



सीएसआईआर- भारतीयपैट्रोलियमसंस्थान,
(वैज्ञानिक एवं औद्योगिक नुसंधान परिषद)
देहरादून, 248005 उत्तराखण्ड, भारत
CSIR-Indian Institute of Petroleum,
(Council of Scientific & Industrial Research)
Dehradun – 248005, Uttarakhand, India
Phone: +91 135 2525762, 2525945, 2525754
Email- spo.iip@iip.res.in, meenak@iip.res.in



Tender No. PUR/1/24-25/CHA Appointment/PO

Date: 03.09.2024

Hiring the services of Customs House Agent cum Consolidator

Notice Inviting Tender (NIT) (Two Bid Tender)

CSIR-IIP is an internationally reputed laboratory/Institute/Office of CSIR situated in Dehradun. It is involved in imports of various Research and Development (R&D) equipment/instrument/plant and machineries, R&D consumables and reference material etc. from various countries across the globe on different INCOTERMS (latest) basis i.e. CIF/CIP or EXW / FOB / FCA basis etc.

CSIR-IIP is interested in engaging the services of a competent, reliable, experienced, and efficient Comprehensive Service Provider, hereinafter termed “CSP”, for offering a fully integrated solution package that covers consolidation, freight forwarding, customs clearance, insurance (wherever applicable), transportation and other allied logistic services to ensure smooth and **demurrage/penalty free clearance** of its consignments via air/sea/courier/modes etc. Sometimes there are some re-export cases also as per R&D requirement and the CSP is expected to take care of such re-export cases too. CSP should also have multi-modal transportation capabilities & coordination with various international related courier agencies for the purpose of efficient delivery after customs clearance of items at CSIR-IIP, may also be required. Post clearance, material handling and shifting at site in a professional manner by engaging modern equipment and competent manpower, as and when required and allied services is also required to efficiently handle IIP’s logistic activities.

Description of the Services / Jobs Required	Fully integrated solution package that covers consolidation, freight forwarding, customs clearance, insurance (wherever applicable e.g. FOB/FCA/Ex-Works), transportation and other allied logistic services to ensure smooth and demurrage and penalty free clearance of its consignments via air/courier/sea (dry dock) modes etc. including services of re-export cases also as per R&D requirement
Tender Document	Tender Document can be downloaded free of cost from our website – www.iip.res.in <tender> and from GeM-CPPP portal under E-Tenders
Earnest Money Deposit (EMD)	Bid Securing Declaration as per attached format.
Last date and time for submission of tender	Date: as per the dates of procurement portal where the tender is published. Time: - as above-
Date and time for opening of technical bid	Date: as per the dates of procurement portal where the tender is published. Time: - as above-
Address and contact details for correspondence	Name of the Officer : Dinesh Kumar Designation : Stores & Purchase Officer Laboratory address : CSIR-Indian Institute of Petroleum, Mohkampur, Haridwar Road, Dehradun – 248005, Uttarakhand Email & Contact numbers : spo.iip@iip.res.in , 0135-2525762

Description of the Services / Jobs Required	Fully integrated solution package that covers consolidation, freight forwarding, customs clearance, insurance (wherever applicable e.g. FOB/FCA/Ex-Works), transportation and other allied logistic services to ensure smooth and demurrage and penalty free clearance of its consignments via air/courier/sea (dry dock) modes etc. including services of re-export cases also as per R&D requirement
Tender Document	Tender Document can be downloaded free of cost from our website – www.iip.res.in <tender> and from GeM-CPPP portal under E-Tenders
Earnest Money Deposit (EMD)	Bid Securing Declaration as per attached format.
Last date and time for submission of tender	Date: as per the dates of procurement portal where the tender is published. Time: - as above-
Date and time for opening of technical bid	Date: as per the dates of procurement portal where the tender is published. Time: - as above-
Type of bid – Online Tenders	Online Tenders in Two Bid (Technical +Commercial) Online bid on GeM-CPPP Portal.

The bids will be open on respective tender portal (GeM-CPP Portal). **If any un-scheduled holiday occurs on the date of submission/opening, then next working day shall be the prescribed date of submission/opening. Requests for date postponement will not be entertained.** **Fax/email bids will not be accepted.** Please submit your bid as per the bid submission details mentioned above.

Yours faithfully

Sd/--

Stores & Purchase Officer/Section Officer (S&P)
(for CSIR)

Email: spo.iip@iip.res.in
Contact:0135-2525762

IMPORTANT NOTE: For MSME / Start-up India / Make in India Scheme Bidders

Any bidder seeking exemptions / benefits /preferences under MSME / Start Up India / Make in India or any other policy/scheme of the Government of India, which is currently in force MUST at the time of bidding itself enclose all relevant documents / certificates etc. for claiming such benefits. The bidder must also clearly highlight the provisions of the policy and the kind of benefit being sought by it for which it meets the eligibility conditions. It may be noted that no other benefit / preference / concessions which is beyond the scope of the policy or the bidder's entitlement under the policy shall be given / considered by us. If the bidder fails to claim such benefits and/or fail to submit necessary documents/certificates in support of its claim at the time of bidding itself, then he may not be entitled for such benefits. However, the buyer at its discretion may ask some historic type documents during technical evaluation/against communication of reasons of rejection for technical evaluation purpose. Once the technical evaluation process is over, no such claim/document will be entertained from bidder.

i) Scope of Work :-

Includes all the work related to the consolidation and clearance of all the Import of various types of consignments of CSIR-IIP, coming by air, courier etc. modes of transport from throughout the world. The CHA cum consolidator should be capable of freight forwarding & consolidation of consignments. If a CIP consignment is not covered under Insurance from Warehouse to Warehouse, Inland insurance is to be arranged by the CHA and safe delivery of the consignments up to CSIR-IIP, Dehradun. Our most of the consignments come via Delhi airport.

Broadly the jobs involves are as under:-

- (a) CSIR-IIP Dehradun will forward the copy of all the import orders and CHA will follow up with suppliers and or their freight forwarders and will arrange clearance of shipments within free clearance period from custom authorities collecting all the information, documents, custom duty payment (wherever required) well in advance. CSIR-IIP will not pay any demurrage and/or penalty on clearance of its shipments for console consignments or where information already provided by CSIR IIP to CHA about the incoming CIP or other consignments etc.
- (b) CSIR IIP will provide the consignment clearance document to the CHA.
- (c) Clearance of the consignment at Delhi airport within the free permissible period from the Customs Department without incurring any type of penalty and/or demurrage etc.
- (d) Safe delivery of the consignment to CSIR-IIP, Dehradun Name within 05 (Five) days after its clearance from customs. However, consignment of perishable in nature should be delivered just in time to avoid any destruction. (Please attach undertaking to this effect)
- (e) All sorts of help/activities towards clearance of consignments from UPS/Blue Dart/Fed-Ex or any other courier agency etc.
- (f) Clearance of consignments under temporary imports for further exporting to another country (if any).
- (g) The Agent shall be responsible and accountable for proper safety, care, handling, and storage goods while in their custody and during transit until delivery and the cost of insurance affected in that behalf is born by the Agent. The Agent shall be liable to compensate CSIR-IIP for any loss, or damage or destruction of goods while in their custody. The compensation shall, however, be limited to the value of the goods. In the event of loss or damage to the goods, after they have entrusted to the airline for carriage, the liability, if any, shall be with the Agent for all insurance claims and the Agent shall pursue the matter with the Insurance Company towards damage incurred thereto.
- (h) The Agent shall cover the Insurance of each consignment prior to dispatch of the consignment and cover shall be from supplier's Warehouse to CSIR-IIP, Delivery point at Dehradun (in case of Ex-works/FCA/FOB shipments) for which premium charges will be paid by CSIR-IIP against supporting vouchers and individual insurance cover note. The transit insurance should be for 110% of C&F value from any Indian nationalized Insurance Company covering all insurance risk plus war & SRCC etc. which should be valid till 30 days after receipt of consignment at CSIR-IIP.
- (i) Insurance Cover should be from Indian Nationalized Insurance company and for each insurance cover, CSIR-IIP shall pay as per the contract rate/actual receipt with/of Insurance company but in any case, it should not be more than 0.27% +GST for all risks plus War & SRCC of the 110% of C&F value of the consignment enclosing necessary documents for Insurance Coverage. In the event of loss or damage to goods, CSIR-IIP shall submit all claim documents to the Agent,

who shall pursue all insurance claim with insurance company towards loss or damage incurred and arrange for the compensation within a reasonable period. The Agent shall process claims on receipt of intimation from **CSIR-IIP** AND LIAISE WITH INSURANCE COMPANY for immediate settlement.

- (j) In the event of sufficient deposit of the Agent is not available with Insurance Agency, due to which transit insurance could not be arranged, under such circumstances, the Agent shall be solely and responsible for making good the entire loss to **CSIR-IIP** within reasonable time limit.
- (k) CHA shall also arrange transit insurance {from Clearance port (Delhi) to warehouse (IIP Dehradun)} for few CIP/CIF consignments which do not cover the insurance from supplier's Warehouse to Buyer's warehouse (**CSIR-IIP, Dehradun**) on the Terms & Condition as mentioned herein.
- (l) In case the cargo is received in short/damaged condition, no payment excepting Custom duty, shall be released to the Agent till **CSIR-IIP** receives the complete consignment/Insurance claim. In such circumstances, the Agent is required to obtain the "shortage" or "Damage" or "Not Found" or "Not Traceable" certificate from the Airline/Steamer/Airport/Postal/Courier Authorities and lodge formal claims on behalf of **CSIR-IIP** after arranging for Insurance survey.
- (m) Consolidation of the consignments being imported from throughout the world by air. The overseas associates of Agents shall follow all the statutory provisions from time to time in their country of operation. Any change in the foreign associates of the Agent would be promptly communicated by the Agent to **CSIR-IIP** with full details and particulars.
- (n) Complete monitoring and supervision of the movement of consignment from the date of our Purchase order/Letter of credit and regular feedback to **IIP** on the progress of the consignment/order. In case the same is not received before landing of the consignment, the delay in the clearance process which may attract demurrage/penalty charges etc. will be on the part of CHA and the respective amount of demurrage/penalty will have to be borne by the CHA.
- (o) To provide timely information (pre-alert) regarding consignment dispatch and other relevant information to the **CSIR-IIP**. Agent shall check with reference to relevant Purchase orders that all consignments/packages received for onward transmission, give requisite information particularly about the following before dispatch:
 - (i) Weight and Dimension
 - (ii) Marks & Number of parcels/Cases
 - (iii) Mode of Transport
 - (iv) Airport Destination
 - (v) Proper INCOTERMS (2020)
- (p) To facilitate specialized packing from all kinds of the materials as per the IATA and International packaging standards.
- (q) Smooth transportation of special type of projects materials i.e. voluminous and heavy packages, radio actives, sensitive and hazardous materials etc.
- (r) Re-Export/ Re-Import of defective/damaged items to the various countries of import for repair or replacement purpose (including items for calibration and other scientific work) by air. CHA will have to complete all the related formalities related to this.
- (s) Any other job in connection with the consolidation & clearance of the consignments from customs authorities.

INSTRUCTION TO BIDDERS (ITB)

A. INTRODUCTION

1 Eligible Bidder

1.1 This Invitation for Bids is open to all eligible prospective bidders having required eligibility criteria as per the scope of the work as mentioned in the tender document.

1.1.1 The bidder should have valid permanent/regular CHA license in own name from Indian Customs department at place Delhi

1.1.2 The bidder should have Consolidation License at place Delhi in own name from International Air Transport Association (IATA). The bidder should also have the FIATA membership in own name.

1.1.3 The bidder should also have valid MTO registration from DG Shipping under the provisions of Multimodal Transportation of Goods Act, 1993 (amended from time to time if any).

1.1.4 The bidder should have ISO 9001:2015 or latest certificate.

All these related documents must be enclosed with technical bid.

1.2 In this bid document the terms 'CSP' or 'Bidder' or 'CHA' have been used interchangeably.

2 Cost of Bidding

2.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and "the Purchaser", will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

3 Code of Integrity

3.1 The bidders/suppliers should sign a declaration about abiding by the Code of Integrity for Public Procurement in bid documents. In case of any transgression of this code, the bidder is not only liable to be removed from the list of registered suppliers, but it would be liable for other punitive actions such as cancellation of contracts, banning and blacklisting or action in Competition Commission of India, and so on as per the prevailing rules of CSIR.

3.2 Code of integrity for Public Procurement:

The Purchaser as well as bidders, suppliers, contractors, and consultants should observe the highest standard of ethics and should not indulge in the following prohibited practices, either directly or indirectly, at any stage during the procurement process or during execution of resultant contracts:

- i) "**Corrupt practice**": making offers, solicitation or acceptance of bribe, rewards or gifts or any material benefit, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process or contract execution.
- ii) "**Fraudulent practice**": any omission or misrepresentation that may mislead or attempt to mislead so that financial or other benefits may be obtained, or an obligation avoided. This includes making false declaration or providing false information for participation in a tender process or to secure a contract or in execution of the contract.
- iii) "**Anti-competitive practice**": any collusion, bid rigging or anti-competitive arrangement, or any other practice coming under the purview of the Competition Act, 2002, between two or more bidders, with or without the knowledge of the purchaser, that may impair the transparency, fairness, and the progress of the procurement process or to establish bid prices at artificial, non-competitive levels.
- iv) "**Coercive practice**": harming or threatening to harm, persons or their property to influence their participation in

the procurement process or affect the execution of a contract.

- v) “**Conflict of interest**”: participation by a bidding firm or any of its affiliates that are either involved in the consultancy contract to which this procurement is linked; or if they are part of more than one bid in the procurement; or if the bidding firm or their personnel have relationships or financial or business transactions with any official of purchaser who are directly or indirectly related to tender or execution process of contract; or improper use of information obtained by the (prospective) bidder from the purchaser with an intent to gain unfair advantage in the procurement process or for personal gain; and
- vi) “**Obstructive practice**”: materially impede the purchaser’s investigation into allegations of one or more of the above mentioned prohibited practices either by deliberately destroying, falsifying, altering; or by concealing of evidence material to the investigation; or by making false statements to investigators and/or by threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or by impeding the purchaser’s Entity’s rights of audit or access to information;

3.3 Obligations for Proactive disclosures

- i) The Purchaser as well as bidders, suppliers, contractors, and consultants, are obliged under Code of Integrity for Public Procurement to Suo moto proactively declare any conflicts of interest (coming under the definition mentioned above – pre-existing or as and as soon as these arise at any stage) in any procurement process or execution of contract. Failure to do so would amount to violation of this code of integrity; and
- ii) The bidder must declare, whether asked or not in a bid document, any previous transgressions of such a code of integrity with any entity in any country during the last three years or of being debarred by any other Procuring Entity. Failure to do so would amount to violation of this code of integrity.
- iii) To encourage voluntary disclosures, such declarations would not mean automatic disqualification for the bidder making such declarations. The declared conflict of interest would be evaluated and mitigation steps, if possible, taken by the purchaser. Similarly, voluntary reporting of previous transgressions of Code of Integrity elsewhere may be evaluated and barring cases of various grades of debarment, an alert watch may be kept on the bidder’s actions in the tender and subsequent contract.

3.4 Punitive Provisions

Without prejudice to and in addition to the rights of the Purchaser to other penal provisions as per the bid documents or contract, if the Purchaser comes to a conclusion that a (prospective) bidder/supplier, directly or through an agent, has violated this code of integrity in competing for the contract or in executing a contract, the purchaser may take appropriate measures including one or more of the following:

- i) If his bids are under consideration in any procurement
 - a) Forfeiture or encashment of bid security.
 - b) Calling off of any pre-contract negotiations; and
 - c) Rejection and exclusion of the bidder from the procurement process.
- ii) If a contract has already been awarded
 - a) Cancellation of the relevant contract and recovery of compensation for loss incurred by the purchaser.
 - b) Forfeiture or encashment of any other security or bond relating to the procurement.
 - c) Recovery of payments including advance payments, if any, made by the purchaser along with interest thereon at the

prevailing market rate.

iii) Provisions in addition to above:

- a) Removal from the list of registered suppliers and banning/debarment of the bidder from participation in future procurements of the purchaser for a period not less than one year;
- b) In case of anti-competitive practices, information for further processing may be filed under a signature of the Joint Secretary level officer, with the Competition Commission of India;
- c) Initiation of suitable disciplinary or criminal proceedings against any individual or staff found responsible.

B. THE BIDDING DOCUMENTS

4 Cost of Bid Document

4.1 The complete bid document can be downloaded **FREE OF COST** from our website <http://www.iip.res.in> and from **GeM-CPP portal under e-publish tender.**

5 Amendment To Bid Document

5.1 At any time prior to the deadline for submission of bids, the Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder modify the Bid Document by amendment. Such amendments shall form an integral part of bid documents and it shall amount to an amendment of relevant clauses of the Bid Document.

5.2 The prospective bidders are **required** to keep a watch on the IIP website for any amendment to the tender document or to clarification to the queries raised by the bidders till 05 (seven) days prior to the submission of the tender. The Purchaser reserves the right to reject the bids if the bids are submitted without considering these amendments/clarifications. Further the bidder will be fully responsible for downloading the tender document and amendments thereto if any for their completeness.

C. PREPARATION OF BIDS

6 Language of Bid

6.1 The Bid prepared by the Bidder and all correspondence and documents shall be written in English language, provided that any printed literature furnished by the bidder may be written in another language, but it is to be accompanied by an English translation of its pertinent passage(s) duly signed and verified as true English translation. The responsibility for the correctness of the translation will be solely and completely on the bidder and IIP shall not be responsible for any loss/likely loss due to error in translation whatsoever. In such cases, for the purpose of interpretation of the bid, the English translation shall only govern.

6.2 Bidder may find some of the points mentioned under *ITB, Terms & Conditions, and Service & Qualification Requirements* part of this bid document repetitive in nature. All points must be replied to consistently in the submitted bid.

7 Documents Comprising the Bid

The bid is required to be submitted in **TWO PARTS**. One part is the Techno-Commercial Unpriced Bid, and the other part is the Financial / Price Bid.

7.1 The Techno-Commercial Unpriced Bid prepared by the Bidder shall include the following without indicating the price in the Bid Form.

- (i) Bid Security Declaration as specified in this tender document.

- (ii) Self-Attested Copy of Details of the Offices with full details (Format given in **Annexure A** to this document)
- (iii) Compliance Form (Format given in **Annexure B** to this document)
- (iv) Performance Statement Form (Details of 03 different existing clients - Format given in **Annexure C** to this document). Format of declaration/checklist as per **Annexure D**.
- (v) Format for declaration by the Bidder for Code of Integrity & conflict of interest (On the Letter Head of the Bidder)
- (vi) Documentary evidence establishing that the bidder is eligible to bid and is qualified to perform the contract if its bid is accepted as per qualification requirements/ criteria. **Attach all such relevant documents (licenses, experience and membership certificates, insurance documents etc. Certificates / licenses / insurance / professional membership / location documents should have been issued on dates prior to the date of publishing of this tender.**
- (vi) Bidder's commercial terms
- (vii) **Eligibility related all documents as required as per this tender.**

1.2 The **Price Bid** shall comprise the Techno Commercial Bid and include

- (i) **Annexure D 'FORMAT OF RATES' Price Bid submitted in any other format will be summarily rejected.**

2 Bid Prices

- (i) Rates of services quoted showing already paid or payable
 - (ii) Taxes shall be paid at actual at the applicable rates at the time of invoicing. Rates must be quoted exclusive of the taxes.
 - (iii) Rates should be quoted FOR at IIP, Dehradun or any other named place
- 2.2 Except for the statutory charges, levies, and other receipt-based charges, prices quoted by the bidder shall remain fixed during the entire period of contract and shall not be subject to variation on any account. No separate receipts shall be required for those quoted prices. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected summarily. Successful Bidder has to self-attest/certify the bill/its enclosed documents when submitting their bill.

3 Bid Security Declaration/EMD

- 3.1 The Bidder shall furnish, as part of its bid, a bid security for an amount as specified in the Invitation for Bids/NIT. The bid security is required to protect the Purchaser against the risk of Bidder's conduct, which would warrant the security's forfeiture.
- 3.2 The bid security shall be in Indian Rupees and shall be in one of the following forms:
- (i) A bank guarantee issued by any Scheduled bank, in the form provided in the Bid Document and valid for 45 days beyond the validity of the bid; or
 - (ii) A Banker's cheque/demand draft, Insurance surety bonds or TDR in favor of the purchaser.
- 3.3 Any bid not secured in accordance with Clauses 3.1 and 3.2 above will be **rejected** by the Purchaser as **non-responsive**.
- 3.4 Unsuccessful bidder's bid security will be discharged/returned as promptly as possible but not later than 30 days after the expiration of the period of bid validity or placement of order whichever is later.
- 3.5 The successful Bidder's bid security will be discharged upon the Bidder furnishing the performance

security. **3.6** The bid security may be forfeited:

- (i) If a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form; or (ii) In case of a successful Bidder, if the Bidder fails to furnish order acceptance within 21 days the order and/or fails to furnish Performance Security in the prescribed format.

4 Period of Validity of Bids

4.1 Bids must remain valid for at least **90 days** after the date of bid opening prescribed by the Purchaser. A bid valid for a shorter period shall be rejected by the Purchaser as non-responsive and rejected summarily.

5 Format and Signing of Bid (as per portal)

5.1 The Bidder shall submit the bids in **two separate envelopes**. One envelop shall contain Techno commercial un-priced bid and the other shall contain the Priced bid.

5.2 The original and all copies of the bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid.

5.3 Any interlineations, erasures or overwriting shall be valid only if the persons or persons signing the bid initial them.

D. SUBMISSION OF BIDS

6 Sealing and Marking of Bids (as per portal)

6.1 *The bidder shall seal the Techno Commercial Unpriced Bid and the Price Bid in two separate envelopes duly marked as "Techno Commercial Unpriced Bid" and "Price/Financial Bid" respectively. Both the envelopes shall then be sealed in one outer (main) envelope.*

6.2 **The inner and outer envelopes shall:**

- (i) Be addressed to the Purchaser at the following address:

The Director,

CSIR – IIP ,

Address : Mohkampur, Haridwar Road, Dehradun, 248005, Uttarakhand.

(ii) Bear the Item Name /Reference No. / Last Date For Submission Of Tender / Date Of Opening Of Tender / Firm's Name & Address and a statement "Do not open before Time hrs (IST) on Date." as per the NIT details.

6.3 If the outer envelope is not sealed and marked as required Clause 11.2, the Purchaser will assume no responsibility for the bid's misplacement or premature opening.

6.4 **Telex, Cable, Fax or e-mail bids will be rejected.**

7 Deadline for Submission of Bids (as per portal)

7.1 Bids must be received by the Purchaser at the address specified under Clause 11.2 no later than the time and date specified in the NIT. In the event of the specified date for the submission of Bids being declared a holiday for the Purchaser, the Bids will be received up to the pointed time on the next working day.

7.2 The Purchaser may, at its discretion, extend this deadline for submission of bids by amending the bid documents in accordance with Clause 4, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

8 Late Bids

8.1 Any bid received by the Purchaser after the deadline for submission of bids prescribed by the Purchaser will be rejected.

9 Modification and Withdrawal of Bids (as per portal)

9.1 The Bidder may modify or withdraw its bid after the bid's submission; provided that written notice of the modification or withdrawal is received by the Purchaser prior to the deadline prescribed for submission of bids.

9.2 The Bidder's modification or withdrawal notice shall be prepared, sealed, marked and dispatched in accordance with the provisions of Clause 12. A withdrawal notice may also be sent by telex or cable or fax or e mail but followed by a signed confirmation copy, post marked not later than the deadline for submission of bids.

9.3 No bid may be modified subsequent to the deadline for submission of bids.

9.4 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the bid form. Withdrawal of a bid during this interval may result in the Bidder's forfeiture of its bid security, pursuant to Clause 8.6.

E. OPENING AND EVALUATION OF BIDS

Things That Will Result in SUMMARY REJECTION of the Bid at Any Stage of the Bidding

Process (Initial Evaluation after Opening / Technical Evaluation / Price Bid Evaluation stage)

Bidding is a serious process. We expect you to read through the bid document carefully. All the bids received will first be scrutinized to see whether the tenders meet the basic requirements as incorporated in this Bid Document. The bids which do not meet the basic requirements will be treated as **non-responsive and ignored WITHOUT giving any opportunity for clarifications or rectification of errors etc.** The following are some of the points for which a tender will be declared as unresponsive and ignored during the initial scrutiny.

- a. The bid is un-signed or has not been submitted in the desired format as per this document.
- b. The requisite EMD/Bid Security Declaration is not furnished or the bid validity is shorter than the required period.
- c. The Bidder has not agreed to give the required performance security.
- d. The bidder has not quoted for the entire requirement as indicated in the bid document.
- e. The bidder has not agreed to some essential conditions incorporated in the bid document.
- f. If there is inconsistency between the Techno-Commercial Bid and Price Bid information / details.
- g. If the bid is not submitted as per 'Format of Rates' or the format is changed in any way
- h. If the bidder has suppressed any material information / fact having relevance to the submitted bid or bidder performance.
- i. Not meeting any of essential qualification / eligibility requirements.

OTHER POINTS OF SUMMARY REJECTION ARE ALSO MENTIONED IN THIS CHAPTER AND UNDER ELIGIBILITY CONDITIONS

10 Opening of Bids by the Purchaser (as per the procurement portal)

10.1 The Purchaser will open bids (Techno Commercial Unpriced Bids in case of Two Bids), in the presence of Bidders' representatives who choose to attend, as per the schedule given in invitation to bids.

10.2 The Bidders' representatives who are present shall sign the quotation opening sheet evidencing their attendance. In the event of the specified date of Bid opening being declared a holiday for the Purchaser, the Bids shall be opened at the pointed time and location on the next working day.

10.3The bidders' names, bid modifications or withdrawals, specifications, and the presence or absence of requisite bid security and such other details as the Purchaser, at its discretion, may consider appropriate, will be announced at the opening. No bid shall be rejected at bid opening, except for late bid.

10.4Bids (and modifications sent pursuant to Clause 14.1) that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances.

10.5Firms submitting bids in a single envelope or if 'PRICE BID' has been found enclosed in the envelope marked 'TECHNO-COMMERCIAL BID' against the requirement of two-bid system would be considered for further evaluation at the risk & responsibility of the bidder.

11 Clarification of Bids

11.1To assist in the examination, evaluation and comparison of bids, the Purchaser may, at its discretion ask the bidder for any clarification(s) of its bid. The request for clarification and the response shall be in writing and no change in the price substance of the bid shall be sought, offered, or permitted. However, no post Bid clarifications at the initiative of the Bidder shall be entertained.

12 Preliminary Examination

12.1The Purchaser will examine the bids to determine whether they are complete, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order. Bids from suppliers, without proper documents shall be treated as non-responsive and rejected summarily.

12.2Arithmetical errors in the priced bids will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the supplier does not accept the correction of errors, its bid will be rejected. If there is a discrepancy between the price quoted in words and figures, whichever is the higher of the two shall be taken as the bid price for comparison.

12.3The Purchaser may waive any minor informality/deviation in specifications, non-conformity, or irregularity in a bid, which does not constitute a material deviation, provided such a waiver, does not prejudice or affect the relative ranking of any Bidder.

12.4Prior to the detailed evaluation, the Purchaser will determine the *substantial responsiveness* of each bid to the Bid Document. For purposes of these Clauses, a substantially responsive bid is one, which conforms to all the terms and conditions of the Bid Document without material deviations. Deviations from or objections or reservations to critical provisions such as those concerning Bid Security/ Performance Security, Certifications, Performance Requirements, applicable Law, and Taxes & Duties will be deemed to be a material deviation. The Purchaser's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

12.5If a bid is not substantially responsive; it will be rejected by the Purchaser and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

12.6After downloading, the language of standard clauses etc. mentioned in this 'Bid Document' should not be tempered with/ changed/modified in any manner whatsoever. If any such modification etc. comes to our knowledge at any stage, the bid shall be rejected immediately and EMD shall also be forfeited.

13 Contacting the Purchaser

13.1 Subject to ITB Clause 16, no Bidder shall contact or attempt to contact the Purchaser or anyone related to the Purchaser on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded. If the bidder wishes to bring additional information to the notice of the Purchaser, it should do so in writing.

13.2 Any effort by a Bidder to influence the Purchaser in its decisions on bid evaluation, bid comparison or contract award may result in rejection of the Bidder's bid.

14 Award Criteria

14.1 The Purchaser will award the contract to the successful Bidder as per the evaluation criteria given in this tender document and whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid (highest scoring marks in the formula), provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.

14.2. *Evaluation of bids will be taken into steps as mentioned under related Annexure*

15 Purchasers' Right To Accept Any Bid And To Reject Any Or All Bids

15.1 The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Purchaser's action.

16 Notification of Award

16.1 Prior to the expiration of the period of bid validity, the Purchaser will notify the successful bidder in writing by registered letter or by cable or telex or fax or email that the bid has been accepted by way of a Purchase Order.

16.2 Upon the successful Bidder's furnishing of performance security, the Purchaser will promptly notify each unsuccessful Bidder and will discharge its bid security.

17 Performance Security

17.1 Within 21 days of the receipt of notification of award/purchase order from the Purchaser, the successful Bidder shall furnish the performance security of **Rs. 5.0 lakh (Rupees Five Lakh)** in the Performance Security Form provided in the Bid Document.

17.2 Failure of the successful bidder to accept the order shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security and call for new bids.

SCOPE, QUALIFICATION REQUIREMENTS AND TERMS & CONDITIONS

A. Scope of Contract

The scope of work includes everything related to the consolidation and clearance of Import/Export of various types of consignments of IIP coming by air/sea/courier modes of transport from throughout the world. CSP should be capable of freight forwarding & consolidation of consignments. Insurance of all the consignments (excluding CIF/CIP etc. cases) is to be arranged by the bidder and safe delivery of the consignments up to CSIR-IIP, Dehradun or any other named place after its clearance from customs authorities. *Broadly the jobs involved are as under:*

1. To act as single point service solution for cargo consolidation, pickup, custom clearance, inland transport, freight & insurance coverage, loading and unloading, engagement of labourers, forklift/crane wherever necessary etc.
2. Deployment of one person at IIP. Please read Service Requirement for this purpose

3. Clearance of our all types of consignments from customs authorities including all the stages of custom clearance.
4. Obtaining non-delivery certificate/short landing certificate in case the materials are found short delivered from IAAI or Airline or concerned authority and lodging claim to the effect with them immediately on behalf of the CSIR-IIP.
5. Arranging for insurance survey at the airport/IAAI in case of the damages found to the consignment.
6. Immediate safe delivery of the consignment at CSIR-IIP Dehradun or any other named place after its clearance from customs authorities.
7. Clearance of consignments by coordinating with UPS/Blue Dart/Fed-Ex or any other courier agency at any city.
8. Clearance of consignments under temporary imports for further exporting to another country (if any).
9. The successful bidder will have to arrange insurance for all the import/export consignments of IIP. It excludes the consignments wherein the supplier has already agreed to pay insurance charges as per the related INCOTERM mentioned in our order.
10. Consolidation of the consignments being imported from throughout the world by air/sea.
11. Copies of import purchase orders will be provided to the CSP and he has to do complete monitoring and supervision over the movement of consignment from the date of our Purchase order/Letter of credit and regular feedback to IIP on the progress of the consignment/order. In case there is any demurrage charges incurred on any consignment due to delay in clearance process on the part of CSP, respective amount of demurrage will not be admitted for reimbursement to the CSP. It excludes the cases not under CSP's console or where it can be clearly established that CSP had no fault in incurring the demurrage.
However, CSP will give top priority to the custom clearance etc. to avoid any demurrage charges on the consignment not coming its console.
12. To provide timely information (pre-alert) regarding dispatch and other relevant information to the CSIR-IIP.
13. To facilitate specialized packing from all kinds of materials as per the IATA and International packaging standards.
14. Smooth transportation of special type of projects materials i.e. voluminous and heavy packages, radioactive, sensitive, and hazardous materials etc.
15. Re-Export/Re-Import of defective/damaged items to the various countries of import for repair or replacement purpose (including items for calibration and other scientific work) by air or sea.CSP will have to complete all the related formalities related to these.
16. Import / Export of consignment imported temporarily for inter comparison of standards, research and other purpose.
17. Import / Export of Containerized/individual cargo for international/national cruises by sea or air.
18. Any other job in connection with the consolidation clearance & transportation of the consignments from customs authorities.

B. Eligibility Requirements :

- 1.1.1 The bidder should have valid permanent/regular CHA license in own name from Indian Customs department at place Delhi .Offers through third party / business partners and or sister concerns or those having different but similar names etc. will not be accepted and rejected summarily.
- 1.1.2 The bidder should have Consolidation License at place Delhi in own name from International Air Transport Association (IATA). The bidder should be member of International Federation of Freight Forwarders Associations (FIATA). Offers through third party / business partners and or sister concerns or those

having different but similar names etc. will not be accepted and rejected summarily.

1.1.3 The bidder should also have valid MTO registration from DG Shipping under the provisions of Multimodal Transportation of Goods Act, 1993 (amended from time to time if any).

1.1.4 The bidder should have ISO 9001:2015 or latest certificate.

3. **Experience:** The bidder must have **minimum 5 (five) years** of experience for the similar work (herein mentioned in the scope of work) **in its own name** in any of CSIR laboratories/Institutes or in other similar R&D government organizations like CSIR / DRDO/ ISRO /IITs/ Universities etc. and attach the documentary proof with their technical bid only. The Bidders who do not attach (with technical bid) related valid documentary proof of experience in GOVERNMENT R&D departments/organization will be rejected. After opening of the technical bid no such document will be accepted at our end against the communication of rejection of reasons to the bidder. The bidders like startup etc who are having exemption of experience under any Govt of India Scheme will be provided such exemption from experience subject to their submission of related documents with the technical bid.
4. **Bidder Office Location:** Most of **IIP** 's consignments arrive in Delhi. Bidder must have uninterrupted consignment clearance arrangements at Delhi airport/ICD. The bidder should be registered as CHA & consolidator in its own name at the Delhi airport / ICD authorities for at least 5 years or more and have office there. The bidder should have facilities to also undertake clearance and delivery of post parcels as and when required by CSIR-IIP. Bidders must enclose proof of their office in Delhi and failing which its offer shall be rejected.
5. **Financial turnover:** The bidder must have a financial turnover of **Rs. 2crores** during the last 03 financial years, the bidder should submit audited financial documents for the last 3 financial years. Bidder should also attach a **solvency certificate from its bank (not older than 6 months)**. The bidders like startup etc. who are having exemption of turnover under any Govt of India Scheme will be provided such exemption from turnover subject to their submission of related documents with the technical bid.
6. **Forwarding & consolidation network:** The bidder should have network of cargo forwarding / consolidating agents in all the major countries like USA, UK, GERMANY, JAPAN, FRANCE, SWITZERLAND, HONGKONG, CANADA, NORWAY, SWEDEN, AUSTRIA, IRELAND, AUSTRALIA, NEWZELAND, SINGAPORE, DENMARK, ITALY etc. **(Attach some documentary proof to this effect)**
7. **Warehousing facility in Delhi:** The bidder must have an all risk insured warehouse (Minimum insurance value Rs. 50 lakh)in Delhi where consignments cleared after the working hour can be stored safely for delivery on next working day. ***Proof of having such warehouse at the date of tender due date of this tender must be enclosed with the technical bid.***
8. **Payment of air freight charges:** Successful bidder (CHA) will have to pay the FULL AMOUNT of air freight charges per consignment on behalf of CSIR-IIP and get it reimbursed later from CSIR IIP, after clearance and safe delivery of the consignment.
9. **Payment of custom duty & IGST :IGST & Custom Duty** above **Rs. 2.0 Lakh** per case will be paid by CSIR-IIP to CHA through ICEGATE. Up to **Rs. 2.00 lakh** the CHA/CSP should pay the customs duty & IGST and get reimburse from the CSIR-IIP. Separate bill for the same may be submitted by the CSP.
10. **Inspection facility:** CSP shall, if required by the CSIR-IIP, carry out or arrange to carry out the inspection (arrangement of third-party inspection reports) of the ordered materials at the country/port of shipment/supplier's premises and also

inspection of the packing/labeling/markings etc. (as per international packaging standards and norms). (Declaration from bidder is required with technical bid)

11. **Firm blacklisted:** Any firm blacklisted by CSIR /Laboratories/Institutes or any of the Government organization(s) need not apply in case the period of suspension is not over. Such firms shall be eligible only on the expiry of the stipulated suspension period. Branch offices submitting bids on behalf of their Head Office must cross check for any such information. *Non-disclosure of such information will result in disqualification with forfeiture of EMD* at the bidding stage and termination of the contract (if awarded) without any notice with imposition of penalty to the extent of damage incurred during the subsistence of contract, and also recovery of the outstanding amount. (declaration from bidder is required with technical bid)
12. **Fidelity bond:** CSP will be handling sophisticated and valuable consignments. Therefore, successful bidder will have to furnish a fidelity guarantee bond of Rs. 50.00 lakh (Rupees fifty lakh only) in favor of the Director, IIP ,Dehradun to safeguard the interest of CSIR-IIP in the event of any loss due to any act of omission and commission by the bidder. (Declaration from bidder is required with technical bid)
13. **Special arrangements for dangerous (DGR) consignments:** Some of our consignments are dangerous in nature. The bidder will have to arrange its safe delivery at CSIR-IIP or any other named place. The bidder has to get dangerous consignments cleared within 24 hours of arrival following proper safety and handling norms and deliver them at CSIR-IIP , at the earliest as possible after the clearance. (Declaration from bidder is required with technical bid)

C. Service Requirements

1. ~~CSP staff (depending upon the volume of work): CSP will depute one of its employees on daily basis (For Eight hours and Five Days a week excluding Gazette & National Holidays) at Purchase Department of CSIR IIP ,Dehradun for consignment clearance and loading/unloading related work/document/services etc. Such employee of CSP shall make all the necessary arrangements in advance for proper handling of clearance documents and delivery of consignments at the destination/site of CSIR IIP ,Dehradun. CSP shall indemnify IIP for any loss or liability to or on account of the employee while at work at IIP and IIP will not be held responsible for any loss of life or damage to the contractor's employee while working under this contract due to any unforeseen incident within the CSIR IIP campus. Such all liability will be at the CSP. One desk shall be provided to the person for discharging his/her duties during the contract period.~~
2. **In order to ensure demurrage and penalty free clearance of consignments the CSP must ensure that the shipment arriving under its console will land at the destination Airport between Monday to Thursday.**
3. **Custody and short landing:** Safe custody of the consignment cleared is the sole responsibility of the successful CSP till the same is properly delivered at CSIR-IIP Dehradun or its regional center(s). Wherever any short landing cargo is noticed, the successful CSP shall file "not found" or "not traceable" notice with the concerned airline or authorities & obtain "not traceable certificate" etc. and lodge formal claim on behalf of CSIR-IIP , Dehradun with the concerned airport/airline authorities with all the necessary documentation under intimation to us.
4. **Consignment examination:** It will be on the successful CSP to carefully examine all the packages marked for customs examinations of each consignment with the respective invoices and measurement/packaging list etc. If, at the time of physical examination of the consignment any damage or loss of the goods/shortage is noticed, the same shall be immediately brought to the notice of concerned airline/airport authority and necessary claims may be lodged by CSP

with those authorities on behalf of CSIR-IIP under intimation to us. The successful CSP shall pay all the related fee/charges of surveyor to carry out the survey if required. Such cases may invariably be informed on priority to CSIR-IIP.

5. **Consignment delivery:** CSP will have to deliver the consignments as far as possible, during the office hours i.e. 9.00 A.M. to 5:00 P.M. Dangerous consignments should be handled following proper safety precautions. In all such cases advance intimation may be given by CSP to CSIR-IIP for proper arrangement at our end.
6. **Loading / Unloading:** Manpower for loading & unloading will have to be arranged by the CSP. Equipment/items may be required to be moved to multiple floors. Handling of heavy items may require a larger labour force & equipment. The safety of the equipment and the person involved in doing so will be bidders' responsibility. It must arrange a location survey in advance.
7. **Safe custody of CDEC:** CSP shall ensure safe custody and proper use of custom duty exemption certificate (CDEC) provided by IIP. CSP will have to provide a monthly report of the deliveries of consignments against our purchase orders(s).
8. **Non-Interruption of service:** Should any dispute of any nature arise, CSP shall continue its services as provided in this contract, if required by IIP, during pendency of the dispute. CSP will not hold any of our consignments pending with them due to such dispute/issue. *CSP should submit an undertaking to this effect failing which we reserve the right to cancel the tender.*
9. **Customs queries:** Wherever required, CSP shall equip itself in advance with all necessary information that may be required for answering customs queries. It shall take any necessary step(s) to answer both oral/verbal and written queries without any delay. In case of need of technical clarifications from CSIR-IIP, the queries may be communicated to us at the earliest. Storage/ demurrage charges incurred on account of delay in communicating the queries to CSIR-IIP shall be borne by the CSP and further damage caused to CSIR-IIP due to the above said delay may be made good by CSP.
10. **Future scope:** The CSP contract is initially for Delhi and other airports/seaports. Services of CSP might also be engaged for customs clearance jobs in Delhi or any other city as and when required.

D. Other Terms & Conditions

1. **Period of contract:** The contract period will be **3 (three) years**. After three years the contract can further be renewed for one year subject to retaining the same terms, conditions, and prices by the CSP & Satisfactory Performance.
2. **Yardstick for annual performance:** Following points will be used to evaluate the performance of the successful bidder:
 - a. Demurrage ,penalty, storage charges paid or avoided and circumstances thereof.
 - b. Proper coordination with the custom authorities or airline/carrier and obtaining cargo arrival notice (CAN) within a day and forwarding the CAN to Stores & Purchase Department of CSIR-IIP and expeditious clearance and delivery of the consignments to CSIR-IIP.
 - c. Any commercial dispute or pending legal or other dispute with any of the CSIR Laboratories/Institutes.
 - d. Any case of negligence or non-performance of the contractual obligations on the part of the CSP.
3. **Exporting country charges:** IIP will not pay/reimburse any inland handling/ forwarding charges etc. in the exporting country for orders placed on FOB/ FCA which are beyond the scope of latest INCOTERMS. For shipments on EXW basis, the CSP will be reimbursed by CSIR-IIP subject to production of valid documentary proof of charges in the exporting country. A copy of the related purchase order will be forwarded by us to the CSP via email or post etc. It will be

the sole responsibility of the CSP to follow up the order execution matter with its foreign associates and the foreign supplier for timely delivery of the consignment within the delivery period of PO.

- 4. IATA rate chart:** The rates of freight forwarding/ consolidation will be paid as per IIP provided IATA Rate Chart which shall remain fixed during the duration of the contract. For rates not mentioned in the chart, standard applicable IATA rates shall be applicable. CSP will have to ship the consignment through the first available console of any airline and not delay unduly.
- 5. Continuation of services during pendency of payment of bills:** IIP will make every effort to arrange payment of bills within 30 days of receipt with all requisite vouchers / receipts etc. If payment is delayed days for any reason, the CSP shall Not STOP clearing consignments and their delivery at IIP. CSP should have adequate financial standing to continue clearance activities during the pendency of payment of bills.
- 6. Short-listing:** Bidders should provide all the documents in support of their edibility as mentioned in this bid document, failing which their bids will not be considered for short listing.
- 7. Bill payment:** The CSP will submit its bills to CSIR-IIP only as per the rates, terms and conditions agreed under the contract. No any charges other than the agreed under the contract will be payable. Separate receipts shall not be required in support of agreed charges. A checklist and documents in support of various charges indicated in the bill as per contract should accompany each bill. Any bill not accompanied by such documents will not be received/ processed by the CSIR-IIP. CSIR-IIP shall make every effort to examine and arrange payment of bills immediately after the receipt of bills or maximum within 30 days. If over payment(s) of any type of charges has been made by CSIR-IIP due to oversight/excess claim by the contractor then the successful contractor will be liable to refund the same immediately to CSIR-IIP.
- 8. Non exclusivity:** It is specifically made clear and understood that this contract shall not vest exclusive rights to the CSP to provide services to IIP during the tenure of this contract. Notwithstanding this agreement, IIP may utilize the services of one or more other agencies for obtaining one or more or all and/or such other services enlisted under this contract.
- 9. Bid acceptance and jurisdiction:** Director, CSIR-IIP, Dehradun, reserves the right to accept or reject full or partial of any of the tender(s) without assigning any reason thereof. This will be binding on the bidder(s). Conditional tenders will not be accepted under any circumstances and will be rejected summarily. The jurisdiction area for any dispute/arbitration arisen under this tender will be at Dehradun only.

Eligibility criteria (Annexure-A),
Evaluation criteria –(Annexure-B)
Price Schedule Format (Annexure-C)

Bidder’s Technical Eligibility & Price bid Evaluation Criteria: -

Annexure ‘A’

The tenders will be evaluated in the following two steps (i.e. Step 1 for Techno-commercial evaluation& Step 2 for price bid evaluation)

Step -1(Eligibility criteria for bidders):-

Sr. no.	Terms and Conditions of CSIR-IIP	To be filled by the bidder/CHA clearly (write "Yes or No" with your own handwriting)	Page number of related supporting document of the bidder’s technical bid. (<i>Bidder may mention page number here</i>)
1	The bidder agrees to pay custom Duty + IGST up to Rs. 2.0 lakh per consignment of CSIR-IIP. An undertaking to this effect may be enclosed.		
2	Bidder agrees to pay full amount of air freight charges per consignment of CSIR-IIP. An undertaking to this effect may be enclosed.		
3	The bidder agrees to Insurance clause as mentioned in tender under Scope of Work (specially clause h,i & j) An undertaking to this effect may be enclosed.		
4	The bidder agrees to charge the airfreight rates only as per the latest IATA tact book. An undertaking to this effect may be enclosed.		
5	Whether the bidder is debarred/blacklisted/holiday listed by any of the CSIR Laboratories/Institutes or any other Government Organization(s). (Bidder may provide this information herein exclusively failing which their bid may be rejected summarily.) An undertaking to this effect may be enclosed.		
6	Whether the bidder has any pending legal issue with CSIR or its Laboratories/Institutes? provide details (if any). The legal status of the case may also be intimated to the buyer. Buyer reserves the right to award contract to such contractor or not without assigning any reasons thereon. An undertaking to this effect may be enclosed.		
7	Whether duly signed & stamped Bid Form (Tender Acceptance Form) as per Annexure- E submitted		
8	Whether the bidder has minimum 5 (five) years of continuous experience for the similar work in its own name in any of CSIR laboratories/Institutes or in other similar R&D government organizations like ICMR/ICAR/DRDO/ISRO/Public Sector Undertaking etc. (Attach supporting valid document)		

9	<p>Whether the bidder agrees (if awarded the contract) to furnish a fidelity guarantee bond of Rs. 50.00 lakh (Rupees fifty lakh only) in favor of the Director, CSIR-IIP, DEHRADUN to safeguard the interest of CSIR-CSIR-IIP in the event of any loss due to any act of omission and commission by the bidder. ?</p> <p>An undertaking to this effect may be enclosed.</p>		
10	<p>Whether the bidder has submitted the EMD/Bid Securing Declaration as per Annexure-J with the technical bid?</p>		
11.	<p>Whether the bidder is ready to furnish PBG (if contract awarded on him) within 21 days of award letter? As per Clause 4. An undertaking to this effect may be enclosed.</p>		
12.	<p>Whether the Bidder has a minimum annual turnover of Rs. 200.00 lakhs during each of the last three financial years. Please submit copies of Balance sheets and Profit & Loss statements for said years duly audited.</p>		
13	<p>The bidder should attach the following valid documents duly self-attested.</p>		
	<p>1.1.1 The bidder's valid permanent/regular CHA license in own name from Indian Customs department at place Delhi</p> <p>1.1.2 The bidder's Consolidation License at place Delhi in own name from International Air Transport Association (IATA).</p> <p>1.1.3 The bidder's FIATA membership document in own name.</p> <p>1.1.4 The bidder's valid MTO registration document.</p> <p>1.1.5 The bidder's ISO 9001:2015 or latest certificate.</p> <p>1.1.6 The bidders' registration document with Registrar of Companies in India.</p>		
14.	<p>Has the bidder incurred a loss (as per Profit & Loss Statement) in any year during last 3 years?</p> <p>(bidder having loss in last 2 any years will be technically disqualified). P&L statement duly attested may be enclosed.</p>		
15.	<p>Latest Bank Solvency from Scheduled commercial Bank for minimum amount of Rs. 50.00 lakhs only.</p>		
16.	<p>Certificate regarding Bidder not having a land border with India (as Annexure - I)</p>		

17.	Code of Integrity as per Annexure - G		
18.	Whether make in India Certificate as per Annexure-K is submitted		

Bidder may note: -

- a. Before uploading in portal bidder may make all the pages serial numbered and stamped & signed their bid Non submission of supporting document may lead to rejection of the bid. Bidders are requested to carefully attach the supporting document wherever required.
- b. The bidders qualifying in the above technical evaluation will only be considered for financial evaluation. (Step 2).
- c. Any bidder not fulfilling the above Eligibility Criteria mentioned from Sr. No. 1 to 18 shall be rejected.

Step -2 (commercial/price bid evaluation process)

ANNEXURE-B

Charges which are normally being claimed and rates which are sought to be quoted by the C&F Agents are classified in the following Three groups (A, B, C) for the purpose of comparison and financial evaluation of the price bids of technically qualified bidders. Each Bidder, depending upon his quoted rates, will be given marks from 0-100 for each group. Finally different weight ages (as mentioned below) will be given to the marks obtained in each group to calculate the Total Score of each Bidder :

Marks obtained in the	Group	Weightage
	A (Freight)	70
	B (Clearance)	10
	C (Inland freight)	20

Following Formula will be used to arrive at Total Score of a Bidder.

$$\text{Total Score} = \frac{70(A)+10(B)+20(C)}{100}, \{ \text{where A,B,C are marks obtained in respective group} \}$$

Bidder with highest Total Score shall be emerged as financially qualified and contract will be awarded in his favor (subject to the approval of the Competent Authority, CSIR IIP)

NOTE: DISCOUNTS/CONCESSIONS SUBJECT TO ANY CONDITIONS mentioned BY THE BIDDER WILL lead to reject the tender.

Formula for calculating Marks/Score:

Following Formula will be used to arrive at score of a bidder in individual Group (A,B&C):

The bidder with the highest discount in a group will be given 100 marks while the lowest will be given 0.

The rest of the bidder will be given marks in between as per the following Formula:

$$X = \frac{\text{Bidder's quote(BQ)} - \text{Lowest quote(LQ)}}{\text{Highest Quote(HQ)} - \text{Lowest quote(LQ)}} \times 100$$

e.g. if three bidders B1, B2 and B3 have quoted 30%, 50% and 60% discounts respectively for Group A, then the marks obtained by the B3 shall be 100 while marks of B1 shall be 0 and marks obtained by B2 for Group A shall be calculated as follows:

$$\frac{50 - 30}{60 - 30} \times 100 = 66.6 \quad \text{Same formula shall be used for Group B and Group C marks calculation.}$$

This way, score of the bidder(B2) shall be calculated for Group A,B& C to arrive its final score

$$\text{Total Final Score of a bidder} = \frac{70(X) + 10(Y) + 20(Z)}{100}$$

Where X,Y&Z marks obtained in respective three Groups A,B, & C

The bidder with maximum total final score as per step 2 above will be considered Lowest evaluated bidder(L1) and contract will be awarded to them.

Annexure-C
Price Schedule Format

Name of the Bidder _____

Group	Description	Discount offered											
Group A	<p>Discount offered on standard IATA rates</p> <p>Most of our shipments shall be on FCA/FOB INCOTERMS® 2020. No other charges will be paid except discounted airfreight. Bidders should quote discount after considering all type of their charges in foreign country absorbing Fuel & War Security Surcharges and other charges like Voluminous, OD cargo etc including Custom Clearance Charges (Agency Charges for custom Clearance)</p> <p>2) For Forwarding cases of (DGR/Hazardous/Perishable Consignments) : IATA rates shall be reimbursed.</p> <p>If there is any shipment on Ex-works basis, all charges in Shipper Country from factory to/at international port of dispatch will be paid on Actual basis for which the contractor should inform in advance to the CSIR IIP for getting such charges approval. Mention only single discount figure on current IATA rate</p>	<p>_____ % (Mention numerical value from 0-100)</p>	<p>For Forwarding cases of (DGR/Hazardous/Perishable Consignments) : IATA rates shall be reimbursed.</p> <p>NOTE 1: (A certified COPY OF TACT BOOK FOR IATA RATES WILL BE REQUIRED TO BE SUBMITTED with the tender. As soon as any change happen in IATA rates the revised IATA Tact book may be furnished by the bidder immediately).</p> <p>[</p>										
Group B	<p>Agency charges for Custom Clearance for consignments in other console e.g. on CIP/CIF etc. from Delhi Airport.</p> <p>Minimum Rs. 3000/-</p>	<p>_____ % (Mention numerical value from 0-100)</p>	<p>Indian Airport related statutory charges, Dry Ice replenishment charges @ Rs. 80.00 per Kg for perishable consignments, such charges will be payable subject to production of original receipt) Delivery Order charges at actual subject to production of original receipt.</p>										
Group C	<table border="1"> <tr> <td colspan="2">Inland Transportation charges from Delhi Airport to CSIR-IIP, Dehradun</td> </tr> <tr> <td>Up to 100 kg. by courier or other mode</td> <td>Rs. 2,500/- +GST</td> </tr> <tr> <td>101 – 500 kg.</td> <td>Rs. 6,000/- + GST</td> </tr> <tr> <td>501kg.-2.5 MT Tempo Load</td> <td>Rs.10,000/- +GST</td> </tr> <tr> <td>Up to 9MT Truck Load</td> <td>Rs. 16,000/- +GST</td> </tr> </table>	Inland Transportation charges from Delhi Airport to CSIR-IIP, Dehradun		Up to 100 kg. by courier or other mode	Rs. 2,500/- +GST	101 – 500 kg.	Rs. 6,000/- + GST	501kg.-2.5 MT Tempo Load	Rs.10,000/- +GST	Up to 9MT Truck Load	Rs. 16,000/- +GST	<p>_____ % (Mention numerical value from 0-100)</p> <p>(Single discount on all the three slabs)</p>	<p>Please note that each consignment should be delivered directly IIP without console.</p>
Inland Transportation charges from Delhi Airport to CSIR-IIP, Dehradun													
Up to 100 kg. by courier or other mode	Rs. 2,500/- +GST												
101 – 500 kg.	Rs. 6,000/- + GST												
501kg.-2.5 MT Tempo Load	Rs.10,000/- +GST												
Up to 9MT Truck Load	Rs. 16,000/- +GST												

Important Note:

Annexure-C related discounts etc. may be shown by the bidder in the BoQ/Procurement portal. If additionally mentioned by the bidder in PDF upload then the same should match with the BoQ else the bid can be cancelled.

Bidders should necessarily submit their financial bids in the format provided i.e. BOQ and no other format is acceptable. Bidders are requested to mention discount against each Group in the Price bid given as BOQ only. There should be no mention of any price or discount in the technical bid.

Evaluation as per **Annexure B** shall be made based on group-wise discounts mentioned in BOQ and evaluation chart and ranking will be prepared accordingly and shall be uploaded on the Portal. **Auto generated ranking on CPP portal in BOQ summary shall not be valid for deciding the ranking of the bidders** as this contract eligibility criteria is derived by a formula which can not be processed by BoQ online as per the tender. Bidders are required to download the BOQ file, open it and complete the Blue coloured (unprotected) cells with their respective discounts and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

Annexure-D
BID SECURITY FORM

(Refer para 5.1.2 (ix)(c) & 6.1.1 (01) of the CSIR Manual)

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 _____ of _____ having our registered office at _____ are bound unto _____ (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 THIS OBLIGATION ARE:

- (1) If the tenderer withdraws or amends or modifies or impairs or derogates from the Tender in any respect within the period of validity of this tender.

Or

- (2) If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity:-
 - (a) If the tenderer fails to furnish the Performance Security for the due performance of the contract.
 - (b) 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 Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including 45 days after the period of tender validity i.e., up to _____ and any demand in respect thereof should reach the Bank not later than this date.

(Signature of the authorized officer of the Bank)

Name and designation of the officer
Seal, Name & Address of the Issuing Branch of the Bank

Annexure–E
Bid Form (Tender Acceptance Form)
(Refer para 5.1.2 (ix)(h) of the CSIR Manual)

[The Bidder shall fill in this Form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date: *[insert date (as day, month and year) of Bid Submission]*

Tender No.:

Invitation for Bid No.: *[insert No of IFB]*

To:

Director,

CSIR-IIP

Mohkampur, Haridwar Road, Dehradun - 248005

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda No.: *[insert the number and issuing date of each Addenda]*;
- (b) We offer to supply the services in conformity with the Bidding Documents and in accordance with the Requirements of the following Services *[insert a brief description of the Related Services]*;
- (c) We have offered Discount in BOQ/Price Schedule as per format provided in BOQ/price schedule
- (d) The discounts offered and the methodology for their application are accepted: *AS per Annexure-B.*
- (e) Our bid shall be valid for the period of time specified in Clause 12 from the date fixed for the bid opening, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) If our bid is accepted, we commit to obtain a performance security in accordance with the Tender Clause for the due performance of the Contract and also submit order acceptance within 14 days.
- (h) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.

Signed:

[insert signature of person whose name and capacity are shown]

In the capacity of *[insert legal capacity of person signing the Bid Submission Form]*

Name: *[insert complete name of person signing the Bid Submission Form]*

Duly authorized to sign the bid for and on behalf of: *[insert complete name of Bidder]*

Dated on _____ day of _____, _____ *[insert date of signing]*

Annexure-F
PERFORMANCE SECURITY FORM
(Refer para 5.1.2 (ix)(i) & 6.1.2 (02) of the CSIR Manual)

MODEL BANK GUARANTEE FORMAT FOR PERFORMANCE SECURITY

To,
.....

WHEREAS (name and address of the supplier) (hereinafter called “the supplier”) has undertaken, in pursuance of contract No. datedto supply (description of goods and services) (herein after called “the contract”).

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the day of, 20.....

(Signature of the authorized officer of the Bank)

.....
Name and designation of the officer

.....
Seal, Name & Address of the Issuing Branch of the Bank

Note: Whenever, the bidder chooses to submit the Performance Security in the form of Bank Guarantee, then he should advise the banker issuing the Bank Guarantee to immediately send by Registered Post (A.D.) an unstamped duplicate copy of the Guarantee directly to the Purchaser with a covering letter to compare with the original BG for the correctness, genuineness, etc.

Annexure–G

Format for declaration by the Bidder for Code of Integrity & conflict of interest
(Refer para 3.2.1 & 5.1.2 (ix)(m) of the CSIR Manual)

(On the Letter Head of the Bidder)

Ref. No: _____

Date _____

To,

(Name & address of the Purchaser)

Sir,

With reference to your Tender No. _____ dated _____ I/We hereby declare that we shall abide by the Code of Integrity for Public Procurement as mentioned under Para 1.3.0 of ITB of your Tender document and have no conflict of interest.

The details of any previous transgressions of the code of integrity with any entity in any country during the last three years or of being debarred by any other Procuring Entity are as under:

- a
- b
- c

We undertake that we shall be liable for any punitive action in case of transgression/contravention of this code.

Thanking you,

Yours sincerely,

Signature
(Name of the Authorized Signatory)
Company Seal

ANNEXURE - H
Bidder Information Form

(a) [The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted. This should be done of the letter head of the firm]

Date : [insert date (as day, month and year) of Bid Submission]

Tender No .:[insert number from Invitation for bids]

01.	Bidder's Legal Name [insert Bidder's legal name]
02.	In case of JV, legal name of each party: [insert legal name of each party in JV]
03.	Bidder's actual or intended Country of Registration: [insert actual or intended Country of Registration]
04.	Bidder's Year of Registration: [insert Bidder's year of registration]
05.	Bidder's Legal Address in Country of Registration: [insert Bidder's legal address in country of registration]
06.	Bidder's Authorized Representative Information Name: [insert Authorized Representative's name] Address: [insert Authorized Representative's Address] Telephone/Fax numbers: [insert Authorized Representative's telephone/fax numbers] Email Address: [insert Authorized Representative's email address]
07.	Attached are copies of original documents of: Articles of Incorporation or Registration of firm named in 1, above.

Signature of Bidder _____

Name _____

Business Address _____

ANNEXURE - I

Certificate with regard to the bidder not having a land border with India

(Ref.- Govt. of India, Ministry of Finance, Dept. of Expenditure Order No. F.No.6/18/2019-PPD dated 23.07.2020 {Public Procurement No.1} and subsequent orders on the subject)

Tender No: _____

Date _____

To,
The Director,
CSIR-IIP
Address:
Contact details

Sir,

“I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I certify that M/s. _____ is not from such a country.

For and on behalf of

(Name of firm/entity)

Authorized signatory (To be duly authorized by the Board of Director)

ANNEXURE-J

Bid Securing Declaration Form

Date: _____

Tender No. _____

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: _____ (insert signature of person whose name and capacity are shown)
in the capacity of _____ (insert legal capacity of person signing the Bid Securing Declaration)

Name: _____ (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign
the bid for an on behalf of _____ (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

ANNEXURE-K
Self Certification for Make in India

Reference: Order No. P-45021/2/2017-PP (BE-II) dated 04th June, 2020 of Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce & Industry, New Delhi.

We hereby certify that as per the above referred Order based on the _____ percentage (supplier is required to indicate the percentage) of local content in the **services** offered by us against tender No. _____, we are Class ____ (Supplier needs to mention whether Class-I local supplier or Class-II local supplier).

The details of the location(s) at which the local value addition is made is as below:

Sr. No.	Name of the Location	Full Address of the Location
1.		
2.		

We also certify that if the details are found to be false then it shall be a breach of the Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for upto two years as per Rule 151 (iii) of the General Finance Rules along with such other actions as may be permissible under law.

Place:
Date:

Authorised Signatory.
Name:
Company Seal.

MODEL BANK GUARANTEE FORMAT FOR FURNISHING BID SECURITY (EMD)

The Director

CSIR – IIP

Address : _____

Whereas (hereinafter called the “bidder”) 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.....of having our registered office at..... are bound unto(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 of20.....

THE CONDITIONS OF THIS OBLIGATION ARE:

- 1) If the bidder withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
- 2) If the bidder having been notified of the acceptance of his tender by the Purchaser during the period of its validity:- a. If the bidder fails to furnish the performance security for the due performance of the contract. b. 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 (CSIR/Lab) having to substantiate its demand, provided that in its demand the purchaser will note that the amount claimed by it is due to it owing the occurrence of one or both the two conditions, specifying the occurred condition or conditions. This guarantee will remain in force upto and including 45 days after the period of tender 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

WITH CONTACT EMAIL ID & TELEPHONE NUMBER

Addresses & Contact Details of Offices in City

S. N.	Address	Contact Details (Name / Telephone / email etc.)	Whether registered as CHA?

Signature and Seal of the Bidder.....

Place :

Date :

COMPLIANCE STATEMENT FORM

ATTACH WITH TECHNICAL BID

(COMPLIANCE FOR ITB, TERMS & CONDITIONS, SERVICE & QUALIFICATION / ELIGIBILITY REQUIREMENTS OF THE BID DOCUMENT)

An item-by-item commentary on the Purchaser's Service Requirements per T&C, Service Specifications, and Qualification Requirements demonstrating substantial responsiveness of the bidder's willingness to meet those requirements to the provisions of the tender document.

S. No.	Tender T&C and Specifications	Bidder's Specifications	Technically complied or not complied	Remarks/Deviation If any

- **PLEASE ATTACH NECESSARY CERTIFICATES / DOCUMENTS / UNDERTAKING ETC. WHEREVER REQUIRED WITH THE TECHNICAL BID.**
- **CERTIFICATES / LICENSES / INSURANCE / PROFESSIONAL MEMBERSHIPS / LOCATION DOCUMENTS SHOULD HAVE BEEN ISSUED ON DATES **PRIOR** TO THE DATE OF PUBLISHING OF THIS TENDER FAILING WHICH BID SHALL BE DISQUALIFIED.**
- **SELF DECLARATION CAN BE SUBMITTED FOR CONSOLIDATION NETWORK, PAYMENT OF FREIGHT/ CUSTOMS DUTY, INSPECTION FACILITY, HANDLING OF DANGEROUS SHIPMENTS ETC.**
- **IF THIS FORM IS NOT FILLED PROPERLY, BID SHALL BE CONSIDERED NON-RESPONSIVE AND REJECTED SUMMARILY at the discretion of the buyer.**
-
- Signature and Seal of the Bidder.....
- Place : _____
- Date : _____

BIDDER'S PERFORMANCE STATEMENT FORM

(Please Provide Details of at least 03 organizations as per the terms of the tender document for services which are same / similar to the one mentioned in this tender document. If required, this information may be cross verified by IIP)

S.No.	Client Details (Name / Address / Phone / Fax / Email)	Services Provided	Satisfactory services or not	Period / Duration
1				
2				
3				

Signature and Seal of the Bidder.....

Place :

Date :