

Single Bid Tender Document

Appointment of Custom Clearance and Freight forwarding Agent



**Forest Research Institute
P.O. New Forest
Dehradun-248006**

2015-16

Handwritten signature in blue ink.

**Forest Research Institute
(Indian Council of Forestry Research & Education)
Post- New Forest, Dehra Dun – 248006, Uttarakhand, India**

Phone: 0135-2224205; Fax: 0135-2756865
Website: <http://fri.icfre.gov.in> Email: po_fri@icfre.org

TENDER NO: IV-6/15-16/Purchase

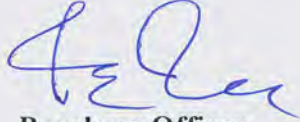
DUE DATE FOR SUBMISSION OF BID: 30th, October, 2015 At 10.30 HRS

DUE DATE FOR OPENING BID: 30th, October, 2015 At 11.00 HRS

CONTENT OF TENDER PAPER

1. Tender Notice: (Chapter I)
2. Terms & conditions: (Chapter -II)
3. Technical Specification: (Chapter III)
4. Schedule of Price: (Chapter IV)
5. Agreement: (Chapter V)
6. Format for Bank Guarantee: (Chapter VI)

Issued to M/S


**Purchase Officer
Forest Research Institute**

Forest Research Institute
(Indian Council of Forestry Research & Education)
Post- New Forest, Dehra Dun – 248006 Uttarakhand, India
Phone: 0135-2224205; Fax: 0135-2756865
Website: <http://fri.icfre.gov.in> Email: po_fri@icfre.org

TENDER NO: IV-6/15-16/Purchase

BIDDING DOCUMENT

Chapter- I

Sealed Tenders are invited from the reputed firms for appointment of custom clearance and freight forwarding agent for clearance of Air/Sea consignments for Forest Research Institute, Dehradun:-

SL.NO	Tender No.	Name of the job	Earnest Money
.	IV-6/15-16/Purchase	Appointment of Custom Clearance and Freight forwarding Agent	Rs. 20,000.00

The details of the above work and other Terms and Conditions, etc. are available in the tender Documents. The tender forms and specifications are available at web site <http://fri.icfre.gov.in>



(DR.P.K.PANDE)
PURCHASE OFFICER

To,

M/s

Chapter-2: Conditions of Contract

Terms and Conditions

1. The Agents should have valid Custom House Agent (CHA) License in their own name. CHA license must have been in use for a minimum of 5 years. Copy of document in this connection must be enclosed.
2. The bidder should have successfully executed at least 3 (Three) similar Custom Clearance works in any CSIR labs/Education Institute/Central university/Hospital/etc.
3. Proof of registration with Directorate of Industries or equivalent,
4. Proof of Sales Tax Registration,
5. PAN.
6. The Earnest Money Deposit(EMD) of ₹ 20,000/- (₹ Twenty thousand only) refundable in shape of Demand Drafts, should be in the name of Director, FRI attached with the Bid.
7. Tender fee :-The tender form downloaded from above web sites must include ₹ 227/- (including 13.5% Uttarakhand Trade Tax) by crossed Demand Draft in favour of Director, FRI as tender fee along with the tenders submitted.
8. Tender/Quotation should be addressed to purchase officer, Forest Research Institute, Post: New Forest, Dehra Du n-248 006, Uttarakhand. In the event of the specified date for the submission of tender offers being declared a holiday, the offers will be received up to the appointed time on the next working day and such bid will be opened accordingly.
9. No commitment to accept lowest or any tender Forest Research Institute shall be under no obligation to accept the lowest or any other quotation received in response to this tender enquiry and shall be entitled to reject any or all offers including those received late or incomplete offers without assigning any reason whatsoever.
10. Any or all tenders can be rejected by the Director, FRI without assigning any reason. It cannot be challenged in any court.
11. Disputes, if any, will be under the jurisdiction of Dehradun Court, Uttarakhand, India.
12. Customs clearance of imported consignments from Airport/Seaports and filling of B/E for imports shipments. It involves all the stage of Custom clearance of the consignment.
13. Clearance of consignment from Air/Sea port and dispatch to stores.
14. Freight forwarding charges, it any, should be mentioned in the offer. In case of import being done by this institute, the FOB prices should be mentioned.
15. Transportation: Where the contractor is required under the Contract to transport the Goods to a specified place of destination within India defined as Stores, transport to such place of destination in India, shall be arranged by the Supplier, and the related cost shall be included in the Contract price.
16. Contract amendments: no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.



17. AAI Charges, D.O. Charges Custom duty, Freight charges airlines charges/shipping line charges etc. should be mentioned.
18. Transportation/Loading unloading charges from airport to agent go down and go down to Institute should be mentioned clearly.
19. Fixed Price: The Bid shall be on a fixed price basis, inclusive of all taxes and levies. No price variation shall be allowed relating to increases in dollar price variation, etc. Price quotation accompanied by vague and conditional expressions such as 'subject to immediate acceptance', subject to confirmation before sales" etc. Will be treated as being variance and shall be liable for rejection.
20. The tender should quote the rates of the items/work in figures as well as in words. In case of the any disputes/ambiguity in the rates quoted in words/figures, the higher value quoted either of the two shall be considered for evaluation of the bid.
21. In case the offer is accepted but not honoured by the tendered, the Earnest Money will be forfeited. The Earnest Money will also be forfeited, if wrong information is given in the tender to influence the tender cost.
22. Freight forwarding charges, if any, should be mentioned in the offer. In case of import being done by this institute, the FOB prices should be mentioned.
23. Performance Bank Guarantee: The supplier should have to submit a PBG or performance security in the form of Bank Guarantee or FDR value as ₹ 20,000 from a commercial bank in an acceptable form within 21 days of issue of supply order. Performance security should remain valid for a period of 12 months beyond the date of completion of all contractual obligations of the supplier including the warranty obligations.
24. Resolution of Disputes: All disagreements, disputes, difference that may arise between the FRI and the Supplier which cannot be resolved through mutual negotiations shall be referred to an Arbitrator appointed in accordance with the provisions of relevant Indian or International Law as the case may be. The venue of the proceedings and arbitration shall be Dehradun, Uttarakhand, India.
25. Jurisdiction: The obligations and liabilities arising out of this contract shall be construed in accordance with the laws of Union of India. The Court in Dehradun, Uttarakhand, India shall have the exclusive jurisdiction to try or any of the disputes.
26. Notices: Any notice given by one party to the other pursuant to this contract/order shall be sent to the other party in writing or by cable, telex, FAX or e-mail and confirmed in writing to the other party's address specified in the contract. A notice shall be effective when delivered or on the notice's effective date, whichever is later.
27. Term of payment: 50% will be pay in advance and 50% rest of amount will be pay after completion of work.



Purchase Officer
Forest Research Institute

Chapter-3

Technical Specification:

Sl No.	Technical Specification
1	Agency charges for custom clearance of imported equipments from custom department, New Delhi
2	Local Transport charges
3	Dry Ice Charges
4	Service Tax
5	All Govt Levies and Statutory charges
6	Transport charges from our ware house to FRI, Dehradun
7	Loading/unloading charges/Lifting charges at New Delhi
8	Freight forwarding charges/consolidation charges
9	Computer processing charges/Documentation charges/courier/photocopy charges
10	Examination charges
11	CMC charges/other charges
12	Changes for Heavy & Odd consignment where Fork Lift/crane will be used.
13	Terms and conditions

Name /Seal of theTenderer



Chapter-4

Schedule of Price

(To be utilized by the bidders quoting their prices)

Description of works	Cost per unit	Taxes, if any	Total cost in figure and words
Agency charges for custom clearance of imported equipments from custom department, New Delhi			
Local Transport charges			
Dry Ice Charges			
All Govt Levies and Statutory charges			
Transport charges from airport to agent ware house to FRI, Dehradun			
Loading/unloading charges/Lifting charges at New Delhi			
Freight forwarding charges/consolidation charges			
Computer processing charges/Documentation charges/courier/photocopy charges			
Examination charges			
CMC charges/other charges			
Changes for Heavy & Odd consignment where Fork Lift/crane will be used.			
Service Tax			

Name /seal of theTenderer



Chapter-5
Agreement

The supplier -----
agrees to accept the term and conditions of this bidding document in letter and spirit.

Name/Seal of the Tenderer



Chapter-6

Format for Bank Guarantee:

To
Forest Research Institute
P.O. New Forest
Dehradun

Your Order No. _____ for the supply and delivery of _____ has been accepted by
M/s _____.

In accordance with the terms of payment of the said order, we have agreed to pay the balance of 5% of the contract price of the supplier, furnishing you with an acceptable Performance Bank Guarantee for 5% of the total contract value, viz Rs. _____ for the due performance by the Supplier of all its contractual obligations and to be valid for a period of 24 months for the date of bank guarantee for this purpose you have agreed to accept our guarantee.

In consideration thereof, we hereby guarantee payment of and undertake to pay Rs. __ and remit to you on demand and without demur the sum of Rs. _____ being 5% of the total value of the contract on receipt of your intimation that the Supplier has committed a breach of any of its contractual obligations.

This guarantee shall be valid for a period of 24 months from the date of Installation of the equipment in satisfactory condition or 27 months from the date of dispatch of the last lot of consignment whichever is earlier, and in any event shall expire on _____, you shall have the right to file/make your claim on us under the guarantee for a period of sixty days from the said date of expiry.

This guarantee shall not be revoked without your express consent and shall not be affected by your granting time or any other indulgence to the supplies or by any change in the constitution of the Bank or the supplies or for any other reason whatsoever.

Not with standing anything, contained herein above our liability under this guarantee is restricted to Rs. _____ and this guarantee will remain in force up to and inclusive of _____ - unless an action to enforce a claim under the guarantee is filed against us within sixty days from the date of expiry i.e. on or before _____, all rights under the guarantee shall be forfeited and we shall be relieved and discharged from all liabilities there under.

Signatory Bank with Seal

