

**TENDER (E - PROCUREMENT MODE)**

**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, INSURANCE AND TRANSPORTATION UPTO IIT MANDI AT KAMAND CAMPUSES**



**Tender No.: IITMANDI/S&P/PUR-38/2021-22/2182-83**

**Tender date: 12<sup>th</sup> August, 2021**

**Last Date of submission: 02<sup>nd</sup> September, 2021**

Stores & Purchase Section,  
Indian Institute of Technology Mandi (IIT Mandi) at Kamand,  
2<sup>nd</sup> Floor, A9 Building, North Campus,  
Kamand – 175 075, District – Mandi, Himachal Pradesh, India

**Telephone No. : +91-1905-267039/7048**

**Email: [drsp@iitmandi.ac.in](mailto:drsp@iitmandi.ac.in)**

# INDIAN INSTITUTE OF TECHNOLOGY MANDI, KAMAND

## TENDER - NOTICE

<b>Tender No.:</b>	<b>IITMANDI/S&amp;P/PUR-38/2021-22/2182-83</b>
<b>Date :</b>	<b>12<sup>th</sup> August, 2021</b>
<b>Tender Type:</b>	Online bids in two Bid System are invited for appointment of agent for consolidation of consignments of imports / exports, shipments from all over the world through Air, Sea, Cargo, Foreign Post Office, Courier and Custom Clearance and transportation up to IIT Mandi, Kamand.
<b>Last date &amp; time of submission of Tender:</b>	02 <sup>nd</sup> September, 2021 up to 3:00 PM
<b>Place of submission:</b>	Store & Purchase Section, Indian Institute of Technology Mandi (IIT Mandi), 2 <sup>nd</sup> Floor, A9 Building, North Campus, Kamand – 175 075, District – Mandi, Himachal Pradesh, India
<b>Opening date and time of Tender (Technical Bid) :</b>	03 <sup>rd</sup> September, 2021 at 3:00 PM
<b>Place of opening of tender:</b>	Stores & Purchase Section IIT Mandi – 175075
<b>Tender Fees:</b>	Rs. 1,180/- (Tender Fee inclusive GST) in Words Rupees One Thousand One Hundred & Eighty only towards non-refundable tender fee, drawn in favour of “The Registrar, IIT Mandi” payable at Mandi.
<b>Earnest Money Deposit:</b>	EMD Amount- Nil However, as per GOI guidelines (OM No. F.9/4/2020-PPD, dated 12.11.2020) bidders are required to submit ‘Bid Security Undertaking’ in lieu of EMD (Annexure-C)
<b>Any Clarification:</b>	Telephone No. : +91-1905-267039 Email : <a href="mailto:drsp@iitmandi.ac.in">drsp@iitmandi.ac.in</a>

# INDIAN INSTITUTE OF TECHNOLOGY MANDI, KAMAND

## TENDER DOCUMENT

**Tender No.: IITMANDI/S&P/PUR-38/2021-22/2182-83      Dated: 12.08.2021**

**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, INSURANCE AND TRANSPORTATION UPTO IIT MANDI CAMPUSES AT KAMAND:**

Indian Institute of Technology Mandi hereinafter referred to as IITM or the Institute, one of the premier Educational Institute of National Importance, invites ONLINE tenders on behalf of the Director, under Two Bids 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, insurance and transportation up to IIT Mandi, for a period of one year or more 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/CIP/C&F etc. POSSESSION OF CUSTOM HOUSE AGENT (CHA) LICENCE AND CONSOLIDATION LICENCE IN THEIR OWN NAME IS A COMPULSORY QUALIFICATION FOR THE APPLICANTS.

Bid Document may be obtained by downloading the same from IIT Mandi website i.e. Tender forms can be downloaded from the CPP Portal (<http://eprocure.gov.in/eprocure/app>) & Institute website <http://iitmandi.ac.in/administration/tenderseoi.php> The bidders are requested to read the tender document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/instructions in this document may disqualify the bidders from the tender exercise. The Director IIT Mandi at Kamand reserves the right to select the bid (in single or multiple units) or to reject any bid wholly or partly without assigning any reason. Incomplete tenders, amendments and additions to tender after opening or late tenders are liable to be ignored and rejected.

### **Instructions to bidder:**

1. 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 publishing on the CPP Portal.
2. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
3. 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.

4. 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/Excel format. All quotations (**both Technical and Financial should be submitted in the E-procurement portal**).
5. 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 <http://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”.

**Instructions for Preparation & Submission of bids:**

1. Technical Bids should be submitted in PDF format & Financial Bids should be submitted in Excel format.
2. **In case of Financial bids**, a standard BOQ format has been provided in Excel format. Bidders are required to download the BOQ Excel file and fill their financial offer on the same BOQ format. After filling the same, submit it online in Excel format, without changing the financial template format.
3. 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 formats. Bid documents may be scanned with 100 dpi with black and white option.
4. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
5. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
6. 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.
7. 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.
8. 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. The technical and financial bids should be submitted online through portal <http://eprocure.gov.in/eprocure/app> in original.
10. Each bid should be marked with the tender reference on the top of bids submitted online.
11. The rates should be quoted in figures (typed or printed) and cutting should be avoided. The final amount should be in figures as well as in words. If there are cuttings, they should be duly initialed, failing which the bids are liable to be rejected.

12. **Tender Cost:** The bidder should submit a demand draft of **Rs. 1,180/- (Tender Fee inclusive GST) in Words Rupees One Thousand One Hundred & Eighty only** towards non-refundable **tender fee, drawn in favour of “The Registrar, IIT Mandi” payable at Mandi** in a sealed envelope super-scribed as **“Tender fee & NIT No. IITMANDI/S&P/PUR-38/2021-22/2182-83/Item Name, dated 12<sup>th</sup> August, 2021”** on or before last date & time of submission of bids. In the absence of tender cost, the tender will not be accepted.

13. **Earnest Money Deposit (EMD):**

**EMD amount - Nil.**

**However, As per GOI guidelines (OM No. F.9/4/2020-PPD, dated 12.11.2020) bidders are required to submit ‘Bid Security Undertaking’ in lieu of EMD (Annexure-C)**

- **Note: Both (tender fee & EMD-Bid Security Undertaking) envelopes should be placed in another sealed envelope and addressed to:**

**“Dy. Registrar, Stores and Purchase”**

**Indian Institute of Technology Mandi (IIT Mandi),  
S & P Section, 2<sup>nd</sup> Floor, A9 Building, North Campus,  
Kamand – 175 075, Distt. – Mandi (H.P), India”**

**This envelop having tender fee & EMD (Bid Security Undertaking) should reach on or before last date and time of submission of bid.**

## Part - I

### Scope of Work, Guidelines and Instructions

#### SCOPE OF WORK

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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/SEAPORT**

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- i. The clearance of precious and delicate type of equipments, instruments and other special type of materials, including perishable chemicals, live animals etc.
- ii. Receipt of documents relating to custom from IIT Mandi 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 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 Mandi.
  - c. Arranging insurance survey at airport/AAI in case of damages to the consignment and obtaining the damage certificate. Arranging insurance of the consignments which should be valid seven days beyond its delivery at IIT Mandi.
  - d. Immediate Dispatch / delivery of consignment to IIT Mandi 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 Mandi.
- v. Clearance of consignments from Inland Container Depot (ICD) Delhi/Patparganj and dispatch to Central Stores and distribution to individual indenter, IIT Mandi.
- vi. Clearance of sea shipment from any port of the India and delivery of consignment at IIT Mandi 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:**

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- 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 Mandi 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 Mandi 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 Mandi.
- 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, tele-fax 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: -**

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- 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 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 minimum turnover of not less than 5 crore per annum (details to be enclosed) in the business of freight forwarding in the last three years. Balance sheets of previous three financial years (2017-18, 2018-19 & 2019-20) duly audited or certified by the Chartered Accountant be enclosed along with a statement showing three years' turnover separately. Turnover should be given in the following format duly certified by the Chartered Accountant :-

<b>Financial Year</b>	<b>Turnover Exclusive of Custom Duty</b>	<b>Custom Duty (Rs.)</b>	<b>Total Turnover (Rs.)</b>
<b>A</b>	<b>B</b>	<b>C</b>	<b>D = B + C</b>
2017-18			
2018-19			
2019-20			

5. The Bidder should have successfully executed minimum 150 shipments or more each year during the last three financial years (2017-18, 2018-19 & 2019-20) 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 enclose satisfactory performance certificates from their clients providing year wise number of shipments executed in 2017-18, 2018-19 & 2019-20. 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, Contact person, designation, its telephone nos., e- mail ID and details of year wise shipments executed in 2017-18, 2018-19 & 2019-20 failing which, the bids will be summarily rejected.*
6. The Firm should be a member of IATA or FIATA and copy of membership should be enclosed.
7. The Firm should be an ISO 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.

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

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 with Income Tax Department
- c) Certificate from the clients and/or self-declaration as per point (i & ii) of para 5 above failing which, the bid will be summarily rejected.
- d) Copies of bill of entry (10 Nos.) assessed @ 5.15% except nil duty clearance.
- e) Copy of IATA/FIATA membership certificate.
- f) Copy of ISO certificate.
- g) Copy of Goods and Services Tax (GST) Registration certificate/number.
- h) Copy of the prevailing IATA rates.
- i) The list of the customers (with their full address) where similar nature of services have been rendered during the last three years i.e.2017-18, 2018-19 & 2019-20.
- j) Undertaking by the Bidder in 'Annexure-B' to be furnished without any addition, alteration, cutting, or remark.
- k) List of console associated in foreign countries with complete address, telephone number, fax no., e-mail address and contact persons.
- l) Please enclose a terms & conditions compliance statement on a separate sheet showing acceptance with the terms desired by IIT Mandi.
- m) Please enclose an affidavit on Non-Judicial stamp paper of Rs.10/- duly notarized 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. The original should be submitted with the EMD (Bid Security Undertaking) and Tender Fee envelope.
- n) Copy of EPF and ESI registration certificate.
- o) 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.
- p) An undertaking to the effect that no consignment of IIT Mandi will be detained / withheld by them under any circumstances, whatsoever, before or after the clearance.
- q) Authority/Resolution in favour of the person signing the bid on behalf of the firm.

- r) Any other document in support of claims made by the bidder if deemed relevant.
- The photocopies of all above documents should be legible and duly attested.

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

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- Any changes and amendments to the bidding schedule and other matters shall be notified on the Institute website & CPP Portal 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.
- All the prospective bidders should keep constant watch of any such information on the Institute website & CPP Portal and update themselves in this regard. Neither any query or objection 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.
- The prospective bidders may place their queries, if any, regarding the bid document and other issues by notifying the Deputy Registrar, Stores & Purchase Section in writing or by fax/email at his mailing address, at least ten 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**

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- **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. Offers / bids with discounts subject to any conditions imposed by the bidder or in any other format will be rejected.
- 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.
- 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.
- Amount quoted in the quotation must be mentioned both in figures and words. If any discrepancies are found in the amount of figure and words, the amount mentioned on the lower side in either, shall be deemed to be the finally quoted rate for the purposes of bidding and shall be considered in evaluation accordingly. This will be a binding stipulation

for all bids submitted.

- 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 period stipulated above. Any withdrawal of the bid before the said period shall be viewed seriously and the bidder may be blacklisted for a period up to three years.
- No deviation is acceptable after opening of quotation.
- The firm offering Abnormally High Discount or Abnormally Low Discount on IATA rates, will be considered after a detailed justification by the bidder, if desired by the tender evaluation Committee
- Cuttings or overwritings 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.
- Each page of bid must be numbered and bidder's name must appear on each page of the bid document.
- Incomplete tender or tender submitted in any format other than the floated bid document will not be considered under any circumstances.
- The bidder to whom intimation of acceptance of its bid is communicated by the Institute, shall be bound to execute a contract agreement with the Institute within 15 days from the letter of acceptance 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. If such a situation arises, action to blacklist the bidder shall be taken.
- For signing the contract agreement, the successful bidder shall have to furnish a non-judicial stamp paper for Rs. 100/- in its own name and cost.
- In case of space for providing the information under any column/clause is found to be insufficient, the same should be furnished on separate sheet.
- 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**

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- The **Financial bid** shall be submitted in Annexure-A.

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

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- The technical bids of all bidders shall be evaluated on the basis of eligibility criteria and
- The financial offer of technically qualified bidders will be opened and the firm scoring highest total score shall be awarded the contract.

## **DISCRETION OF THE INSTITUTE**

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- The Director, IIT Mandi, 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.
- If two or more bidders score the same marks in evaluation, the Director, IIT Mandi shall be at liberty to award the contract to any one bidder on the basis of past experience of satisfactory performance in IITs or to all lowest bidders keeping in view their infrastructure, past performance and also to distribute the work amongst them at its sole discretion.
- IIT Mandi 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 empanelled shall be bound to abide by all the terms and conditions 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 Mandi 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:

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

## **Part - II**

### **GENERAL**

#### **TERMS&CONDITIONSANDCONTRACTUALOBLIGATIONS**

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, as applicable, will be deducted at source from the bills of the agent.

#### **3. Duration of the Contract**

The contract shall initially be for the period of ONE year. The contract would be further extendable subject to satisfactory performance.

4. The performance of the agents will be constantly reviewed during the contract period by the Institute. If it's found unsatisfactory, the contract may be terminated by issuing a 30 days notice.

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

1. Import can be from any country of the world. As such, the IATA rates and discounts shall be applicable there also.
2. Likewise, in the matter of exports, the IATA rates only shall be applicable as may be prevalent at the time.
3. 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).
4. 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.
5. All other statutory charges will be paid as per actual, after submitting original documents.
6. The consignments must be shipped in the first available console of any airline.
7. 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.
8. 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 fax / 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 Mandi by fax/e-mail so that Inspection Report

could be prepared and unloading arrangement should be made in advance, if any. The IIT Mandi shall not bear/pay any demurrage/penalty charges on account of any delay in clearance attributable to clearing agent or their freight forwarder.

9. The agent shall have to pay all the clearing charges of the consignment including customs duty up to **Rupees Two Lakh 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 Mandi Central Stores as also the receipt of pre receipted bill in duplicate addressed to The Deputy Registrar (Stores & Purchase) IIT Mandi, along with the relevant documents as proof for which payment has to be charged by the firm. All the receipts should be provided in original including HAWB. The bill should be submitted within 15 days from the release of materials from custom. The Institute will not be responsible to pay the clearance/custom charges, if agent fails to submit the bill within stipulated time.
10. 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.
11. The consignment after clearance from New Delhi airport/seaport should be delivered at Mandi Campuses within 10 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 up to IIT Mandi, the agent shall be held solely responsible for the complete loss in this regard.
12. Any kind of loss or damage to the consignment from foreign airport to the Institute's Central Stores at Mandi 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.
13. 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.
14. Unloading and distribution of consignment at IIT Mandi will be the

agents' responsibility. The unloading shall be made in the presence and supervision of the staff of IIT Mandi.

15. 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.
16. 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:**

17. 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.
18. 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.
19. 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 higher. As such, the weight for the purpose of Airfreight will be deemed to be the "**chargeable weight**" of the consignment.
20. 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.
21. The consignment should be shipped in the first available console of any airline.
22. 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.
23. **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 Mandi via New Delhi. The inland handling/ forwarding charges shall be paid by IIT Mandi on actual basis.
24. 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.
25. Even in cases of any dispute, the consignment shall be cleared by the agent and handed over to IIT Mandi, pending the settlement thereof.
26. The efficiency of custom agency will be judged by the Institute on following aspects:



- Eliminating payment of demurrage/penalty charges.
  - Coordinating with customs/carrier and obtaining cargo arrival notice within 24 hrs of landing at New Delhi airport and forwarding the same to IIT Mandi.
  - Number of consignments damaged during the year and follow up by the agency thereon.
  - Time taken to deliver the consignments at IIT Mandi after release of the shipment from the airport.
27. The agency shall intimate IIT Mandi 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 Mandi. 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 Mandi, 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 Mandi, 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 Mandi and delivered to the concerned indenter. The unloading of the materials at IIT Mandi will be the responsibility of the agent. The Institute will pay the crane/forklift charges for unloading of heavy materials only. In case agent club the shipment and send all of them in a single truck, in that case payment on account of transportation will be made up to maximum agreed amount.
28. 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 Mandi. 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.
29. It shall be responsibility of the agent to ensure/check that the consignment has been properly insured before shipping it from the respective countries.
30. 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.
31. 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.

32. 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.
33. The agent shall have to bear the applicable customs duty up to a limit of Rs.2,00,000/- (Rupees Two Lac only), on behalf of IIT Mandi, 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. Two Lac, then the agent shall instantly intimate IIT Mandi about the amount with detailed calculations involved in the Custom Duty 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 24 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. 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 the agent only shall be held liable for all consequences and costs including the interest burden etc. and no plea in this regard shall be accepted/entertained.
34. The consignment shall be moved within seven (07) days of receipt of the material from the foreign supplier/firm (For FOB/FCA/EX-WORKS) and after clearance from airport/Sea Port, delivered at the Institute's Central Stores within a week (10 days of clearance at IGI, New Delhi For FOB/FCA/EX- WORKS/CIF etc.).
35. In case, the cargo is received in shortage/damaged condition/short landing cargo, no payment shall be released to the agent until IIT Mandi 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 Mandi. 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.
36. 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.
37. **Penalty Clause:** IIT Mandi reserves the right to deduct a penalty for Rs.500 per day for delay in consolidation and Airfreight of IIT Mandi shipments and their delivery to Central Stores, IIT Mandi. The period of delay will be calculated after 20 days from the date of intimation from the supplier about the readiness of Equipment/Consumables for shipment. This will also be applicable for delays in shifting of material

from New Delhi to IIT Mandi after 10 days of clearance.

38. All the imports effected by the Institute are partially customs duty free under Notification No. 51/96 dated 23.07.1996. To avail the said duty exemption, a certificate against each import will be provided by the Institute, on receipt of Cargo Arrival Notice from the agent for custom clearance purposes. The applicable custom duty after duty exemption certificate in all shipments presented/submitted to the respective authority shall be as applicable leaving the 100% duty free items. The agent will file Bill of Entry just after landing of the consignment under intimation to IIT Mandi for arranging duty exemption certificate. In case of any customs objection, the written communication must be sent to the Institute without any delay. In no case, full Custom Duty shall be paid by the agent once the Custom Duty Exemption Certificate has been provided by the Institute.

**39. Performance Bank Guarantee:**

The successful bidder shall have to furnish an unconditional Performance Security Deposit / in shape of BG/FDR of **Rs. 2,50,000/- (Rupees Two Lakh Fifty Thousand Only) from a scheduled bank only** as security, within fifteen days of the issue of order/letter of intent.

40. The security deposit must be valid for 90 days beyond the date of completion of contract. In case, the contract is extended for further period, the PBG shall have to be extended for the period of extension plus 90 days.

41. The security deposit 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 Mandi will have the discretion to invoke the payment from the bank in case of any breach of contract.

**42. Termination**

- The contract may be terminated by either party to the contract by giving one months' prior notice to the other party without assigning any reason.
- The Institute may at its discretion, terminate the contract by giving prior notice as is deemed 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.
- The contract may be terminated by the Institute in terms of the stipulations provided elsewhere in the contract.
- 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.

### **43. Arbitration**

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.

44. 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.
45. 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.
46. It is a term of the contract that the cost of arbitration shall be borne by the parties themselves.
47. The venue of the arbitration shall be at Mandi.
48. 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**

49. 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.
50. 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) days of the alleged beginning and ending thereof giving full particulars and satisfactory proof.
51. 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.
52. 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**

53. All the matters and disputes under this contract shall be subject to the jurisdiction of Mandi Nagar courts only.

Date:  
Place:

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

**FINANCIAL BID****ANNEXURE -A**

(Refer submission and opening of financial bids at page 12)

S. No.	Job description	Rates(INR)	Max. Marks
1	Percentage of Discount on IATA Rates. 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 b.) Security Charges (If any) as per actual. c.) Survey Charges ..... d.) Insurance Charges .....( in % of ....) e.) Documentation Charges f.) Handling Charges		- - 10 (Lowest price) 10 (Lowest %) 10 (Lowest Price) 10 (Lowest Price)
2.	Agency Commission/attendance charges for Custom Clearance	i) CIF-____ ii) CIP-____ iii) FCA-____ iv) FOB-____ v) Ex-Works-____	10 (Lowest %) 10 (Lowest %) 10 (Lowest %) 10 (Lowest %) 10 (Lowest %)
3	Re-export Agency Commission (Repair/Replacement case)		----
4	i) Delivery Order Charges ii) AAI Charges as per actual iii) Custom Duty iv) CMC Charges ..... v) Insurance Charges(on CIF & CIP order, Delhi to IIT Mandi) vi) Survey Charges vii) Loading & Unloading Charges viii) Packaging Charges (if incase) ix) Crane/Fork Lift Charges x) All Statutory & Govt. Charges ( if any as per actual)	Rs..... .....% Rs ..... .....% of .....) Rs. .... Rs. .... Rs. .... Rs. ....	10 (Lowest price) ---- ---- 10 (Lowest price) 10 (Lowest %) 10 (Lowest price) 10 (Lowest price) 10 (Lowest price) 10 (Lowest price)
5	<b>Transport/Freight Charges( Indian Agent)</b> Delhi Airport to IIT Mandi Campuses	Rs. .... per Kg  & Maximum Rs. ..	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**

- 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.

- 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:  
Place:

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

**Undertaking by the Bidder**

(Refer 'J' Under Document to be submitted along with the bid)

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 Mandi within 10 working days and will be distributed to the concerned indenter immediately during working hour. 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. Two lac 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 above Rs. two Lac 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/Adjusted 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, 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 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 also agree to intimate the concerned in charge/staff before the delivery of their shipment at site and arrange the labor, forklift, crane etc. for the safe unloading of the consignments at IIT Mandi.
11. 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 fifteen days of clearance of the shipment.



12. 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.
13. We agree to the payment terms as mentioned in the terms and conditions.
14. If MAWB, HAWB, LC Number or Invoice detail of shipment are found wrong then we agree to immediately intimate IIT Mandi, 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 Mandi 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 Mandi.
16. We agree, if the packet of consignment is found externally damaged at the airport/ seaport, then we will first inform to IIT Mandi, Central Stores for insurance survey. It will also be applicable to those consignments which will come through other consol(s).
17. During inland transportations, any loss/damage shall be our sole responsibility. In that case, we shall provide loss/damage certificate immediately and ensure following-up the insurance cases till receipt of reimbursement from the insurance company and only thereafter, we shall submit the clearance charge bill for payment.
18. We shall submit Performance Guarantee for Rs. 2,50,000/- from Nationalized Bank which shall be valid at least for 90 days beyond the date of completion of the contract. No interest will be payable to us on the Performance Guarantee.
19. We agree that, we will not detain/withhold any consignment of IIT Mandi before or after the clearance, under any circumstances.
20. We shall submit the bills within 15 days of clearance of consignment with all relevant & supporting documents.
21. We have no objection, if Institute appoints/empanel multiple clearing agents/freight forwarders for the same works.
22. 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:

**BID SECURITY UNDERTAKING**

(To be issued by the bidder on company's letterhead in lieu of EMD- Refer clause 13 under instructions for preparations and submission of bids)

To,

The Registrar,  
I.I.T. Mandi,  
Kamand, – 175 075,  
District – Mandi, Himachal Pradesh, India

We, M/s \_\_\_\_\_ (Name of the Firm), with ref. to Tender No. **IITMANDI/S&P/PUR-38/2021-22/2182-83/Item Name, dated 12<sup>th</sup> August, 2021**, hereby undertake that:

- 1) We accept all terms and conditions of the tender document.
- 2) We accept that, we will not modify our bid during the bid validity period and will honour the contract after the award of contract.
- 3) In the event of any modification to our bid by us or failure on our part to honour the contract after final award, our firm may be debarred from participation in any tender/ contract notified by IIT Mandi for a period of one year. We undertake that we shall not appeal against such debarment in any court of law.

Yours faithfully,

(Signature)

Name:

Date:

Office Seal: