

INSTITUTE FOR PLASMA RESEARCH

NEAR INDIRA BRIDGE, GANDHINAGAR HIGHWAY

BHAT, GANDHINAGAR – 382 428

GUJARAT STATE

PHONE : 079-2396-2000/2021/2026

FAX : 079-2396-2277

TENDER NOTICE No. IPR/TN/PUR/F/18-19/35 Dated 01-11-2018

Sealed tenders are invited from reputed Customs House Agents who meets the following eligibility criterion:-

Sr. No.	Essential Eligibility compliance	Evidence for submission	Attachment Sr. No. of proofs and evidence
1.	Bidder should have full-fledged set up in Ahmedabad for the last 5 years from the date of publication of this tender notice.	Submit valid documents issued by competent authorities	
2.	Bidder should have valid CHA License for the last 5 years to carry out customs clearance work at Ahmedabad from the date of publication of this tender notice	Submit valid CHA License / Certificate / Documents issued by the competent authorities	
3.	Bidder should have Goods and Service Tax Registration	Submit copy of GST registration certificate.	
4.	Bidder should have Permanent Account Number (PAN)	Submit copy of valid PAN	

We may initially operate the contract for a period of two (2) years but it can be extended for further period. Tender documents are available on IPR website <http://www.ipr.res.in/documents/tenders.html>. Interested and eligible parties who fulfill the above criteria may at their option, download the tender documents from the website and submit their offer alongwith a **tender fee of Rs. 500/- (Non refundable)** in the form of Demand Draft from any nationalized/scheduled bank drawn in favour of **Institute for Plasma Research**, payable at **Ahmedabad** as per the details given in the tender document. In case any party desires to collect the tender documents by post, they may contact the Purchase Officer alongwith prescribed tender fee. Tender documents will be issued upto **12-11-2018**.

Tenders in a sealed envelope superscribing the envelope with the above tender no., date, due date and duly mentioning **“Tender for Customs Clearance Work at Ahmedabad”** alongwith tender fee of Rs. 500/- and EMD for Rs. 10,000/- by way of Demand Draft from any nationalized/scheduled bank drawn in favour of **Institute for Plasma Research**, payable at **Ahmedabad**, should be submitted alongwith all the details/documents asked for in the tender document to the Purchase Officer at the above address on or before **28-11-2018 by 13:00 Hrs.**, which will be opened on the same day at **14:30 Hrs.** in the presence of attending tenderers. The representative who wish to attend the tender opening should carry an

authorization letter from their organization for participation in the tender opening, failing which he/she will not be allowed to participate in the Tender Opening Process.

The Director, IPR reserves the right to accept or reject the tenders in full or part thereof without assigning any reasons.

SCHEDULE

TENDER NOTICE No. IPR/TN/PUR/F/18-19/35 Dated 01-11-2018

(To be filled in signed, stamped and submitted to IPR)

Sr.	Job Description	Rates for Air Consignment (in INR)	Rates per
IMPORTS			
1.	Customs Clearance Charges i.e. Bill of Entry Filing Charges, Examination and Attendance Charges, Strapping etc..		Consignment
2.1	Transportation charges from Airport to IPR Stores a) Upto 10 Kgs. b) For every additional 10 Kgs.		Additional 10 Kgs.
2.2	Transportation charges from Airport to FCIPT – Sector-25, Gandhinagar a) Upto 10 Kgs. b) For every additional 10 Kgs.		Additional 10 Kgs.
3.	Agency Charges a) Per consignment upto 3 packages in a consignment b) Every additional package		Per Consignment Additional package
4.	% (percentage) of GST applicable		
EXPORTS			
1.	Customs Clearance Charges i.e. Shipping Bill Filing Charges, Examination and Attendance Charges, Strapping etc..		Consignment
2.1	Transportation from IPR to Airport a) Upto 10 Kgs. b) For every additional 10 Kgs.		Additional 10 Kgs.
2.2	Transportation from FCIPT- Sector-25, Gandhinagar to Airport a) Upto 10 Kgs. b) For every additional 10 Kgs.		Additional 10 Kgs.
3.	Agency Charges a) Per consignment upto 3 packages in a consignment b) Every additional package		Per Consignment Additional package
4.	% (percentage) of GST applicable		

Place :

**Signature of the authorized person of Customs House Agent
(Official Seal)**

Date : / /2018

TERMS AND CONDITIONS

TENDER NOTICE No. IPR/TN/PUR/F/18-19/35 Dated 01-11-2018

1. Tenders received late or without EMD or without copies of valid **Establishment documents**, CHA License, **Goods and Service Tax Registration Certificate** and Permanent Account Number (PAN) Certificate and not in accordance with the tender documents are liable for rejection.
2. The quoted rates should be valid throughout the contract period. The quotation should be submitted as per the format (Schedule) provided with tender documents.
3. Counter terms and conditions, if any, should be indicated clearly in your offer. Offer should be valid for 120 Days from the date of opening of the tender for entering into an agreement.
4. Decision of IPR as to whether we should accept the rates quoted by you in the schedule will be final and binding on you.
5. IPR is not bound to accept the lowest quoted rates. The decision of IPR in this regard will be final.
6. **TENDER FEE :-**

Tender fee of Rs. 500/- (nonrefundable) should be submitted in the form of DEMAND DRAFT from any nationalized/scheduled bank drawn in favour of Institute for Plasma Research and payable at Ahmedabad while asking for the Tender documents. Vendor's name and tender number shall be indicated on the reverse side of the Demand Draft.
7. **EARNEST MONEY DEPOSIT (EMD) :-**

Your quotation should accompany a DD / Pay Order for Rs. 10,000/- drawn in favour of Institute for Plasma Research, payable at Ahmedabad towards EMD. Quotation received without EMD is liable for rejection.
8. Reasonable expenses, other than indicated in the schedule, if any incurred by you in connection with the clearance, shall be paid extra on production of actual receipt. You will not be entitled for any payment other than mentioned in this document.
9. You shall carry out the clearance work and other allied services efficiently and quickly.
10. Since time is the vital element in clearing the goods, you shall accomplish the tasks assigned to you with utmost speed, care and efficiency.
- 10.1 All shipments should be cleared well within the time specified by the custodian/customs to avoid demurrage/wharfage etc; after handing over the documents to you. Where specific problem prevents the clearance of a consignment, the period of delay in clearing the consignment is to be separately mentioned in the clearance bill with detailed justification. In case any consignment is to be cleared on

TOP PRIORITY BASIS, you will have to make arrangement to clear such consignment/s as per our requirement.

- 10.2 You will have to collect customs clearance documents on the day of telephonic intimation received from IPR and FCIPT, Gandhinagar as the case may be. Similarly you should ensure that intimation for payment of customs duty is faxed on PRIORITY/E-mailed BASIS.
11. Any clarification required on any consignment is to be referred to us promptly for further necessary action.
12. For all immediate assistance required from our side, like representing specific case to customs authorities, personal hearing etc., you should contact us forthwith.
13. You should provide a list of parties for whom you are doing customs clearance work for the last 5 years. (You may state the address, name and Telephone/ Fax No. / E-mail of contact person, quantum of work handled, period etc.). If you fail to provide the aforesaid information we may reject your offer.
14. The consignment cleared through Customs should be delivered at our Stores through an authorized transporter on all working days between 10:00 a.m. and 4:30 p.m. with an advance intimation to Stores Officer, IPR. This includes loading, transportation, unloading the consignments and shifting the same to our stores from the unloaded point. However, the charges for forklift/lifting devices if used in exceptional cases where a single package weighing more than 500 Kgs., at the time of unloading at our stores will be paid extra at actuals upon submission of receipt. Utmost care should be taken while handling the consignment by your representative at each stage, failing which we will hold you responsible for damage, if any. Special care should be taken in respect of fragile consignments.
15. Freight and other charges not exceeding of Rs. 10,000/- per consignment will be prepaid by you and to be claimed only after delivery of the cleared consignments at our stores.
16. The custom clearance work awarded to the successful bidder can be terminated whenever IPR feels that your services are not found satisfactory and hence no more required by us. In such an eventuality, you will be given a month's notice and during the said notice period any amount outstanding with you will have to be paid to us and settled.
17. We shall have the right to determine in each case whether the warehouse and other scheduled charges incurred/paid by you are reasonable and are not attributable to the clearing agent's delay. If we find on scrutiny that the delay is wholly/partly attributable to the clearing agent, we reserve the right to charge such avoidable expenses incurred to the clearing agent's account.
18. You will have to collect the Cargo Arrival Notice daily from the concerned Agency and personally deliver the same to us on the same day or on the very next working day for further action. You should also verify the consignment physically at Air Cargo Complex immediately on landing and whenever consignments are found missing

- necessary claims should be put up to the appropriate authorities within the time limit prescribed for total compensation by carriers/customs under intimation to us. Any rejection due to non-submission of claims in time will be attributable to the clearing agents and the total loss will be recovered from you. You should liaison with our freight forwarder to expedite the clearance work.
19. The successful bidder will have to enter into an agreement with IPR initially for a period of 2 years and the same is extendable for further period on the same rates, terms and conditions solely at the discretion of IPR. The successful bidder will have to deposit an amount of Rs. 20,000/- (Rupees : Twenty Thousand only) towards Security Deposit by DD / Pay Order in favour of INSTITUTE FOR PLASMA RESEARCH, payable at Ahmedabad, within 15 days from the date of entering into an agreement. This deposit will not bear any interest. The aforesaid amount will be refunded after successful completion of the agreement period. However, IPR reserves the right to forfeit the aforesaid amount in full/part in case you fail to execute any of the clauses mentioned in our agreement or we incur any loss due to your negligence for whatsoever reason or any amount due to IPR.
 20. The scope of work also includes preparation and filing of application in time for refund of customs duty with appropriate authorities in consultation with us.
 21. In case of Export, preparation of all required/relevant documents is also in your scope.
 22. You should furnish copy of notifications, amendments or any other documents issued by Customs authorities, carriers, custodian etc. from time to time.
 23. A copy of this terms and conditions duly signed by you should be submitted to IPR alongwith your offer.
 24. **The rates invited for Export Customs Clearance are indicative only & it will not be the basis for award of contract as IPR is not involved in any regular export activities. The export cases dealt with in IPR are very few/limited & mainly done for warranty repairs or to return the rejected/defective material to the supplier.**
 25. The bidder is responsible to upload the Bill of Entry / Shipping Bill well within the free time allowed by customs. Any delay in filing Bill of Entry / Shipping Bill attributable to CHA, the charges such as penalty etc. will be recovered from the CHA bill/outstanding bills.

Signature of the authorized person of Customs House Agent
(With Official Seal)

Plate :

Date : / /2018