



INSTITUTE OF ADVANCED STUDY IN SCIENCE AND TECHNOLOGY
(An Autonomous Institute under Department of Science and Technology, Govt. of India)
Paschim Boragaon, Garchuk, Guwahati-781035

Advt. No-321

Date: 26.09.2021

TENDER FOR APPOINTMENT OF FREIGHT FORWARDER –CUM-CLEARING AGENT

The Director, Institute of Advanced Study in Science and Technology, Guwahati is interested in engaging the service of competent and efficient consolidator/ Freight Forwarder and Custom House Agent for a period of three years (initially for one year and renewable on yearly basis) to render the following services to IASST, Guwahati subject to consistent and satisfactory performance.

Sealed quotations are invited from reputed consolidator/ Freight Forwarder and Custom House Agent for providing service of custom clearance and freight forward for the Institute of Advanced Study in Science and Technology (IASST).

Bid document with other terms & conditions can be submitted with bid fee as per following.

Bid fee-DD (non - refundable)	Last Date and Time for submission of bids	Venue for Opening of Technical Bids
Rs. 1000/- (Rupees One Thousand Only)	02/12/2021 at 5pm.	Office of the Registrar, IASST, Guwahati – 781035 Date: 03/12/2021 at 3pm

JOB REQUIREMENT

- 1) To provide door to door delivery service of import consignment on demurrage nil basis to IASST, Guwahati.
 - i) To Pick up/consolidate import consignment on Ex-works/ FOB (Airport/ Seaport) basis from supplier's end and make safe transportation by the earlier available carrier to Kolkata airport/Sea Port or Guwahati Airport as applicable, and
 - ii) To transport the custom cleared consignment (s) from Kolkata Airport/Sea Port and Guwahati Airport as applicable and make safe delivery of the same to IASST, Guwahati.
- 2) To arrange transit insurance for the import consignments starting from the point of pickup from supplier end in Foreign Country till it is delivered at IASST, Guwahati.
- 3) To provide advance intimation about the shipment.
- 4) To make prompt issue of Cargo Arrival Notice (CAN)/Delivery order and collect delivery order from other freight forwarder on cash payment, whenever required.
- 5) To submit Bank Release Order at the earliest.
- 6) To process Bill of Entry.
- 7) To pay Airport/Seaport/Post Office & Terminal etc charges reimbursable within 30 days against production of authentic documents and monetary receipt/ voucher.
- 8) To clear import consignments at Kolkata Airport/Seaport (also from Guwahati Airport if required) within the free period.
- 9) To pay import/inland freight charges and this will be reimbursed within 30 days against production of authentic documents and monetary receipt/ voucher.
- 10) To pay Custom charges up to Rs 1, 00,000.00 (one lakh) only at a time reimbursable within 30 days against production of authentic documents and monetary receipt.
- 11) To arrange delivery of the consignment to the intending Department/ Section in IASST, Guwahati.

- 12) To provide any other service as mentioned in the Terms & Condition of this tender or which might be required at later stage.

Bidders are requested kindly to read the above mentioned Job requirement and the terms and conditions attached here with carefully and make sure they are eligible and able to comply.

No any condition(s) either verbal or in black and white from the bidder(s) will be acceptable and may lead to cancellation of the quotation. The duly signed and sealed offer/quotation accompanied with necessary documents wherever applicable is to reach the undersigned on or before Date: 27/10/2021 (12:00 hrs IST)

Registrar, IASST

TERMS & CONDITIONS

1. **PERIOD OF CONTRACT:** The **Contract** is awarded for a period of ONE YEAR (renewable further up to three years on yearly basis).
2. **VALID LICENSES:** The agency should be IATA approved freight forwarder and Customs House Agent licensee at Kolkata. Copies of documents in support of the same should be enclosed. Separate freight forwarding offer through third party will not be accepted.
3. **PERFORMANCE BANK GUARANTEE:** Successful bidder is to submit an unconditional Performance Bank Guarantee for Rs. 2, 00,000/- valid until 60 days after the expiry of the contract period within 25 days of award of the contract. (Format of PBC enclosed in Annexure-D)
4. **FCA/FOB CONSIGNMENTS:** In case of orders placed with foreign suppliers on FCA/FOB basis the Air freight rates must be based on FCA/FOB shipments i.e. from shipping Airports in the exporting country to KOLKATA/GUWAHATI Airport or as applicable.
5. **LOCAL REPRESENTATIVE:** The Agent must have its own office at Guwahati or local representative. Representative of the firm will have to visit IASST Guwahati office **once a week** or as and when required for document/cheque collection/paper work and assistance in bill processing. Representative must be available during odd hours/holidays etc. for collection of papers/delivery of materials etc. if required. Name, contact number and address of the local Office/Agent must be provided in a separate sheet.
6. **EX – WORKS SHIPMENTS:** In case the foreign supplier only agrees to supply the goods on ex – works basis, the consignment shall be lifted by the Agent from the foreign supplier’s end for onward shipment to IASST, Guwahati.
7. **EXPORT WORK:** The firm may also be required to export certain items for repairs/replacement, which will be re-imported. The firm should do all the procedural formalities with customs for this purpose. Similarly, the firm will also be required to actively follow cases of recovery of excess duty paid to customs.
8. **PAYMENT OF FREIGHT CHARGE ON BEHALF OF IASST:** Please note that cost of freight/other charges will have to be borne by nominated Freight Forwarding-cum-Clearing Agent and get the same reimbursed after delivery of consignments at IASST, Guwahati by producing the concerned bills/voucher(s).
9. **SAFE CUSTODY OF CONSIGNMENTS:** Safe custody of consignments transported/cleared is the responsibility of the Agent until it is delivered to IASST, Guwahati.
10. **MANAGEMENT OF PERISHABLE ITEMS:** In case of perishable (Chemicals) CIF/FOB-FCA/EXW consignments if required the firm will have to arrange for Dry-Ice stuffing at Kolkata Airport. Perishable/Dangerous Goods if any will have to be delivered at IASST, Guwahati soon after clearance at the airport. BE is to be filled for the perishable consignment in advance if required the same is to be cleared with undertaking with filling of BE at later stage. The perishable consignment will have to be cleared from Customs within 24 hours from the date of arrival of the consignment. In addition, it must be ensured that sufficient dry ice is available for transporting to IASST, Guwahati. In case, the perishable consignment is damaged on account of insufficient dry ice during clearance, Consolidator/Freight Forwarder/CHA will be held responsible for the complete loss.

11. **PAYMENT OF CUSTOM DUTY ON BEHALF OF IASST, GUWAHATI;** Please note that no advance will be paid for Custom clearance up to Rs. 1.00 lakh. However, if Custom Duty itself comes to more than Rs.1.00 lakh (Rupees one lakh) Advance Customs Duty will be paid on request and receiving prior intimation. Bills/charges will be reimbursed on submission of valid receipts/vouchers for the same at actual by cheque.
12. **INSPECTION FACILITY:** (i) In few cases the firm may also be required to carry out or arrange to carry out inspection (arrangement of third party inspection) of the ordered material at the country/port of shipment/supplier's premises. (ii) Inspection of the packing/labelling/markings etc. (as per international packing standards & norms) will also be the responsibility of the Agent.
13. **ARRANGEMENT OF INSURANCE:** The agency may also be required to obtain/arrange for the insurance policy for the FOB/FCA/EXW consignments on behalf of IASST/ or for items shipped through sea/Air and assist in processing claims in the event of any damage etc. All statutory charges will be reimbursed on submission of valid receipts/vouchers for the same at actual. All consignments should be insured from Kolkata or other airports of India to IASST, Guwahati whether it is shipped by road or air.
14. **IDENTIFICATION OF DAMAGE AND ARRANGING SURVEYOR RESPONSIBILITY OF THE AGENT:** It is responsibility of the agent to examine carefully all packages marked for customs examination of each consignment arrived at the airport with the respective invoices and measurement/packing list etc. If at the time of physical examination of the consignment any damage or loss of goods is noticed, the same shall be brought to the notice of IASST, Guwahati immediately for arranging an Insurance Surveyor for surveying the consignment. The Surveyor's actual fees and expenses incurred on conveyance for carrying on the survey will be reimbursed to the Agent on submission of valid receipt.
15. **SHORT LANDING:** Whenever any short landing Cargo is noticed the Agent shall be required to file "Not found" or "Not traceable" notice with the Airport Authority and obtain Not Traceable Certificate and also lodge formal claim on Airport Authorities/Concerned Airlines with all necessary documents under intimation to IASST, Guwahati.
16. **THE AGENT SHALL BE HELD RESPONSIBLE FOR ANY DELAY:** Non clearance of consignments in the port of destination within the free period, from the date of arrival, will be treated as delay. The Agent shall be held responsible for any delay on his part where he does not file the BEs with customs or does not confirm any discrepancy of IASST in documents. The demurrage charges (other than handling charges) for particular period of delay due to the agent's negligence will be recovered from him. Similarly, the Agent shall have to make good/compensate to IASST any loss incurred due to negligence or failure on his part to take prompt action in finalization of BEs and clearance of consignments.
17. **BIDDER'S CONDITION NOT BINDING:** Printed conditions of the firm, if any, will not be binding on us.
18. **SAFE CUSTODY OF CLEARING DOCUMENTS;** The Agent shall be responsible for safe custody and proper use of Import Duty Exemption Certificate etc. provided to them by IASST for clearance of consignments.
19. **DELIVERY DURING OFFICE HOUR:** The cleared consignments will have to be delivered during office hours only as far as possible and practicable and manpower/labourers for unloading/shifting/moving of consignments will have to be arranged by the Agent. The agency must have the facility for storing the consignment, which could not be transported to IASST immediately. In case the item has to be kept in cold storage, such facility should be provided/arranged.
20. **GOOD NETWORK & MAINTENANCE OF IATA RATES:** (i) The Agent should have network of Cargo forwarding/consolidating agents in at least 20-25 Countries viz. USA, UK,

Germany, Japan, France, Switzerland, Hong Kong, Canada, Norway, Sweden, Austria, Ireland, Singapore, Denmark, Italy, The Netherlands etc. (ii) Rates for forwarding/consolidation should be specified with reference to the Air India IATA rates from respective countries of import. Where Air-India flights are not available then IATA rates of the national Airline of that country would be specified/ considered. (iii) Under no circumstances should these rates exceed those specified in latest issue of the IATA Tact Book. The firm should submit an undertaking to this behalf on its letterhead. Please also mention the standard discount offered on the IATA Rates.

21. MAINTENANCE OF CLOSE LIAISON WITH IASST: The Agent shall maintain close liaison regularly with IASST directly or through its local Agent. He shall be required to collect the documents whenever called over phone to do so and shall take immediate steps for finalization of the BEs from time to time and shall see that they are filed with the customs authorities. BEs should be finalized as early as possible and any consignment held up for want of documents etc. for such finalization should be promptly brought to the notice of IASST.

22. THE AGENCY SHOULD NOT HAVE BEEN BLACK LISTED BY ANY GOVERNMENT ORGANIZATION: A certificate to this extent should be enclosed. Any such information is received later on, such a contractor/contract will be terminated without any notice and a penalty to the extent of damage occurred during their contract period and also the amount outstanding both will be recovered from them.

23. SUPPORTING DOCUMENTS A MUST: The bidders should enclose all the supporting documents mentioned above, failing which their applications will not be considered for short listing.

24. CONTINUITY OF WORK EVEN IN CASE OF DISPUTE: Even in case of any dispute, the consignment shall be cleared by the Agent and handed over to IASST pending the settlement thereof.

25. REPUTATION OF FIRM IMPORTANT: We desire that our custom agency own good reputation in the market and maintain good rapport with the custom authorities from where our consignments are cleared so that unnecessary delay in custom clearance of our consignments can be avoided and petty matters are not forwarded to us. All statutory/government charges and payment for Dry Ice etc. will only be paid/reimbursed on the production of the receipts/vouchers for the same at actual.

26. The order copy will be sent to you and your foreign associates shall follow up with the foreign supplier to ship the goods within delivery schedule.

27. PAYMENT: Though it will be our endeavour to make the payment at the earliest after the receipt of the pre-receipted bills with all the relevant papers, but sometimes release of payment could also take up to 30-45 days from the submission of the bill.

28. DURATION OF CONTRACT: Initially the contract will normally be awarded for one year which can further be extended or curtailed depending upon the performance of the firm. Therefore, all the rates quoted should be valid at least for one year.

29. TERMINATION FOR DEFAULT: The contract may be terminated due to default by the Agent. Default is said to have occurred-

- (i) If the agent fails to deliver any or all of the services within the time period(s) specified in the concerned Purchase order or any extension thereof granted by IASST;
- (ii) If the Agent fails to perform any other obligation(s) under the contract;
- (iii) If the Agent, in either of the above circumstances, does not take remedial steps within a period of 30 days after receipt of the default notice from IASST (or takes longer period in spite of what IASST may authorise in writing), IASST may terminate the contract/in whole or in part and forfeit the PBG.

30. YARDSTICK FOR EXTENDING OR NOT EXTENDING THE CONTRACT: The following yardsticks will be the basis for extending or not extending the contract with the nominated Freight Forwarder-cum-Clearing Agent.

- (a) Minimizing/Altogether eliminating payment of demurrage charges.
- (b) Minimization of time taken for:
 - (i) Reaching Cargo arrival notice to IASST
 - (ii) Collection of documents for clearance from IASST.
 - (iii) Clearance of consignments, and
 - (iv) Delivery of the consignment to IASST.

31. FORCE MAJEURE: If the performance of the obligation of either party is rendered commercially impossible by any of the events hereafter mentioned that party shall be under no obligation to perform the agreement under order after giving notice of 15 days from the date of such an event in writing to the other party, and the events referred to are as follows: 1) Any law, statute or ordinance, order action or regulations of the Govt. of India. 11) Any kind of natural disaster and III) Strikes acts of the Public enemy, War, Insurrections, Riots, Lockouts, Sabotage.

32. APPLICABLE LAW: (i) The contract shall be governed by the laws and procedures established by Govt. of India and subject to exclusive jurisdiction of Competent Court and Forum in Guwahati, India only. (ii) Any dispute arising out of this Contract shall be referred to the Director, IASST and if either of the parties hereto is dissatisfied with the decision, the dispute shall be referred to the decision of an Arbitrator, who should be acceptable to both the parties, to be appointed by the Director of the Institute. The decision of such Arbitrator shall be final and binding on both the parties.

33. The acceptance of the quotation(s) will rest solely with the Director, IASST, who in the interest of the Institute is not bound to accept the lowest quotation and reserves the right to himself to reject or partially accept any or all the quotations received without assigning any reason.

Registrar, IASST

BID INSTRUCTIONS

1. The complete bid document may be downloaded from our website: www.iasst.gov.in
2. **Nature of Bid:** Tender comprising the following information/document is to be submitted in a single bid:
 - (i) Forwarding letter of bidder mentioning acceptance of the tender terms and conditions;
 - (ii) Self declaration by the bidder and rates/charges to be quoted shall be as per the format provided at “A” & “B”,
 - (iii) Supporting documents with easy identification marks (e.g. Flag A, Flag B so on.)
 - (iv) BID Fee for Rs. 1,000/- (Rupees one thousand only) in the form of DD drawn in the name of the Director, IASST payable in Guwahati is to be submitted along with the tender.
3. **Date and Time:**
 - (i) Last date & time for receipt of tender is 27/10/2021 (12:00 Hrs. IST)
 - (ii) Date & Time of opening tender is 29/10/2021 (11:30 Hrs. IST)
4. **Marking of Envelop:** Address of the firms submitting the tender and the Officer, to whom the tender is addressed, must appear distinctly on the sealed cover as per specimen given below:

Tender for Handling and Clearing Agent
NIT-No..... Date: xx-xx-xxxx
Last Date of submission xx/xx/xxxx, (12: 00 Hrs.IST)

To,
The Registrar,
Institute of Advanced Study in Science and Technology,
Paschim Boragaon, Garchuk,
Guwahati – 781035, Assam.

From: Address:
Contact No.:

5. Sequence of documents to be provided / enclosed in each copy of the bid documents:
 1. Forwarding letter duly signed by the Authorized person.
 2. Balance sheet with auditor’s report for the last two financial years.
 3. Latest Income Tax return document.
 4. GST Registration Certificate
 5. Copy of PAN Card.
 6. Name and address of registered office, Head Office and Regional Office of the company with name and phone numbers of key persons.
 7. Self-declaration at Annexure –A
 8. Financial Bid at Annexure – B, C
 9. Acceptance of all clauses of bids specification duly signed page wise.
 10. Base on the document submitted by the vendor, the institute may ask for some additional document.

ANNEXURE-A

Self-Declaration to be given by the bidder

NIT Reference No.& Date:

Bidder's Name & Address:

Person to be contacted:

Designation:

Telephone No:

Fax No:

Email:

The Registrar,

Institute of Advanced Study in Science and Technology (IASST),

Vigyan Path, PaschimBoragaon, Guwahati – 781035.

We, the undersigned Bidder, having carefully read and examined in detail the Terms and Conditions, specifications and all bidding document in regard to the supply of equipment/instruments at Institute of Advanced Study in Science and Technology (IASST) and accept the same.

We also hereby declare

- that we have not been blacklisted/debarred by any Government/Undertaking.
- that the rates quoted are not higher than the rates quoted for same item to any Government/Undertaking.

- that the bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

For and on behalf of the firm
(Firms Name & Address)

(Signature of Authorized
Signatory)

Name:

Designation:

Phone No:

Seal:

Date: -----

Place: -----

ANNEXURE – B
(FORMAT FOR QUOTING RATES

(Typed Only Cutting/Overwriting/White Fluid Application Etc. Should be Avoided)

S.N.	Details of Statutory Charges	Rate in %(if any)	Amount (Rs.)
1.	(a) Freight Charges to be quoted from any international airport and sea port of India to IASST, Paschim Boragaon, Guwahati-35		
	(b) Maximum amount of freight that the agency can pay on behalf of IASST (in case firm does not agree to Clause no. 11 of Terms and Conditions of this Tender)		
	(c) Maximum amount of Custom Duty that the Agency can pay on behalf of IASST		

2. (a) Delivery Order Charges (Airlines/Self)

(b) Agency Commission/Attendances Charger on Assessable Value at Kolkata airport for Customs clearance.

Re-export Agency Commission (Repair/Replacement Cases)

4. Transportation

(1) Kolkata airport/seaport to IASST, Guwahati Rate per Kg)

(a) By Van/Truck

(b) By Courier/through your representative.

(c) By Train/Air through your representative

(d) Loading & unloading Chargers

(2) Guwahati Airport to IASST, Paschim Boragaon, Rate per kg

(a) By Courier/ through your representative

(b) By Van/Truck

(c) Loading and unloading charges

5. Service Charges/Agency Commission for Documentation, Sealing & clearance etc.

6. Service Tax

7. Warehouse Charges for storage of goods at your warehouse for a certain period, if required.

8. Any other Charges if not covered above

9. Discount, if any

Leaving any entry blank on any page will be taken as implying NIL/NO/NA

Date:

Signature with date:

Place:

Seal of the firm

ANNEXURE-C
(Format for Quoting Freight Rates)
FREIGHT RATES PER KG TO KOLKOTA AIRPORT

Country	Airport	Currency	Min	45	45+	100+	200+	300+	500+	1000+
Australia	Melborne	AUD								
Austria	Vienna	EURO								
Belgium	Brussels	EURO								
Canada	Toronto	CAD								
China	Shanghai	CNY								
Denmark	Copenhagen	DKK								
France	Paris	EURO								
Germany	Frankfurt	EURO								
Holland	Amsterdam	EURO								
Hong Kong	Hong Kong	HKD								
Italy	Milan	EURO								
Japan	Tokyo	JPY								
Korea	Seoul	WON								
New Zealand	Auckland	NZD								
Switzerland	Zurich	CHF								
Singapore	Singapore	SGD								
Spain	Madrid	EURO								
Thailand	Bangkok	THB								
U.S.A	New York	USD								
U.K	London	GBP								

N.B. IATA Tarif to be enclosed
Rate of discount on IATA rate (in percentage) offered if any
Leaving any entry blank will be taken implying Nil /No/NA

Date:
Place:

Signature with Date:
Seal of the Firm

Form of performance security (Guarantee)
Bank Guarantee Bond

In consideration of the Director, IASST (hereinafter called "IASST") having offered to accept the terms and conditions of the proposed agreement between _____ and _____ (hereinafter called "the said Contractor(s)" for the work _____ (hereinafter called "the said agreement") having agreed to production of an irrevocable Bank Guarantee for Rs.----- (Rupees _____ only) as security/guarantee from the contractor(s) for compliance of his obligations in accordance with the terms and conditions in the said agreement.

We, _____ (hereinafter referred to as "the Bank") hereby undertake (Indicate the name of the Bank) to pay to the IASST an amount not exceeding Rs. _____ (Rupees _____ Only) on demand by the IASST.

1. We, _____ -do hereby undertake to pay the amounts due and payable (Indicate the name of the Bank) Under this guarantee without any demure, merely on a demand from the IASST stating that the amount claimed as required to meet the recoveries due or likely to be due from the said contractor(s). Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____ (Rupees _____ only)

2. We, the said bank further undertake to pay the IASST any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any court or tribunal relocating thereto our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the contractor(s) shall have no claim against us for making such payment.

3. We, _____ further agree that the guarantee herein contained shall (Indicate the name of the bank)

Remain in full force and effect during the period that would be taken for the Performance of the said agreement and that it shall continue to be enforceable will all

the dues of the IASST under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till IASST authority on behalf of the government certified that the terms and conditions of the said agreement have been fully and properly carried out by the said Contractor(s) and accordingly discharges this guarantee.

4. We, _____ further agree with the Government that the Government
(Indicate the name of the Bank)

Shall have the fullest liberty without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the IASST against the said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said contractor(s) or for any forbearance act of commission on the part of the IASST or any indulgence by the IASST to the said Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would but for this provision, have effect of so relieving us.

5. This guarantee will not be discharged due to the change in the constitution of bank or the Contractor(s).

6. We, _____ lastly undertake not to revoke this guarantee except
(Indicate the name of the Bank)

With the previous consent of the Government in writing.

7. This guarantee shall be valid upto _____ unless extended on demand by the IASST. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs. _____ (Rupees. _____ only) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

Dated the _____ day of _____ for _____ (indicate the name of the Bank)