

Two Bid Tender Document For

“Appointment of Custom Clearance and Freight forwarding Agent”



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

2018-2020

Handwritten signature
24/12

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

Phone: 0135-2224205; Fax: 0135-2756865
Website: www.fri.res.in Email: po_fri@icfre.org

TENDER NO: IV-6/17-18/Purchase
Notice Inviting Tenders
(National Competitive Bidding)


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

Events	Important date/ time	Venue
Published Date	22.12.2017 5.00 P.M	Newspaper/FRI Website.
Bid document download	22.12.2017 6.00 P.M	FRI Websites
Due date for pre-bid conference	27.12.2017 11.00 A.M	Purchase Section, Main Building, FRI
Bid submission start date	28.12.2017 3.00 P.M	FRI Websites
Bid submission end date	15.01.2018 3.00 P.M	FRI Websites
Opening date of technical bids	15.01.2018 3.30 P.M	Purchase Section Main Building, FRI
Opening date for financial bids	Technical committee will be decided after evaluation of technical bid.	Purchase Section Main Building, FRI

CONTENT OF TENDER PAPER

1. Bidding Document (Chapter I)
2. Conditions of Contract (Chapter -II)
3. Technical Specification (Chapter III)
4. Schedule of Price: (Chapter IV)
5. Agreement/Contract Form (Chapter V)

Issued to M/S


Purchase Officer
Forest Research Institute

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

BIDDING DOCUMENT

Chapter- I

Tenders are invited from the reputed firms for “Appointment of Custom Clearance and Freight forwarding Agent for clearance of Air/Sea consignments of Forest Research Institute, Dehradun for the period of two years.

SL.NO.	Tender No.	Name of the job	Earnest Money
1.	IV-6/2017-18/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:// www.fri.res.in](http://www.fri.res.in) & [http:// www.fri.res.in/hindi](http://www.fri.res.in/hindi).

**Purchase Officer
Forest Research Institute**

To,

M/s



Check List

Item No	Qualifying documents	Yes/No	Page No.
1.	Tender fee for Rs.590/- (including 18% GST) in shape of D.D./ Exemption Certificate.		
2.	EMD for Rs.20,000/- in shape of FDR /EXEMPTION Certificate.		
3.	Signed hard copy of CHA License used in minimum 3 years.		
4.	Signed hard copy of Registration of "Directorate of Institute" or equivalent.		
5.	Signed hard copy of PAN card.		
6.	Signed hard copy of TENDER ACCEPTANCE LETTER as per tender document.		
7.	Signed hard copy of GST certificate, if applicable		
8.	Signed hard copy of Affidavit of PARTNERSHIP DEED , if applicable.		
9.	Signed and Scanned copy of AUDITED BALANCE SHEET of last three years		
10.	Signed and Scanned copy of affidavit in non-judicial stamp paper of Rs 10/- by the firm that it has NEVER BEEN BLACK-LISTED/DEBARRED/BANNED by any Govt. Department/ Public sector must be attached along with the Bid, failing which the Bid shall be rejected.		
11.	Signed hard copy of users' list and supportive documents from the users for the satisfactory performance of work & service which shows ATLEAST THREE YEARS EXPERIENCE of the firm for the similar type of works/ services.		
12.	Signed hard copy of TENDER DOCUMENT		

Note:

1. It is compulsory to fill the above check list.
2. All documents should be submitted physically and in order of the check list and place the check list as cover page with pagination of documents.
3. In the absence of any of the qualifying documents, the bid shall be rejected.
4. The documents must be submitted on or before the ^{end} date and time of bid submission.



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 GST Registration,
5. Proof of PAN Card.
6. The Earnest Money Deposit (EMD) of Rs.20,000/- (Twenty thousand only) refundable in shape of FDR, 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 Rs. 590/- (including 18% GST) 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 Dun-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. 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.
12. Clearance of consignment from Air/Sea port and dispatch to stores.
13. 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.
14. 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.
15. Contract amendments: no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.
16. AAI Charges, D.O. Charges Custom duty, Freight charges airlines charges/shipping line charges, etc. should be mentioned.



17. Transportation/Loading unloading charges from airport to agent godown and godown to Institute should be mentioned clearly.
18. 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.
19. 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 lower value quoted either of the two shall be considered for evaluation of the bid.
20. In case the offer is accepted but not honored 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.
21. 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.
22. Earnest Money : The Service provider should have to submit an EMD of Rs. 20,000/- in shape of FDR from a commercial bank in an acceptable form within 21 days of issue of work order. EMD should remain valid for a period of 24 months beyond the date of completion of all contractual obligations of the service provider including the warranty obligations. It will be forfeited due to non compliance of work order by the service provider.
23. Initially the tender is for two years and may be extended for one more year on the basis of performance after the approval of competent authority.
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.

**Purchase Officer
Forest Research Institute**



A two-stage procedure will be adopted in evaluating the proposals.

(i) **Technical Evaluation:**

The additional terms & condition/guidelines given in the notification No.2-1/2016-IFD dated 10th July 2017 will also be consider during the evaluation of tender at the different stage.

- (a) **Evaluation of Qualifying Documents:** Tenders shall be scrutinized and evaluated by the Technical Committee or a Committee constituted by competent authority with reference to parameters prescribed in the Bid document. First of all, the qualifying documents of the bid will be checked and evaluated, in absence of any of qualifying documents, the bid will be rejected.
- (b) The financial bid will be evaluated of those qualified bidders who qualified on the evaluation of qualifying documents, and work will be awarded on L1 basis (Lowest rate).

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	GST, if applicable
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 Tenderer

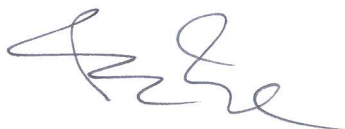


Chapter-4

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.			
GST			

Name /Seal of Tenderer



Chapter-5

Agreement/Contract Form

TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

Date:

To,

Director
Forest Research Institute
Dehradun-248006

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No:

Name of Tender / Work:

Dear Sir,

1. I / We have submitted / obtained the tender document(s) for the above mentioned 'Tender/Work' from _____ the _____ web _____ site(s) name _____
_____ as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting this acceptance letter
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that our Firm has not been blacklisted/ debarred / banned by any Govt. Department/Public sector undertaking.
6. I / We certify that all information furnished by the our firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract , without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,
(Signature of the Bidder, with Official Seal)

