIST, Jorhat as soon as the custom clearance is made. In case the item has to be kept in cold storage, such facility should be provided/ arranged.

9. The agency should have network of cargo forwarding/consolidating agents in at least 20-25 countries viz. USA, UK, Germany, Japan, France, Switzerland, Hong Kong, Canada, Norway, Sweden, Austria, Ireland, Singapore, Denmark, Italy, The Netherlands (Holland), etc. Rates for forwarding/consolidation should be specified with reference to the Air-India/IATA rates from respective countries of import. Where Air-India Flights are not available then IATA rates of the national airline of that country would be specified/ considered. Consignment will be required to be shipped in the available console of any airline. Under no circumstances should these rates exceed those specified in latest issue of the IATA Tact Book.

C. Scope of Work: Following jobs shall fall under the scope of the custom clearance cum- forwarding contract

I. Custom clearance of imported consignments from IAAI/ Sea Port at Kolkata

- to provide door to door delivery service of import consignments on **demurrage-free clearance basis** to CSIR – NEIST
- Collecting of documents from CSIR – NEIST and Banker of CSIR – NEIST
- Custom clearance of the consignment including all stages of the process.
- Immediate dispatch / delivery of consignment at CSIR – NEIST, Jorhat after custom clearance.

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

II. Consolidation of the consignments being imported from all over the world

- Complete monitoring and supervision of the movement of consignment from the date of order /L.C. and regular feedback on the progress of order to CSIR – NEIST in case the same is not received 3-4 days before the date of landing of consignment, the delay in clearance will be on the part of the agent and the respective amount of demurrage will be recovered from the bill.
- To provide timely information (pre-alert), regarding dispatches and other relevant information to CSIR – NEIST.
- To facilitate specialized packing for all kinds of materials as per IATA specifications and International packing standards.
- Transportation of special project materials which may be voluminous, heavy, sensitive, hazardous/ radioactive and perishable in nature.
- Extensive communication through telephone, tele-fax, e-mail etc.
- Shipment should be made preferably through air.
- Any other service needed regarding consolidation from time to time.

III. Export of items/equipments for repairs or replacement

- Export of certain items for repairs, which will be re-imported after repairs
- Export of equipments for replacement, up-gradation, calibration, etc.
- All procedural formalities with customs will be required to be done by the agency.

IV. 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
- Certificate of Origin, wherever applicable is provided by the supplier.
- All irregularities may be reported to both the SUPPLIER and CSIR – NEIST 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 – NEIST.
- Arranging insurance survey at airport/IAAI/seaport Kolkata in case of damages/ shortage to the consignment or partial delivery certificate and for transit insurance.
- Any other job in connection with the clearance of goods from customs office, Kolkata

D. Contractual Obligations

1. (A) Clearing and forwarding job involves clearance and delivery of equipments and spares from Kolkata airport / seaport and timely taking over and dispatch of Ex-works / FOB / FCA consignments from the country of origin.

(B) After Custom Clearance safe delivery at CSIR – NEIST, Jorhat / CSIR – NEIST Branch at Naharlagun / Itanagar (Arunachal Pradesh) or at Imphal (Manipur) or Project Site will be the sole responsibility of the agent. This includes the Customs Clearance of the consignments, either under the agent's consolidation or under other consolidation or by independent flight of any Air lines or Sea Company, from customs at Airport / Seaport, Kolkata.

(C) The perishable consignment will have to be got cleared from Customs within 24 hours from the date of arrival of the consignment and send it to Jorhat immediately by flight.

(D) The agent shall be responsible for the safe custody of cargo in all circumstances until it is delivered to the final destination as mention in the Purchase Order (P.O).

2. (A). The agent must have its own arrangement for warehousing, Insurance, Pickup and delivery by road within India. The agent will also provide free warehousing facility, if required and it must have cold storage facility to facilitate minor transit delay for stores of any perishable cargo.

(E) It will be the responsibility of the agent to arrange Assam Road Permit for all imported consignments at their own costs. In such import cases entry tax is not levied by the state tax authority.

3. (A) CSIR – NEIST purchase orders will be placed on **Ex-Work / FOB / FCA / CIP / CIF** basis, whichever is profitable to NEIST.

(B) If orders are placed with foreign suppliers on FOB / FCA basis, the agent console Air freight rates must be based on FOB / FCA shipments i.e. from shipping Airports in the exporting country to KOLKATA Airport. Accordingly inland handling / forwarding charges etc in the exporting country shall not be payable.

(C) In case the foreign supplier supplies the goods only on ex-works basis, the consignment shall be lifted by the consolidation agency from the foreign supplier's end for onward shipment to CSIR – NEIST, Jorhat (India). The inland handling/forwarding charges shall be paid at actual against proper documents.

4. Copy of all foreign purchase orders will be sent to the agent and the agent have to follow up with the foreign suppliers to ship the goods within delivery schedule irrespective of whether the order is placed on FOB or CIF or any of the INCO terms.

5. (A) On receipt of consignment the firm has to submit a clear copy of MAWB, HAWB, CAN and commercial invoice for Bank Release Order. However, no consignment should be delayed for want of BRO.

(B) All the consignments arriving at Kolkata Airport/Seaport are to be cleared within demurrage free days and kept in the custody of C&F agent without waiting for Bank Release Order. Consignment may be dispatched to Jorhat after obtaining BRO by the agent from our banker at Kolkata if required.

(C) All documents required for clearance should be collected from CSIR – NEIST, Jorhat or should be asked well in advance, which will be sent through speed post / courier. **The objective of consolidation cum clearance contract is not to incur any demurrage charges. Hence, the bidder should agree that they will not allow any demurrage to incur in any circumstances.**

(D) In the events of non-availability of invoice or other relevant papers if consignments incur demurrage or penalty, the agent shall be solely responsible.

6. (A) Freight charges will be paid in India in Indian rupees as per our agreement/contract on the basis of original or duly certified HAWB rates after receipt of consignment at CSIR – NEIST, Jorhat in outwardly good condition and full quantity of packages after custom clearance.

(B) Payment of air freight charges shall be made on the basis of exchange rates prevailing on the date of shipment.

7. Pre-shipment advises must be intimated well in advance. A fortnightly statement showing consignments shipped during last week and the proposed shipment during the next week should be submitted invariably.

8. (A) All charges including Customs Duty and transportation etc, from Kolkata to Jorhat (or to any Place in India) shall have to be paid by the agent in the first instance and may be claimed afterwards.

(B) However in case of high value consignment only, the Customs Duty (more than ₹. Two Lakh) may be paid in advance by CSIR – NEIST, Jorhat (minimum 15 days prior arrival of the consignment). If agreed the DD / cheque will be drawn in the name of Customs Deptt only. Any additional differential amount up to ₹. 50,000.00 if required has to be paid by the agent and under no circumstances this should be an excuse for delayed clearance of consignment resulting in payment of any demurrage. In case of excess payment of duty to IAAI/ seaport authority refund shall be recovered from IAAI/ sea port authority by the agent himself.

9. The rates quoted should remain the same throughout the currency of the contract. However, if the rates are reduced by IATA, the benefit of the same may be passed on to CSIR – NEIST, Jorhat immediately.

10. (A) In case the cargo is received in shortage/damaged condition/short landing cargo no payment shall be released to the agent till CSIR – NEIST, Jorhat receives the complete consignment/insurance claim. In all such cases the agent is required to file "Shortage" or "Damage" or "Not Found" or "Not Traceable" claim with the Airline/Steamer/ Airport Authorities, obtain necessary certificate from the Airlines/Sealiner.

(B) If any damages/pilferage/theft/shortage occurs during the transportation, loading and unloading under custody of the agent after taking delivery from IAAI / seaport authority, the agent will be responsible for the total losses and the same will be recovered from the agent. This will be as per IATA rules.

(C) In the event of damages/shortages/pilferage to the consignment open delivery will be taken by us. If the same is found during the course of customs clearance the same must be got recorded on the Bill of Entry. Copy of which will be provided to us by the agent.

11. (A) Agent will not hold any consignment of CSIR – NEIST, Jorhat due to any reason whatsoever whether contract is in force or not.

(B) In case of any delay or negligence in fulfilling the contract terms and conditions of any nature will attract a penalty charges @ 1% of the agency charges per day subjected to a maximum of 10%.

12. (A) Insurance irrespective of any consignment is to be arranged by the agent.

(B) The agent should ensure that all the Ex-works / FOB / FCA consignments are booked **duly insured** from the point of handling of the consignment to CSIR – NEIST final destination.

(C) For purchase order (P.O) place on CIP/ CIF basis, the agent has to arrange transit insurance from Kolkata to Jorhat / Imphal / Naharlagun / project site, if the original insurance policy does not cover up to final destination.

(D) The copy of the Purchase Order shall be forwarded to the agent 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 final destination as mention in P.O.

(E) All statutory charges for arranging insurance will be reimbursed on submission of bill with valid receipts/vouchers for the same at actual.

(F) All works related to insurance claim will be done by the agent.

13. For the purpose of operation of this contract, only the holidays, as observed by the Air Port and Customs Authorities, shall be recognized as closed holidays for the Agent and other holidays declared by the Agent on their own shall not be recognized.

14. (A) CSIR – NEIST, Jorhat is exempted from payment of Customs Duty as per notification No.51/96-Customs dated 23rd July 1996 as amended from time to time. The agent has to ensure clearance of the consignments under the above notification.

(B) The agent shall be responsible for safe custody and proper use of import Duty Exemption Certificate provided to the agent by CSIR – NEIST, Jorhat for clearance of consignments.

15. Service Tax shall be paid as applicable. However, Service Tax and TIN Number may be clearly mentioned in the quotation and bill also.

16. (A) 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 time from the submission of the bill.

(B) Any claim must be supported by proper / valid receipt / voucher otherwise it may not be admitted for payment.

(C) This Institute shall not be held responsible for delay of payment of the agent due to some unforeseen reasons /circumstances and no interest for delay in payment shall be paid.

17. **The Agent may please note that CSIR – NEIST shall not make any payment of demurrage charges that are accrued due to any reason.** CSIR – NEIST may extend assistance for reimbursement of demurrage charges of CIF cases from the concerned Indian Agent of foreign supplier but there is no responsibility on the part of CSIR- NEIST for payment of such charges. The Agent should be well acquainted with the Customs Clearance formalities at Kolkata Airport / Seaport so that the items are cleared without delay. In case any demurrage charges (other than handling charges) for particular period of delay has been paid, the same will be recovered from the Agent. Similarly, the Agent shall have to make good to CSIR – NEIST, Jorhat any loss incurred due to negligence or failure on his part to take prompt action in finalization of Bes and clearance of consignments.

E. Evaluation of Bid

Two formats for quoting the rates are attached. The rates must be quoted as per the enclosed formats in the bidder's letter head only.

(a) The offer of the prospective bidders will be evaluated on the basis of the following criteria subject to fulfilment of qualifying criteria:

- (1) percentage of single discount on IATA rates for all countries irrespective of weight, shape, size, volume or dimension,
- (2) overall average of minimum and maximum rates quoted on agency commission
- (3) overall average of minimum and maximum rates quoted on freight charges (Indigenous) / transportation from Kolkata (seaport / airport) to Jorhat, Naharlagun & Imphal
- (4) Lump sum amount of pre-dispatch insurance survey for transit insurance.

(b) Offering of discounts in different parameters for different countries, sizes, shapes (voluminous and ODC, etc.) of consignment will not be considered and will lead to disqualification of the offer.

(c) 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.

(d) Bid of Black listed parties in CSIR will not be considered at all. A declaration to this effect may be submitted by the bidders.

Stores & Purchase Officer