



Indian Institute of Science (IISc)  
Bengaluru – 560012  
(<https://www.iisc.ac.in>)

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**NOTICE INVITING TENDER (NIT)**

In e-Tender mode only on the  
Central Public Procurement Portal (CPPP) of the Govt. of India under the two-cover bid system

*for*

**Empanelment of Custom House Agents (CHA) / Clearing & Forwarding (C&F) Agents for Consolidation of Consignments of Imports / Exports, Shipments from All Over the World through Air, Sea, Cargo, Courier, Foreign Post Office and Custom Clearance and Transportation / forwarding up to Indian Institute of Science (IISc), Bengaluru**

**Tender No: IISc/Purchase/CHA/2024/01**

**Date: 25<sup>th</sup> Nov 2024**

**Contact Details for this tender:**

Assistant Registrar (Purchase)  
Admin. Building  
Indian Institute of Science Bengaluru -  
560012  
Email : [import.purchase@iisc.ac.in](mailto:import.purchase@iisc.ac.in)  
[ar.purchase@iisc.ac.in](mailto:ar.purchase@iisc.ac.in)

**Online Tender Submission website**

<https://eprocure.gov.in/eprocure/app>

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## **SECTION 1**

### **INVITATION FOR BID**

IISc, Bengaluru invites bids for **empanelment of Custom House Agents CHA and C&F agents / Clearing & Forwarding C&F for Consolidation of Consignments of Imports/Exports, Shipments from All Over the World through Air, Sea, Cargo, Courier, Foreign Post Office and Custom Clearance and Transportation /forwarding up to Indian Institute of Science (IISc) Bengaluru** for a period of one year or more period in terms of the stipulation provided in the relevant clause of the bid document subject to cost/rates basis for the import/export of consignments, to and from all over the world by air- freight, air post parcel, courier and sea -shipment under consolidation from the parties dealing in Custom Clearance, Import and Export handling and International freight forwarding under consolidation.

Tender Publishing Date	25 <sup>th</sup> November 2024
No. of covers	Two Bid System: The tender will be through the CPP portal and through two stage evaluation. ie, technical and financial evaluation.
Last Date of submission of Pre-bid clarification queries (by email only – <a href="mailto:ar.purchase@iisc.ac.in">ar.purchase@iisc.ac.in</a> and <a href="mailto:import.purchase@iisc.ac.in">import.purchase@iisc.ac.in</a> )	01 December 2024
Pre-bid Meeting	02 December 2024 11:30 am
Deadline for online submission of bids on CPPP	16 December 2024 3:30 pm Hardcopy of the technical bids should be submitted to : Assistant Registrar, Purchase section, IISc.
Opening of technical bids on CPPP	17 December 2024 3:30 pm
Listing of technically qualified Bidders on CPPP	To be declared later (on CPPP)
Opening of financial bids on CPPP	

## Section 2

### SCOPE OF WORK

The Agent shall act as CHA for IISc ----The Agent will be required to perform all duties as prescribed under Customs Act 1962 and Customs House Agents Regulations 1984 and as amended from time to time. The scope of work shall include:

- Customs clearance of imported consignments from airport authority of India (AAI)/Inland container depot (ICD)/ Foreign Post & courier, Bengaluru, and any other Indian airport/Sea port. Annual imports in terms of value would be around Rs. 100 crores. However, no commitment can be given.
- In terms of quantity of cargo, the consignments would be about 750 shipments approximately in a year out of which 95% are air consignments and balance sea consignments.
- No specific value of each consignment can be given
- No specific weight of each consignment can be given, but it could be in the range of 100gm to a ton or more.
- Our import is based on an Open General License (OGL). As per Govt. of India Notification No. 51/96 Custom dtd. 23rd July 1996, IISc Bengaluru is eligible for customs duty exemptions at the applicable rates.
- The clearance of precious and delicate types of equipment, instruments, and special types of materials viz precious metals like gold and other metals, radioactive elements and other perishable chemicals, live animals etc.
- Receipt of documents relating to customs from IISc Bengaluru and ensure clearance of the consignment including all the stages of customs clearance.
- Obtaining non-delivery certificate/short landing certificate/damage certificate in the case of materials being short delivered by Airport Authority of India (AAI), or airlines and lodging of claims with them immediately on behalf of IISc Bengaluru.
- Arranging insurance survey at airport / AAI in case of damages to the consignment and obtaining the damage certificate.
- Immediate Dispatch / delivery of the consignment to IISc Bengaluru after custom clearance.
- To identify the consignments of negative / banned listed & 100% Custom Duty-Free items from day-to-day purchase orders issued by the Institute and advice the Institute accordingly.
- Obtaining the DGFT license and other documentation related to clearance of precious metals
- Any other job in connection with the clearance of goods from Customs.
- Clearance and intimation of Post Parcels from Customs/Foreign Post office, Bengaluru, or any other city in India & delivery to IISc Bengaluru.
- Clearance of consignments from Inland Container Depot (ICD) Bengaluru and dispatch to IISc Bengaluru.
- Clearance of sea shipment from any port of the India and delivery of consignment at IISc Bengaluru after custom clearance.

- Follow-up of cases of recovery of any excess duty paid to customs / refund of fine / waive-off fine or demurrage.
- In case of damages, the responsibility to assess the damage and file the claim with the insurer lies with the CHA agent. Before submission of the claim, the insurer shall provide the copy of certificate to the IISc for vetting. The agent shall pursue the claim and pass it on to the Institute immediately. In case of failure to claim the damages from the Insurer, the agent shall reimburse all the loss to the Institute.
- Clearance of consignment arrived through courier / cargo mode and payment of all kinds of charges to be paid to Customs, Airport authorities/agencies, loading / unloading, / Courier agencies etc. without asking for advance payment from IISc.
- Deploy one representative at IISc, Bengaluru during office working hours on five days a week to coordinate with IISc persons / import-courier persons for custom clearance documents/unloading of incoming consignments/payment to courier persons and getting the courier packet, deliver to the user of IISc / loading of outgoing consignments, various documentation, paperwork relating to CHA / C&F services etc. IISc will not pay any remuneration/salary to this representative. The representative must be provided with a laptop, internet connection, printer, stationery items etc. by the CHA. IISc will provide a seating place with a chair. The representative must carry out activities related to IISc only. The representative must follow all security instructions/norms and rules & regulations of IISc.
- The representative must coordinate with our Bankers for the timely release of BRO (Bank Release Order).
- If a consignment (courier or cargo) arrived at any place other than Bengaluru, then it will be sole responsibility of the CHA to bring it at Bengaluru or get it cleared and forwarded to IISc without any additional cost.
- Prior approvals are required for shipments which are converted from courier to cargo.
- CHA shall provide an interface portal between CHA and IISc for document sharing and approval.

**A. CONSOLIDATION OF THE CONSIGNMENTS BEING IMPORTED FROM ACROSS THE WORLD:**

- In case the Pre- Alert/Advance Shipping Document is not received before landing of the consignment, the delay in clearance will be on the part of Agent and the respective amount of demurrage shall be recovered from the bill.
- IISc Bengaluru shall not be liable to pay any amount on account of demurrage/penalty charges if intimation & documents received in advance by the Agent/contractor.
- To provide timely information (pre-alert) regarding dispatches and other relevant information to IISc Bengaluru.
- To facilitate specialized packing for all kinds of materials as per the International Air Traffic Association (IATA) specifications and international packing standards.
- The bidder should ensure that every shipment is insured while transporting it from the warehouse to IISc Bengaluru.
- The insurance should be on the assessable value as mentioned in BOE.
- If, any nearby International Airport agent's associates happen to be not available, the consolidation agent will be

responsible for making arrangements for smooth shipment (for EX- WORK/FOB/FCA) from any country to Indian Airport/Seaport, and for that, agent shall not be entitled to claim any extra charges.

**B. EXPORTS TO VARIOUS COUNTRIES: -**

- Export of certain items for repairs and re-import them after their repairs.
- Export of equipment for replacement, completion of their paperwork and re-import them subsequently.
- All procedural formalities with customs will be required to be done by the agent. The Agent shall take care of the paperwork of the export documents for repair or replacement materials on a priority basis.
- The rates for the export and reimport have to be quoted for various categories of weight of the shipment in the BOQ.
- The bidder should also take the responsibility of taking the insurance of the export item and as well as the import of the same item.

### **Section 3**

#### **INSTRUCTION TO BIDDERS**

- IISc has the absolute right to modify the date and time of an event or issue any corrigendum/addendum of this tender.
- For any amendments or corrigendum or addendum, the prospective bidders should keep watching the Govt. e-procurement website only wherein all the information in this regard will be notified.
- In this tender document, IISc or purchaser means Indian Institute of Science, Bengaluru.
- In this tender document, CHA, C&F agent, firm, company, bidder, vendor etc. are used interchangeably for the bidders.
- For any issues or clarifications or query relating to this tender, bidders are requested to contact the given email ID (ar.purchase@iisc.ac.in) only before the scheduled pre-bid clarification date & time. After this, no query will be entertained. Telephone calls or interim queries will not be entertained
- For any CPPP-related issue / technical error/server error or server failure or CPPP registration, etc. please contact CPPP authority only. Please visit, "Contact Us" page of CPPP for details. IISc will not entertain any such query. Instructions To Bidder for Online Bid Submission may be downloaded from Govt. e-procurement
- The Bidder shall bear all costs associated with the preparation and submission of its Bid and the Purchaser shall not be held responsible or liable for those costs incurred regardless of the conduct or outcome of the bidding process.
- The validity of the Bid must be for at least 180 Days from the last date of submission of bid.
- Any attempt by a Bidder to influence the Purchaser in the evaluation of the Bids or Contract award decisions may result in the rejection of its Bid.
- Provided that the Bid is substantially responsive, the Purchaser shall correct arithmetical errors and Bidders shall be requested to accept correction of arithmetical errors. Failure to accept the correction in accordance with the same shall result in the rejection of the Bid.
- Amount quoted in the quotation must be mentioned in both in figure and words. If any discrepancies are found in the amount of figure and words, then the amount mentioned on the lower side in either, shall be deemed to be the finally quoted rates for the purposes of bidding and shall be considered in evaluation accordingly. And this will be a binding stipulation for all bids submitted.

**In pursuit of this policy, the terms set forth below are defined as follows:**

- "Corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of in kind/value to influence the action of a public official in the procurement process or in contract execution.
- "Fraudulent practice" means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract.
- "Collusive practice" means a scheme or arrangement between two or more bidders, designed to establish bid prices at artificial, non-competitive levels; and "Coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract.
- IISc will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question.
- Offers that deviates from the vital conditions of the tender shall be rejected.

- Notwithstanding anything specified in this tender document, Purchaser / IISc has sole discretion, unconditionally and without assigning any reasons, reserves the right:
- To accept OR reject lowest tender or any other tender or all the tenders.
- To accept any tender in full or in part.
- To reject the tender offer not confirming to the tender terms.
- Purchase preference to Public Sector Undertakings and MSEs wherever applicable shall be provided as per govt. policy/ guidelines.



## Section – 4

### ELIGIBILITY CRITERIA

- The bidders must have possession of Custom House Agent (CHA) License and Consolidation License and also freight forwarding license in their own name, which is a compulsory qualification for the bidders.
- The Bidder must be registered and have valid license from Customs Department [Central Board of Indirect Taxes and Customs (erstwhile Central Board of Excise & Customs), Department of Revenue, Ministry of Finance, Government of India]
- The CHA should have Certificate of Incorporation, a valid Registration Certificate for a minimum period of minimum 05(Five) years under the respective Laws from the competent authorities appointed under the relevant Acts. If a company's name is changed, then a valid certificate from the appropriate Govt. Authority must be attached. Joint venture or consortium is not allowed to bid. In case of amalgamation, the experience will be counted only after amalgamation date.
- The bidder should be registered with the Income Tax Department and have its Permanent Account Number and also have a valid Goods and Services Tax (GST) Registration Certificate/number.
- The bidder should have a minimum average turnover of not less than 05 (five) crores per annum (details to be uploaded) in the business of CHA and C&F in the last five years. Turnover details in Freight forwarding and custom clearance works only should be given in the following format duly certified by any Chartered Accountant (this should be submitted in addition to the audited balance sheets): -

Financial Year	Turnover of business of Custom clearance charges & of freight forwarding (Exclusive of Custom Duty) (Rs.)	Turnover of Custom Duty (Rs.)	Total Turnover (B+C) (Rs.)
A	B	C	D = B + C
2019-20			
2020-21			
2021-22			
2022-23			
2023-24			

- The Bidder should have successfully executed minimum 300 (Three Hundred) shipments or more each year during the last five financial years (i.e. 2019-20 to 2023-24) with any Govt. Departments/Public Sector Undertakings Educational Institutes/ Central Universities / Autonomous Bodies / Centrally funded Technical Institutes (CFTIs)
- ☐ Should have handled at least 5(Five) cases of handling perishable and live animal shipments during the last two financial years (2022-23 and 2023-24). Provide related bill of entry(s) along with corresponding Airway Bills in support of timely clearance of perishable and live animal shipments during last two financial years (2022-23 and 2023-24)
- In support of the aforesaid criteria, the Bidders have to upload satisfactory performance certificates from their clients providing year wise number of shipments executed. The certificate must bear the name, telephone nos. and

e-mail ID of the issuing authority to whom the Institute may contact for information.

**Or**

- The Bidder may submit a self-declaration on its letter head describing Name of the client/company, contact person, designation, its telephone nos., e-mail ID and details of year wise shipments executed failing which, the bids will be summarily rejected.
- The Firm should be a member of IATA or FIATA and self-attested copy of membership should be enclosed
- The firm/company should not have been banned or suspended or blacklisted by any Government / Semi- Government / Organizations/Institutions/ports/customs/ CBICS etc. or put on any holiday nor should presently be facing any service-related dispute due to any reasons including adopting corrupt and fraudulent practices by them.
- The Bidder must have its code numbers from the EPF and ESI departments.
- ☐ Micro small or medium enterprises, any other body specified by Ministry of MSME/GOI who have applied for registration or renewal of registration with any of these agencies/bodies but have not obtained the valid certificate as on close date of tender are not eligible for exemption.
- ☐ The bidder must submit a solvency certificate from a bank (scheduled commercial bank as per RBI list) of minimum of Rs. Five Crore issued on or after publication of this tender (NIT).

## **Section – 5**

### **Terms & Conditions and Contractual Obligation**

#### **A. General**

This tender document, corrigendum(s) / addendum(s) (if any) and the intimation sent by the institute to the bidder, shall form invariable parts of the contract.

- Income tax, as applicable, will be deducted at source from the bills of the agent.
- IISc reserves the right to cancel or modify the tender at any time without assigning any reason thereof.
- IISc reserves the right to reject a bid of a bidder without assigning reason thereof. IISc has absolute right to reject a bid of a bidder based on its previous experience with the bidder (e.g. the bidder has served / worked with IISc and IISc paid fine / Demurrage etc. in the custom clearing activity coordinated by the bidder).
- The agency should have their own networks for forwarding the consignment from various other countries. A list of Console/Associates situated in foreign countries with complete Address, Telephone Number, Fax numbers, email address and contact person should be enclosed along with the tender. The agency should have wide networking of cargo consolidating agencies in major countries viz: - USA, UK, Germany, Japan, France, Switzerland, Hongkong, Canada, Norway, Sweden, Austria, Australia, Israel Ireland, Dubai, Singapore, Denmark, China, Italy, The Netherlands (Holland), Finland, Russia, etc.
- Timeline for the ex-works pickup from the date of initiation from the institute should be maximum 07 days
- Empanelment: Bidders other than L-1 bidder, who are ready to match the L-1 bidder's price in all items (for group-A, B and C), may be empaneled at the option of IISc, subject to submission of a formal letter by them, and fulfilling of other conditions viz. performance security, Fidelity Guarantee Bond etc. IISc will have sole discretion for work distribution. However, IISc does not guarantee minimum workload. The decision of IISc will be final and binding in this regard. In case of unsatisfactory service from the empaneled CHA, IISc may empanel any other CHA who is willing to offer their services at the same rates of the L-1 identified in the tender process.
- Contracts will be awarded, or Empanelment will be done to only those agents providing both services i.e. Custom Clearing and Freight Forwarding. However, IISc reserve the right to empanel a separate courier handler for dealing with Courier shipments.
- Format of the Contract is attached at Annexure-7. This NIT, Corrigendum(s), Bids of the bidder will also part of the contract agreement.
- The extended norms of DPIIT - public procurement (preference to Make in India) order dated 16/19/2020 and further revision from time to time will apply.

#### **B. MODE OF PAYMENT:**

- GST will be as applicable.

- CHA will have to pay all inspection, landing, handling, carting, postal charges, warehouse rent/demurrage charges, freight charges etc. and all other allied Port Trust/Airport charges to the concerned authorities.
- The warehouse/demurrage charges will however be reimbursed by IISc provided there is no fault of Clearing Agent & provided he has taken all measures to see that items are cleared within the free time allowed by Air India/Airport Authority of India/Port authority of India.
- The clearing agent shall pay Customs duty including IGST up to Rs. 2,50,000.00 per consignment. If the total duty exceeds beyond this limit, IISc Bengaluru will arrange for the duty payment through ICEGATE to the customs. The modalities for implementing this will be discussed with the empaneled CHA and implemented.
- The agent shall pay Customs duty including IGST up to Rs. 2,50,000.00 per consignment and all other expenses. IISc will reimburse the same along with CHA charges within 15 working days from the date of submission of bills to IISc. IISc shall not pay any advance or undertake any liability to incur any other expenses except Customs and IGST of above Rs. 2,50,000.00.
- The insurance of the shipment borne by the bidder for transportation of shipments from the warehouse to the IISc Bengaluru or any other place as mentioned in the Purchase Order will be reimbursed as per the actuals.

**C. CUSTOMS DUTY & REFUND CLAIM:**

- As per Govt. of India Notification No. 51/96 Custom dtd. 23rd July 1996, Customs duty leviable while clearing the shipments is 5.5% and IGST as applicable. IISc Bengaluru shall provide all documents necessary as per this notification. In the cases where such documents are not available, CHA shall try their best to clear the consignment against the Indemnity Bond to be provided by us. In cases where Customs are not accepting the bond, IISc Bengaluru shall pay the Customs duty “under protest”. In such case, IISc Bengaluru shall apply for refund & CHA will have to assist us & peruse our claim with the concerned authorities at the Office of Collector of Customs/Appellate Tribunal of Customs.
- CHA shall make every effort to clear consignments within the free period without payment of warehouse/demurrage charges. However, in case of payment warehouse/demurrage charges, justification for the same (including date wise action taken by CHA) with explanatory data shall be given by CHA.
- In case of short landed and untraceable packages/cargoes, CHA shall automatically apply for refund of all charges, including Customs duty.
- In case of freight charges, CHA on behalf of IISc Bengaluru will arrange to register refund claims with Airline agents where excess freight has been charged on account of excess declaration of weight/measurement or for any other reason such as wrong declaration of class of goods, status of freight etc.

**D. Duration of the Contract**

- The contract shall initially be for a period of 01 years from the date of contract. The contract would be further extendable (yearly basis) for a period of another 01 years subject to satisfactory performance of the agent. The extension would be decided by IISc and on mutual agreement after receiving a formal letter from the vendor agreeing to serve for another period on the same terms and conditions and rates. This letter must be submitted at least three months prior to the end of the term. If no such letter is received, then it will be presumed that the CHA is not interested in continuing for another term.

- The performance of the agents will be constantly reviewed during the contract period by IISc for the purpose. In case of performance not found satisfactory and the agency is not responsive to the notices from the IISc to improve the services, IISc can terminate contract at any moment without any advance notice. The agent will not be paid any compensation for such termination. However, the agent must clear and forward all the consignments for which custom clearance documents have been provided.

**E. Shipments and Airfreight of Import and Export Consignments**

- Imports can be from any country. As such, the IATA rates and discounts shall be applicable there. CHA must provide IATA rate chart with their technical bid and with every invoice with URL of the IATA rate.
- Likewise, in the matter of exports, the IATA rates only shall be applicable as may be prevalent at the time.
- On receipt of consignment, the firm shall have to submit a clear copy of Master Air Waybill (MAWB), House Air Way Bill (HAWB), Cargo Arrival Notice (CAN), Bill of Entry, Commercial Invoice & packing list for Bank Release Order (BRO).
- The bidder must have its own arrangements of warehousing, insurance, pick-up and delivery by road within the country and also in the exporting country. Details of these facilities in India should be given for proper evaluation. The agent will be responsible for delivering the goods to the respective indenter of the materials in the Institute.
- The consignments must be shipped in the first available console of any airline.
- The agent shall be responsible for the safety of the cargo in all circumstances, besides handling complete and proper papers whether it may be for Import or Export of consignment. In the event of non-availability of invoice or other relevant papers, if the consignments incur any demurrage or penalty, the agent shall be solely responsible for the same.
- Pre-shipment advice / alert must be intimated well in advance (48 hours prior to shipment). A weekly statement showing consignment shipped during last week and the proposed shipment during the next week through fax / e-mail shall have to be invariably submitted. The Agent would also give detailed prior information of the materialsto be shifted to IISc by e-mail and by phone both, so that Inspection Report could be prepared and unloading arrangement should be made in advance, if any. IISc shall not bear/pay any demurrage charges on account of any delay in clearance attributable to clearing agent or their freight forwarder.
- Airport charges, Airfreight / Sea-freight charges and clearing charges, DO charges, insurance etc. will be paid by the vendor to the respective agencies without asking advance from IISc irrespective of any amount. These charges will be reimbursed to the Agent after original receipt of the consignment at IISc, the receipt of pre receipted bill in duplicate addressed to “The Assistant Registrar (Purchase), IISc, Bengaluru”, along with the relevant documents as proof for which payment has to be charged by the firm. All the receipts should be provided in the original including HAWB, Bill of Entry, etc. The bill should be submitted within 15 days from the release of materials from customs. The Institute will not be responsible to pay the clearance / custom charges if agent fails to submit the bill within stipulated time. The payment to CHA will be made within 15 working days from the receipt of bills at IISc. If the invoice is not submitted within 15 days and is piled up and submitted in bulk to IISc, the delay in payment will not be the responsibility of IISc.

- The agent shall extend the credit for payment of CD/GST up to Rs. 2,50,000/- and all other charges which will be reimbursed to the agent once the bills are submitted. However, in case the dues payable to the agent exceeds the credit limit and there is a delay in clearing bills, IISc may consider payment of CD/GST less than 2,50 000.00 also in exceptional circumstance.
- However, if advance payment, as aforesaid, is delayed for certain reasons, the agent shall ensure to pay on his own the entire sum as may be payable which shall subsequently be reimbursed to the agent within three days. It is made clear that if the delay in intimating to the Institute is caused on the part of the agent about the duty payable, then only the agent shall be held liable for all consequences and costs including the interest burden etc. and no plea in this regard shall be accepted/entertained.
- The Institute shall not be liable for payment of airfreight, customs duty, clearing charges and transportation charges, if the consignment is found in damaged condition/ short delivery. However, the payment will be released after the amount has been recouped in such cases from the insurance company concerned. It will be the responsibility of the agent to provide the damage certificate/short delivery certificate to the Institute, in case of damage / short delivery of the consignment.
- The consignment, after clearance from airport / seaport, should be delivered to the Institute's location (Main campus) within three working days. In case of any urgent and/or perishable items, it should be delivered directly within one day with proper arrangements. The perishable consignments should be cleared immediately on landing and the clearance process for such consignments should begin well in advance. In case a perishable consignment is damaged due to insufficient arrangement or Dry Ice during clearance & transportation up to IISc, the agent shall be held solely responsible for the complete loss in this regard.
- The document and licenses required for the clearance of gold and precious metals, is the responsibility of the clearing agent. Additional charges will not be paid in such cases.
- Any kind of loss or damage to the consignment from foreign airport to the Institute's location and of its recoupment will be firm's/agency's responsibility. However, necessary documents on this account (to be prepared by the agent) will be signed by the Institute in the capacity of consignee/importer.
- If any damages/pilferage/theft/shortage occurs during the transportation or loading and unloading under the custody of the agent/freight forwarder after taking delivery from the AAI, the agent shall be entirely responsible for the total losses and the same will be recovered from the agent. This will be as per the IATA rules.
- In the event of damages/shortage/pilferage to the consignment, open delivery may be taken by the Institute subject to the condition that the same is detected in course of customs clearance. However, in such a case, this fact must be recorded on the Bill of entry and a copy of which will be provided by the agent to the Institute. Unloading and distribution of consignments at IISc will be the agents' responsibility. The unloading shall be made in the presence and supervision of the faculty / staff of IISc (concerned department of IISc). The agency shall deliver the perishable shipment even if the institute has a holiday.
- The agent shall be liable to engage Insurance approved transporters only i.e. the transporters who have the

documentations as per the approved norms of the insurance company.

- If, any nearby International Airport agent's associates happen to be not available, consolidation agent will be responsible for making arrangements for smooth shipment (for EX- WORK/FOB/FCA) from any country to Indian Airport/Seaport, and for that, agent shall not be entitled to claim any extra charges.

**F. Entitlement of Air Freight Charges:**

- The agent shall charge the freight charges on the basis of IATA rates which are fixed by IATA. The IATA rates from respective country of import should be considered as the reference while offering discount on Forwarding / Consolidation rates.
- Under no circumstances should these rates be more than those specified in the latest IATA TACT book. The firm shall have to furnish an undertaking to this effect on its letterhead.
- However, it is made clear that the airfreight by the agent shall be charged on the basis of either the "**Gross weight**" or otherwise "**Volume Weight**" of the consignment, whichever is higher. As such, the weight for the purpose of Airfreight will be deemed to be the "**chargeable weight**" of the consignment.
- It shall be the responsibility of the agent to mention proper dimensions in the Air Waybill in terms of the cms/Inches/odd dimension etc. in import as well as in the export documents.
- For the purposes of calculation of air freight charges and sea freight charges, the SBI, TT selling rate or Customs/RBI exchange rate (Import) of foreign currency as prevailing on the date of arrival in India, shall be applicable. Decision of IISc will be final and binding in this regard.

**G. Ex-works shipments:**

In case, the foreign supplier has agreed to supply the goods on Ex-works basis, the consignment shall be lifted by the agent from the foreign suppliers and forwarded/delivered to IISc Bengaluru. The inland handling/ forwarding charges shall be paid by IISc on actual basis.

- Bank Release Order (for consignments against irrevocable letter of credit) will be delivered after its receipt from the bank. Custom clearance should be initiated without waiting for bank release order which generally takes time. The agent's deputed representative at IISc will coordinate with IISc representative and IISc's bank for early getting of BRO.
- Even in cases of any dispute, the consignment shall be cleared by the agent and handed over to IISc, pending the settlement thereof.
- The efficiency of custom agency will be judged by the Institute on following aspects:
  - Eliminating payment of demurrage/penalty charges.
  - Coordinating with customs/carrier and obtaining cargo arrival notice within 24 hrs. of landing at airport and forwarding the same to IISc.
  - Number of consignments damaged during the year and follow up by the agency thereon.
  - Time taken to deliver the consignments at IISc after release of the shipment from the airport.
- The agency shall intimate IISc well in advance (48 hrs./pre-alert advice) from the date of arrival of the consignment

at the airport with the house airway bill (HAWB) and master airway bill (MAWB) numbers so that the required documents are prepared and sent to the agent in time. The representative of the agency will coordinate this promptly. The agency shall be held responsible for any delay on their part where they do not file the bill of entry with custom or do not confirm any discrepancy to IISc.

- The penalty and demurrage charges due to agent's negligence will be recovered from them. The firm may be required to carry out or arrange to carry out the inspection of the ordered material at the country airport of shipment or suppliers' premises on behalf of IISc, if required in certain cases. Safe custody of the consignment cleared shall be the responsibility of the agency until it is delivered to the concerned indenter / department of IISc. The unloading of the materials at IISc will be the responsibility of the agent.
- The CHA shall not claim for any miscellaneous charges other than the charges provided in the agreement like charges for the crane, forklift etc.
- The agent shall also be responsible for clearance of material shipped by any other console (CIF/CIP/C&F) or Direct Purchase Order. In such cases, no Demurrage shall be payable under any circumstances whatsoever, save in cases where the lapse has been on the part of the Institute. The Agent shall be fully responsible for proper monitoring of shipment from the principal supplier and arrangement of Demurrage Free clearance of consignments coming from other consoles including Direct Orders.
- It shall be the responsibility of the agent to ensure/check that the consignment has been properly insured before shipping it from the respective countries.
- In the case of Export & Re-Import, the agent shall be fully responsible for taking Insurance policy for consignment(s). IISc will reimburse the actual charges paid to the insurer.
- It is understood that if any loss is incurred due to non-insurance of the consignment(s) during transit, the total loss shall be recovered from the agent's bills.
- Agent shall make good to Institute, any loss that has to be incurred due to the negligence/ failure on its part in taking prompt action in finalization of Bill of Entry and clearance of consignment within the stipulated period. Such losses to the Institute shall be recovered from either its bills or other means as deemed appropriate.
- The consignment shall be moved within seven (07) days of receipt of the material from the foreign supplier/firm (For FOB/FCA/EX-WORK/CIF/C&F etc.) and after clearance from airport / Sea Port / ICD, delivered to the Institute's location within a week.
- The bidders have to quote for transportation charges (including loading / unloading / labour / packing charges etc.) from Bengaluru Airport / Custom clearing point / ICD at Bengaluru to IISc Bengaluru campus in the given format. If a consignment is customs cleared at a place in India other than Bengaluru (viz. Delhi, Mumbai, Chennai, etc. either at Airport or Seaport / ICD) in exceptional circumstances, then additional transportation charges (if transported by the CHA) will be paid as follows: -



Sl. No.	Distance between Bengaluru Airport and the other City's Airport / Seaport / ICD (Distance Shown on Google Map will be considered and to be decided by IISc, which will be final and binding)	Additional Percentage of the rate quoted for Transportation Charge from Bengaluru Airport / Custom /ICD clearingpoint at Bengaluru to IISc Bengaluru campus
1.	From 0 KM to 100 KM	0%
2.	From More than 100 KM to 500 KM	5%
3.	From More than 500 KM to 1000 KM	10%
4.	From More than 1000 KM to 1500 KM	15%
5.	From More than 1500 KM to 2000 KM	20%
6.	From More than 2000 KM to 2500 KM	25%
7.	More than 2500 KM	30%

- In case, the cargo is received in shortage/damaged condition/short landing cargo, no payment shall be released to the agent until IISc receives the complete consignment/insurance claim. In all such cases, the agent shall be required to instantly file "Shortage" or "Damaged" or "Not Found" or "Not Traceable" notice with the Airport Authorities and further, obtain necessary certificate thereto or damage certificate from the Airlines / Sea liner besides lodging necessary claim with the authorities concerned, under intimation to IISc. It shall be the duty of the agent to also follow up the matter with Insurance Company for claim settlement including obtaining damage certificate, surveyor inspection along with the Institute representative, lodging the claim and taking other necessary action.
- At times, some of the consignments of the institute may be under temporary export/import items. Hence the agent would have to handle such consignments as well.

**G. Penalty Clause:**

- IISc reserves the right to deduct a penalty for Rs. 5000 (Rupees Five Thousand) per day for delay in consolidation and Airfreight of IISc shipments and their delivery to IISc location. The period of delay will be calculated after 4 weeks from the date of intimation from the supplier about the readiness of Equipment/Consumable for shipment. This will also be applicable for delays in shifting of material from Airport/ custom's location / customs' warehouse to IISc after 07 (seven) days of clearance.
- The deployed representative of CHA must sign a register kept in the Purchase section of IISc to mark his/her attendance. If any day, the deputed representative of the CHA is not found in IISc or absence, then Rs. 1000/- (Rupees One Thousand) per day of absence as penalty will be imposed. All penalties will have to be paid by the

Agency in cash / NEFT / RTGS, failing which the same will be deducted from the CHA's bills.

#### **H. Termination**

- The contract may be terminated by either party to the contract by giving three months' prior notice to the other party without assigning any reasons. However, if the contract is being terminated by the CHA, then it has to ensure for custom clearance and forwarding of all such consignments for which IISc has placed an order and intimated the vendor (to whom the PO is placed) about this CHA, failing which PBG will be forfeited. The contract may be terminated by the Institute in terms of the stipulations provided elsewhere in the contract. The contract may be terminated by the Institute at any time during the contract without giving any notice period if the services of the CHA are not found satisfactory. Decision of IISc in this regard will be final and binding. If IISc terminates the contract, then IISc will not pay any kind of compensation to the CHA.
- It is made clear that if any information/certificate furnished by the bidder is subsequently, after or before award of the contract, is found to be untrue or false, the award of the contract may be terminated by the institute at its discretion forthwith and the bidder/contractor shall have no claim, whatsoever, in this regard and the EMD or the Performance Bank Guarantee, as the case may be, would be liable for forfeiture, wholly or in part, at the discretion of the Institute.
- Except as otherwise provided anywhere in this offer, if any dispute, difference, question of disagreement or matter, whatsoever, before or after completion or abandonment of work, hereafter arises between the parties, as to the meaning, operation, or effect of the Contract or out of or relating to the contract or breach thereof, the same shall be referred to the Director, IISc at the time of dispute and the decision of the Director, IISc, Bengaluru will be final and binding.

#### **I. Force Majeure**

- In the event of either party being rendered unable by force majeure to perform any obligation required to be performed by them under this agreement the relative obligation of the affected party by such force majeure shall be suspended for the period during which such cause lasts. The term "force majeure" as employed herein shall mean, acts of God, war, revolt, riot, fire, flood and acts and regulation of the Government of India or any of its authorized agencies.
- Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing within 7 (seven) day of the alleged beginning and ending thereof giving full particulars and satisfactory proof.
- The time for performance of relative obligations suspended by the force majeure may be extended by the period for which the cause lasts or condoned by the Institute without any penalty. If the work is suspended by force majeure conditions lasting for more than 1 (one) month, the Institute shall have the option of cancelling the Contract in whole or in part thereof at its own discretion. Any situation of force majeure shall not be payable by the Institute under any circumstances.

#### **J. Jurisdiction**

- All the matters and disputes under this contract shall be subject to the jurisdiction of Bengaluru (Karnataka) courts only.
- Place of Arbitration, if any, will be Bengaluru only for all the matters and disputes under this contract.

### **Other Terms & Conditions and Instructions**

- **Airfreight charges:** The freight forwarder will charge the freight cost on the basis of IATA rates which are fixed by the International Air Traffic Association (IATA).
- The Clearance Charges rates must be quoted in the prescribed format only. The delivery order (DO) charges on consignment coming under own console shall not be paid. DO charges for other consolidation will be paid as per actual. No other clearance charges will be paid extra in any consignment.
- Any kind of payment towards C&F services rendered by the empaneled / selected vendor will only be released after complete delivery, unloading and satisfactory receiving certification from the user department of IISc subject submission of all original bills / invoices / documents etc.
- Incomplete tender or tender submitted in any format other than the floated bid document will not be considered under any circumstances.
- The bidders to whom intimation of acceptance of its bid has been communicated by the Institute, shall be bound to execute a contract agreement with the Institute within one week from the award of contract, failing which, it will be deemed that the bidder is not interested to work with the Institute and in consequence, the acceptance of its bid shall stand cancelled and would be deemed non-existent and its EMD will be forfeited.
- For signing the contract agreement, the successful bidder(s) shall have to furnish a stamp paper from Bengaluru of Rs. 200/- only in its own name and cost. The original signed contract will be kept at IISc.
- IISc reserves the right of appointing a panel of agents for consolidation and customs clearance work by matching all rates to L1 bidder. As such, all the agents who are duly empaneled shall be bound to abide by all the terms and conditions of the tender document including going for signing the contract agreement as well in this behalf.
- IISc reserves the right of appointing another clearing agent if the bidder whose bid is finally successful and has accordingly been awarded the contract, is unable to render the services in terms of the Contract and if IISc is satisfied that the Agent is not in a position to render specific services during certain period.
- IISc reserves the right to retain full discretion to allocate work among the Clearing Agents in the above-mentioned cases, the agent will not be entitled to make any representation on this account. Institute reserves the right to appoint any other clearing agent during the contract period for smooth work, even if the other agent has not participated in this tender.

## **Section – 6**

### **EVALUATION OF BIDS**

- The bids have to be submitted in two parts (under two-cover bid system) on CPPP:
  - Technical Bid (in a single file PDF document format),
  - Financial Bid or Price Bid (in the BOQ Excel Sheet format given on the CPPP with this tender).
- The technical bids will be evaluated first.
- The technical bids of all bidders shall be scrutinized and evaluated by IISc on the basis of eligibility criteria and qualifications as per details provided along-with documents by the bidder in their technical bid. IISc may ask for additional clarification / details / documents / technical presentation etc. For this purpose, any date fixed by IISc will be final and binding. Decision of IISc, regarding technical evaluation and declaration of technically qualified bidders, will be final and binding.
- Financial Bids (Price Bid) of only those bidders will be opened, who will be declared technically qualified. The decision of IISc in this regard will be final and binding.
- The price bids (submitted in BOQ Excel sheet on CPPP) of the technically qualified bidders will be evaluated based on the criteria defined below. A comparative chart will be prepared by IISc based on the scoring system given below. The bid with highest total score in sum of marks of Group-A, B, & C as per the methodology provided here shall be declared L-1 bidder and will be issued letter of intent. If more than one bid is found to be L-1 in the overall score (sum of the marks of the three groups – A, B, C), then the bid with the higher discount rate offered for Group-A will be declared as L-1 bid. In case of a tie in the discount rate for Group-A also, the higher total marks in Group-B will be declared as L-1 bid. In case the tie persists, then the bid with the highest total marks in Group-C will be declared as L-1 bid. Decision of IISc with regard to evaluation of financial bids, calculations of marks and scores and declaration of bidders' ranking will be final and binding.
- Bidders other than L-1 bidder, who are ready to match the L-1 bidder's price in all items (for group-A, B and C) (wherever their offered rate is higher), may be empaneled subject to submission of a formal letter before refund of EMD and fulfilling of other conditions viz. performance security, Fidelity Guarantee Bond etc.
- IISc will have sole discretion for work distribution. However, IISc does not guarantee minimum workload. Decision of IISc will be final and binding in this regard.

Charges which are normally claimed and rates which are sought to be quoted by the bidder are classified in three groups (A, B, C) for the purpose of comparison among different bidders. Each Bidder, depending upon its quoted rates, will be given marks from 0-100 in each group as per the defined marking pattern in the respective group. Finally, different weightage will be given to the marks obtained in each group to calculate the Total Score of each bidder as follows: -

<b>Group</b>	<b>Weightage out of 100</b>
A	20
B	50
C	30

Following Formula will be used to arrive at Total Score of a bidder:

$$\text{Total Score} = \text{Score obtained in Group A} + \text{B} + \text{C}$$

(Where A, B, C, are marks obtained in respective groups. The bidder with maximum total score here shall be ranked L-1 and so on).

**Note:**

- Values will be rounded up to two points after decimal.
- Discounts/Concessions subject to any conditions imposed by the Bidder will be rejected.
- Details of Group-A, B, C are provided in the subsequent pages.
- Scoring will be done only for those bidders whose price bids will be opened. Scoring and Marking for all groups will be done by IISc only. Decision of IISc with regard to calculations will be final and binding.

**Group - A**

**DISCOUNTED RATES OF AIR FREIGHT FOR FORWARDING CASES (IMPORT):**

<b>Discount in percentage offered on standard IATA rates (Minimum acceptable discount is 20%) (Maximum acceptable discount is 100%)</b>  <b>(a single flat discount be offered irrespective of weight slabs)</b>	<b>Weightage is 20 marks. The bidder who scores the highest discount will get 20 Marks and the other will get marks based the following formula</b>  <b>20*discount offered by the bidder/Discount offered by the highest bidder.</b>
The percentage rate will have to be entered in the PRICE BID BOQ Excel sheet (Not Here). But this page (without entering of any value) must be attached with the Technical Bid.  <p style="text-align: center;">(Item- A)</p>	<ul style="list-style-type: none"><li>• Flat Discount offered on IATA Rate</li></ul> The bidder who quotes the highest discount will get 20 Marks. The other bidders will be given marks based on the following formula Percentage offered by the bidder * 20/Percentage discount offered by the bidder who has offered the highest discount.

**Note:**

1. With every invoice, a copy of IATA rates will be required to be submitted by bidders. In case of shipment on FOB/FCA basis, Terminal charges, Forwarder's fee; Charges for loading to carrier in shipping country etc. will NOT be paid separately. If there is any shipment on Ex-works basis, charges in shipper country will be paid on actual basis on submission of supporting documents in original.
2. No other charges except freight, fuel & security surcharges will be paid on FOB / FCA consignment. Bidders may quote their discount adjusting other charges, if any. Fuel & Security surcharges will be paid on actual basis as shown on MAWB. The signed copy of MAWB must be enclosed with the bills.
3. The firm offering NIL Discount on IATA rates or NIL quote for any services / items in BOQ, will be considered as a non-responsive bid and hence will be summarily rejected. Decision of IISc in this regard will be final and binding.
7. The percentage rate will have to be entered in the PRICE BID BOQ Excel sheet (Not Here). But this page (without entering any value) must be attached with the Technical Bid.

Date:  
Place:

Signatures:  
Name in Full:  
Designation:  
Name of the Firm:  
Official Seal:

**Group – B**

Rates to be quoted for the following categories of charges in the **BOQ Price Bid Excel Sheet only**:

Category A	Item No & Weight	Number of shipments per year C	Rate to be quoted by the bidder in Price Bid BOQ Excel Sheet only (NOT Here) D	Total cost for the shipment shown in column C E	Total Cost F
<b>Agency Service Charge for EX-WORKS shipments including Labour charges and loading / unloading at airport, EDI/CMC/BE Charges Documentation fee, IFC Charges, IGM Filing Charges, Sealing and any other charges relevant to the clearance of consignment from Airport / seaport [GST on service charge shall be payable extra as per rules / laws on date of billing.]</b> (Max. Marks – 20)	Up to 05 kg [Item- B1]	45	Rs.... per shipment	Column C * Column D	Sum of Column E
	Above 05 and up to 10 kg [Item- B2]	10	Rs...per shipment	Column C * Column D	
	Above 10 and up to 50 Kg [Item- B3]	10	Rs...per shipment	Column C * Column D	
	Above 50 and up to 100 Kg [Item- B4]	5	Rs...per shipment	Column C * Column D	
	Above 100 and up to 500 kg [Item- B5]	3	Rs...per shipment	Column C * Column D	
	Above 500 Kg (Per kg rate) [Item- B6]	3	Rs... per shipment	Column C * Column D	

Category B	Item No & Weight	Number of shipments per year C	Rate to be quoted by the bidder in Price Bid BOQ Excel Sheet only (NOT Here) D	Total Cost for the shipment shown in Column C E	Total Cost F
Agency Service Charge (Export/reimport) for Labour charges and loading / unloading at airport, EDI/CMC/BE Charges Documentation fee, IFC Charges, IGM Filing Charges, Sealing and any other charges relevant to the clearance of consignment from Airport / seaport [GST on service charge shall be payable extra as per rules / laws on date of billing.](Max. Marks – 20)	Up to 5 Kg [Item- B7]	6	Rs... per shipment	Column C * Column D	Sum of Column E
	Above 10 and up to 50 Kg [Item- B8]	4	Rs... per shipment	Column C * Column D	
	Above 50 and up to 100 Kg [Item- B9]	2	Rs..... per shipment	Column C * Column D	
	Above 100 and up to 500 kg [Item- B10]	2	Rs... per shipment	Column C * Column D	
	Above 500 Kg (Per kg rate) [Item- B11]	10	Rs... per shipment	Column C * Column D	
	Above 05 and up to 10 kg [Item- B12]	1	Rs... per shipment	Column C * Column D	

Category C	Item No & Weight	Number of shipments per year C	Rate to be quoted by the bidder in Price Bid BOQ Excel Sheet only (NOT Here) D	Total Cost for the shipment shown in Column C E
Replenishment of Dry Ice in Consignments having perishable contents. (Max. Marks: 05)	[Item- B13]	30	Rs...per shipment	Column C * Column D



Category D	Item No & Weight	Number of shipments per year C	Rate to be quoted by the bidder in Price Bid BOQ Excel Sheet only (NOT Here) D	Total Cost for the shipment shown in Column C E	Total Cost F
<b>Agency Service charge for CIF, CIP, C&amp;F, FOB, FCA, DAP, CPT Shipments, if arrives by other than bidder's console shipments including Labour charges and loading / unloading at airport, EDI/CMC/BE Charges Documentation fee, IFC Charges, IGM Filing Charges, Sealing and any other charges relevant to the clearance of consignment from Airport / seaport [GST on service charge shall be payable extra as per rules / laws on date of billing.]</b>  (Max. Marks – 30)	Up to 05 kg [Item- B14]	300	Rs... per shipment	Column C * Column D	Sum of Column E
	Above 05 to 10 kg [Item- B15]	65	Rs... per shipment	Column C * Column D	
	Above 10 to 50 Kg [Item- B16]	90	Rs... per shipment	Column C * Column D	
	Above 50 to 100 Kg [Item- B17]	30	Rs... per shipment	Column C * Column D	
	Above 100 to 500 kg [Item- B18]	50	Rs... per shipment	Column C * Column D	
	Above 500 Kg (Per kg rate) [Item- B19]	30	Rs... per shipment	Column C * Column D	

Category E	Item No & Weight	Number of shipments per year C	Rate to be quoted by the bidder in Price Bid BOQ Excel Sheet only (NOT Here) D	Total Cost for the shipment shown in Column C E
<b>Service Charge per consignment basis for Paying and Clearing the Courier packets:</b> (Max. Marks: 20)	[Item- B20]	300	Rs...per shipment	Column C * Column D

Category F	Item No & Weight	Number of shipments per year C	Rate to be quoted by the bidder in Price Bid BOQ Excel Sheet only (NOT Here) D	Total Cost for the shipment shown in Column C E
Service Charge per consignment basis Courier to cargo conversion shipments: Per Consignment of Courier Packets @ Rs.  Max marks: 05	[Item- B21]	10	Rs...per shipment	Column C *Column D

Note :

- Column A indicates each category of the shipments for which the bidder has to quote the services charges.
- Column B indicates the weight of the shipment and Item No.
- Column C indicates the average number of shipments done for last financial year
- Column D indicates the rate for that has to be quoted for each category
- Column E indicates the sum of items shown in Column D

The marks for Section B is as shown below.

Serial No	Category	Price quoted for each category	Marks assigned for each category	Formula for assigning marks	No of marks scored for each category
(1)	(2)	(3)	(4)	(5)	(6)
1	Category A	Column F	20	The bidder quoting the lowest price in Column (3) will get the marks in Column (4).  The other bidder will get the marks as follows.	
2	Category B	Column F	20		
3	Category C	Column E	05		
4	Category D	Column F	30		
5	Category E	Column E	20		
6	Category F	Column E	05		

				Marks shown at Column (4) * rate quoted by the lowest bidder/ rate quoted by other bidders	
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**Criteria for calculating marks for Group B:**

The marks scored in column (6) above, will be proportioned to 50 marks for overall assessment. The weightage will be assessed as follows. The bidder who scores the highest marks will get 50 marks. The other bidders will be awarded marks as shown below.

Score of the other bidders =  $50 * \frac{\text{Marks scored by the other bidder}}{\text{Marks scored by the highest bidder}}$

Date:  
Place:

Signatures:  
Name in Full:  
Designation:  
Name of the Firm:  
Official Seal:

### Group-C

Transportation charges (including all kinds of loading / unloading / labour charges etc.) from Bengaluru Airport / Custom Clearing / ICD or warehouse Point in Bengaluru to the campus at IISc, Bengaluru for both console and non-console shipments (Sl. No. 1, 2, 3, 4).

Rates are to be quoted in the PRICE BID Excel Sheet (NOT Here) for following four categories: -

CATEGORY	OUR MAXIMUM LIMIT (Without GST) Chargeable weight	Number of shipments per year	Rate to be quoted by the bidder in Price Bid BOQ Excel sheet only (NOT HERE)	Total Cost for the shipment shown in column C	Total Cost
(A)	(B)	(C)	(D)	(E)	(F)
1. Personal delivery of small consignments [Item -C1]	Up to 10 Kg	450	Rs. ____per delivery	Column C * Column D	Sum of Column E
2. Per truck (Medium lorry like TATA-407) [Item-C2]	Above 10 to 100 Kg	170	Rs. ____per delivery	Column C * Column D	
3. Per truck (Big Lorry) [Item-C3]	Above 100 to 500 Kg	70	Rs. ____per delivery	Column C * Column D	
4. Per Heavy Lorry (Like Container Truck) [ Item -C4]	Above 500 Kg	10	Rs. ____per delivery	Column C * Column D	

#### Criteria for calculating marks for Group C:

The weightage for this section will be 30. The lowest bidder of the sum in column E above will get a maximum mark of 30. The other bidders will be awarded marks as shown below.

Score of the other bidders =  $30 * \frac{\text{Total cost of the lowest bidder (column f)}}{\text{Total cost of the other bidder (column f)}}$

#### Note: -

1. After clearance of the Consignment from Airport/Seaport / ICD, it shall be the duty of the Agent to bring the shipment to their warehouse or directly send it to IISc. No separate charges for incidental transportation of the equipment shall be paid to the Agent. Therefore, bidder should keep in mind this aspect while quoting the transportation charges.
2. Any separate charges for CHA warehouse will not be paid extra under any circumstances. The bidders have to quote for transportation charges (including loading / unloading / labour / packing charges etc.) from Bengaluru Airport / Custom clearing point / ICD at Bengaluru to IISc Bengaluru campus in the given format. If a consignment is

customs cleared at a place in India other than Bengaluru (viz. Delhi, Mumbai, Chennai, etc. either at Airport or Seaport), then additional transportation charges (if transported by the CHA) will be paid as given in this tender.

3. The rate will have to be entered in the PRICE BID BOQ Excel sheet only (Not Here). But this page (without entering any value) must be attached with the Technical Bid.

Date:

Place:

Seal & Signatures:

Name:

## Section -7

### Bid Security / Earnest Money Deposit (EMD)

- All Bidders must submit **Rs. 5,00,000 (Rupees Five Lakh only)** as EMD or bid security in the form of RTGS/ NEFT transfer
- The Bidder must submit an e-receipt as proof of EMD submission along with the technical bid. Failure to comply with this requirement will result in rejection of the bid. The account details of IISc are provided below.
- After the placement of the work order on the successful Bidder, the EMD amount will be returned to the unsuccessful Bidders without interest.
- The EMD amount will be returned to the successful Bidder after the Institute places a firm work order. the successful Bidder then submits a performance security/bank guarantee followed by its verification.
- Micro and Small Enterprises (MSEs) or Startups firms will be exempted from submitting EMD as per GFR 2017 (amended from time to time). Such a Bidder must submit copy of valid certificate (from appropriate agency of Govt. of India) and Bid Securing Declaration (Annexure-8) both with their technical bid, failing which their bid will be declared as a non-responsive bid.
- The bid must be valid for at least 180 (One Hundred Eighty) days from the actual date of opening of the technical bid on CPPP. Withdrawal of the bid within the period of validity will result in forfeiture of the EMD amount.

*Details of the Bank Account of IISc Bengaluru for submitting EMD / PBG*

<b>Account's Name</b>	Registrar, Indian Institute of Science, Bengaluru	<b>Note:</b> <ul style="list-style-type: none"><li>• It is mandatory to write the Name &amp; Address of the Bidder and Tender Reference No. &amp; Date on the back side of the e-receipt of NEFT/RTGS.</li><li>• Acceptance of the e-receipt of NEFT/RTGS is subject to its verification from the Finance &amp; Accounts section / Banker of IISc.</li></ul>
<b>Bank</b>	State Bank of India	
<b>Branch</b>	IIS Bengaluru	
<b>Branch Code</b>	02215	
<b>Account No.</b>	31728098170	
<b>IFSC</b>	SBIN0002215	
<b>MICR</b>	560002020	
<b>GSTIN</b>	29AAATI1501J2ZV	
<b>PAN</b>	AAATI1501J	
<b>IEC Code</b>	0788012428	
<b>ADC</b>	00022158400009	
<b>TAN</b>	BLRI0070D	

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### **Performance Security / Performance Bank Guarantee (PBG) and Fidelity Guarantee Bond**

- Successful bidder(s) has / have to submit a Performance Security / Performance Bank Guarantee (PBG) issued by a nationalized bank in India within One week of the issue date of purchase order / letter of intent. Performance Security / PBG will be for an amount of **Rs. 25,00,000/- (Rupees Twenty Five Lakh only)**. Performance Security may be furnished in the form of online payment (RTGS/NEFT) or Bank Guarantee in the specified format given in Annexure-6.
- If more than one bidder gets empaneled, then PBG could be given as per pro rata basis
- Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. If PBG is provided, then it must be valid for a period Sixty months from the date of letter of intent.
- Any kind of payment will be released only after submission of Performance Security / PBG followed by its verification of genuineness.
- The Earnest Money Deposit (EMD) of the successful Bidder shall be returned on submission of Performance Security / PBG without any interest.
- EMD of unsuccessful bidder will be returned without any interest after placement of order. EMD will be forfeited, if bidders change their terms & conditions or fail to submit PBG on time or fail to accept the purchase order during bid validity period.
- The Performance security / PBG will be refunded / returned after three months of the completion of contract subject to clearance and delivery of all the shipments to the Institute as per the terms and conditions of agreement and again on written request having been made in this behalf by the contractor. No interest would be paid on the security deposit or Bank Guarantee. In case, the contractor fails to provide satisfactory services during the contract period or discontinues fulfilling the contracted obligations in any manner or is found at fault, the performance bank guarantee shall be forfeited without assigning any reasons, whatsoever and the contractor shall have no right to claim for refund of performance security deposit. IISc will have the discretion to invoke payment from the bank in case of any breach of contract. Decision of IISc in this regard will be final and binding.
- **Fidelity Guarantee Bond:** Since the agent shall have to handle sophisticated and valuable consignments as well, the agent shall further be bound to furnish a fidelity guarantee bond as well for an amount of **Rs. 1,00,00,000/- (Rupees One Crore only)** in favor of the Registrar, Indian Institute of Science (IISc), Bengaluru within One week of the receipt of the letter of intent / purchase order issued by the Institute, so as to safeguard the interest of IISc in case, of any loss is caused to IISc due to any act of omission and commission by the agent. This bond must be duly attested by the agent's bank, which must be a Nationalized Bank. This bond must be valid for Sixty (60) months from the date of letter of intent/ Contract and which should remain valid till three months after the expiry of the contract term.

### **Guidelines for Bid Submission**

Bidders are required to submit their bid in e-tender mode through the Central Public Procurement Portal (CPPP: <https://eprocure.gov.in/eprocure/app>) only. If a Bidder submits a response to the e-tender, then it is assumed that the Bidder accepts all the terms and conditions specified in this document. A bid submitted through any other mode will not be entertained and will be treated as non-responsive. Bidders should fill-up and submit their bid online on CPPP and upload all documents well in advance to avoid last minute rush on the server. No request regarding non-submission of bid / document (due to any reason) will be entertained.

The submission consists of two parts, Technical bid and commercial/price bid.

- o An index page indicating list documents attached in Technical Bid with item's / Document's Name and relevant page number.
- o All pages must be page numbered.
- o Duly filled-in and sealed & signed by the bidder (Annexure-1)
- o E-receipt of EMD (MSE / startup certificate and Bid Securing Declaration in case of EMD exemption)
- o Supporting documents listed in the Overall Compliance Statement.
- o A signed document that the Bidder agrees to the Service Terms, Commercial Terms, and Payment Terms set forth in this tender (including all contents). A copy of this tender document (duly sealed and signed on all pages) must be submitted with the technical bid.

The Commercial / Price Bid should contain:

- o The Price Bid BOQ Excel Sheet (Enter rate in the Excel sheet and then upload on CPPP)
- o Price Bid must be submitted in a separate BOQ Excel Sheet only on CPPP. Any price MUST NOT be indicated or filled in in the Technical Bid, failing which the bid will be treated as non-responsive.

#### **Points to Note:**

- The prices of items in this tender's BoQ must NOT be mentioned in the Technical Bid.
- Each of the line items in the Commercial (Price) Bid must be quoted.
- The commercial bid must be valid for at least 180 days from the actual date of opening of the technical bid.
- A tender not complying with any of the above conditions is liable to be rejected. Incomplete proposals are liable to be rejected.
- The IISc reserves the right to modify the technical specifications or the content at any time. The IISc reserves the right to accept or reject any proposal or cancel the tender, in full or in part, at any stage of the tendering process without assigning any reason.
- Instructions To Bidder for Online Bid Submission may be downloaded from CPPP website .



**Annexure - 1: Index Sheet (on the letter head of the bidder) as the first page of the bid**  
 (to be submitted with Technical Bid as the first page of the technical bid)

<b>Sl. No.</b>	<b>Content</b>	<b>Page No.</b>
1	Index Sheet (Annexure – 1)	1
2.	Details of Bidders (Annexure – 2)	2
3.	EMD details	3
4.	Declaration regarding track record (Annexure – 3)	....
5.	Declaration (Annexure – 4)	.....
6.	Details Regarding Eligibility Criteria (Annexure – 5)	.....
7.	Complete tender document with corrigendum duly sealed and signed by the bidder	.....
8.	.....	.....
....	.....	.....
....	.....	.....

Seal & Signature of the signatory of the bidder

**Annexure - 2: Details & Covering Letter of the Bidder (on the letter head of the bidder)**

(to be submitted with Technical Bid)

To

The Registrar, IISc, Bengaluru - 560012 (India)

Sir,

I hereby submit my bid for your tender no. -.....

Details are as under along with all required documents.

EMD Details (attach e-receipt / MSE certificate)	
Bidder's Name and Address (Attach incorporation certificate)	
Registration No. / Trade License (attach certificate copy)	
Complete contact details (address, mobile no. / telephone no. / email ID / website address)	
GSTIN (attach GST Certificate)	
PAN (attach copy of PAN)	
Bank Accounts Details (Attach copy of cancelled cheque or letter from bank)	
CHA License No. (attach copy)	
Details of the contact person, address, mobile no. / E-mail ID etc.	
Experience of the bidder in provide CHA / C&F services (similar to this tender) (in no. of years and months) (Attach purchase orders of the clients or completion certificate from the clients.)	
IATA/FIATA membership certificate No (Attach certificate)	
Copy of the prevailing IATA rates along with Website address with URL of the IATA rate	
The list of the customers (with their full address) where similar nature of services have been rendered during the last five financial years i.e. 2019-20 to 2023-24	

List of consoles associated in foreign countries with complete address, telephone number, fax no., e-mail address and contact persons' name and agreement copies thereof.	
EPF and ESI registration numbers (certificate may be enclosed)	

I have carefully gone through the Terms & Conditions and all the contents as mentioned in the above-referred tender document. I declare that all the provisions and contents of this tender document are acceptable to my company. I further certify that I am an authorized signatory of my company and I am, therefore, competent to make this declaration. The corrigendum(s) issued from time to time by your department/ organization too have also been taken into consideration, while submitting this acceptance letter. I copy of this tender document (duly sealed and signed on all pages) is being attached with this bid.

Thanking you.

Seal & Signature with name & date and PAN & Aadhar card no. of the signatory

**Annexure - 3: Declaration regarding track record**

(on the letter head of the bidder / to be submitted with Technical Bid)

To  
The Registrar,

Indian Institute of Science (IISc), Bengaluru -  
560012 (India)

Sir,  
I hereby submit my bid for your tender no. -.....

I have carefully gone through the Terms & Conditions contained in the above referred tender. I hereby declare that my company/ firm is currently not debarred / not blacklisted by any Government / Semi Government organizations / institutions in India or abroad. I further certify that I am the competent officer in my company / firm to make this declaration.

Or

I declare that my firm is debarred / blacklisted as per following details:

Sl. No.	Country in which the company is Debarred /blacklisted / case is Pending	Blacklisted / debarred by Government / Semi-Government / Organizations /Institutions	Reason	Since when and for how long

(NOTE: In case the company / firm was blacklisted previously, please provide the details regarding the period for which the company / firm was blacklisted and the reason/s for the same.).

Thanking you.

Seal & Signature with name & date and PAN & Aadhar card no. of the signatory

**Annexure – 4**

**Undertaking by the Bidders (on the non-judicial stamp paper duly notarized)**

(To be submitted with Technical Bid)

1. We agree to ship the consignment within seven days after receiving from the principal supplier and after clearance from airport/seaport in India, it will be delivered to the premises of IISc, Bengaluru within three days and will be distributed to the concerned indenter immediately. In the case of perishable items, it will be delivered within one day with proper arrangements.
2. We agree to pay the customs duty and IGST up to **Rs. 2,50,000.00** for consignments at the time of clearance from airport/seaport. We shall submit the original bill along with the paid challans for reimbursement of customs duty so paid within fifteen days. We also undertake to pay the customs duty beyond **Rs. 2,50,000.00** in certain unavoidable circumstances in terms of the stipulation of the bid document.
3. We agree to provide a credit customs duty and IGST up to **Rs. 2,50,000.00** and all other charges for clearing the shipments for a period of 15 days from the date of submission of bills to IISc.
4. We agree to confirm/check regarding the insurance of the consignments before moving the same from the respective country. If any loss is incurred due to non- insurance, the same may be deducted from our bills.
5. We agree to take insurance policy for all export /re- import consignments prior to shipment. IISc will reimburse the insurance charges.
6. We agree to take insurance policy for all import consignments prior to shipment. IISc will reimburse the insurance charges.
7. We agree to provide the name and complete address of all associates located in different countries along with the names, telephone no, fax no and e-mail address of their contact persons.
8. We confirm that the rates quoted in the bid are not more or higher than those specified in the latest IATA TACT book.
9. We agree that we shall not claim any demurrage charges, if paid by us at the time of clearance for the shipments, if the material comes by our consol.
10. We agree to properly monitor & clear the consignment shipped by other console and direct orders within the demurrage free period. If the intimation and documents is received in advance, we shall not claim any demurrage.
11. We agree that the house airway bill number, date and master airway bill number and date will be intimated to the institute at least two days before its arrival at the Bengaluru airport for the purposes of insurance coverage of the consignments.
12. We agree that we will file the BOE as per the HSN code mentioned in the PO, invoice or AWB. If there is any discrepancy, we will pay the customs duty along with Interest.
13. We agree that we shall collect the necessary documents (BRO, CDEC etc.) required for clearing of consignments both from airport and seaport by deputing our representative as and when required, without any delay.
14. We also agree to depute our representative (with minimum qualification of Graduate) within one week of the receipt of letter of intent or purchase order or before start of the work (whichever is earlier) to help the institute on day-to-day basis in import and export matters. All kinds of necessary infrastructure viz. laptop, internet connection, printer etc. will be provided to the representative. We will pay remuneration to the deputed representative on time. If representative will leave my organization or unable to attend IISc on a day, we will depute another representative, failing which IISc will have right to deduct a penalty of Rs. 1000/- for the absence of the representative each day. The

representative will follow all instructions of the Deputy Registrar.

15. We agree that we shall submit the original House Airway Bill, copy of Master Airway Bill, Customs signed Invoice, Bill of Entry both Importer Copy and Exchange Control Copy along with the clearing charges bills within fifteen days of clearance of the shipment.
16. We shall prepare the air freight bill and clearing charges bills strictly in accordance with the approved rates. Under no circumstances airfreight rates charged by us shall exceed those specified in the latest issue of IATA TACT book. We agree to accept the T.T. Selling rate issued by the State Bank of India, for the purpose of calculation of airfreight charges or customs rate with documentary evidence. We agree to the payment terms as mentioned in the terms and conditions or as decided by IISc from time to time.
17. We agree, if MAWB, HAWB, LC Number or Invoice detail of shipment will be found wrong then immediately intimate to IISc by e-mail and Phone with intimation to the principal supplier for correction etc., before filing the bill of entry.
18. We agree, if cargo is received in damaged condition/short landing cargo, no payment shall be made to the agent till IISc receives the insurance claim. In such cases, we will file shortage/damaged/not found/not traceable notice with airport authorities and obtain necessary Certificate/Damage Certificate from the airline and lodge necessary claim with the concerned authorities under intimation to IISc.
19. We agree, if the packet of consignment is found externally damaged at the airport/ seaport, then we will first inform to IISc for insurance survey. It will also be applicable to those consignments which will come through other consol.
20. During inland transportation, any loss/damage shall be the sole responsibility of ours. In that case, we shall provide loss/damage certificate immediately and ensure following-up the insurance cases till reimbursement from the insurance company is received and only thereafter, we shall submit the clearance charge bill for payment.
21. We will match the L-1 rate in all aspects (wherever our rate is higher), if IISc accepts our offer for empanel after finalizing the tender.
22. As we shall handle sophisticated and valuable consignments as well, we shall furnish a Fidelity Bond of Rs. 1,00,00,000/- (Rupees One Crore only) valid for 60 (Sixty) months in favour of "The Registrar, IISc, Bengaluru" to safeguard the interest of IISc in the event of any loss to IISc for any act of omission and commission by us, which should be valid till contract period. IISc will have the discretion to order for the forfeiture of deposit for any breach of contract.
23. We shall submit Performance security / performance Bank Guarantee from a Nationalized Bank of Rs.25,00,000/- (Rs. Twenty five Lakh) valid at least for 60 months from the date of contract period if the contract is awarded in our favour with one week of letter of intent / purchase order
24. We agree that we will not detain/withhold any consignment of IISc before or after the clearance, under any circumstances.
25. We have no objection if Institute appoints / empanel multiple clearing agent / freight forwarders for the same work. We agree to accept all kinds of decisions of IISc with regard to this tender, evaluation of technical and price bids and marking and scoring calculations and raking done by IISc. We are bound to follow these.
26. We agree and accept all the Terms & Conditions of the tender document.

Date:  
Place:

Signatures:  
Name in Full:  
Designation:  
Name and Official Seal of the bidder:

**Annexure – 5: Eligibility criteria**  
**(To be submitted with Technical Bid)**

<b>Parameter</b>	<b>Eligibility Criteria</b>	<b>Page no. of the relevant Documents as proof for claim of fulfilling eligibility criteria</b>
1. Size of the Company and scale of operations	List of Employees with their name, Aadhar No. /PAN, designation, and CV must be provided with the technical bid.	
2. Turn over	The bidder having minimum turn-over of Rs. 05 (five Crore) per annum in last five financial years (i.e. 2019-20 to 2023-24) in the business of custom clearance & freight forwarding. A latest certificate from a Chartered Accountant (CA) certifying bidders' eligibility criteria with regard to turnover of custom clearance & freight forwarding shall be submitted.  Audited Balance Sheet and P&L account for last five FY must be provided.	
3 Solvency of the Company	The bidder must submit a solvency certificate from a bank (scheduled commercial bank as per RBI list) of minimum of Rs. Five Crore issued on or after publication of this tender (NIT).	
4 Past record of the firms in different with any Govt. organization(s) viz. Central Universities / Govt. Org. / PSU/Autonomous Bodies etc.	Satisfactory execution of minimum 300 shipments per year during the last five financial years (i.e. 2019-20 to 2023-24) with any Govt. organization(s) viz. Central Universities / Govt. Org. / PSU/Autonomous Bodies etc.	
4. Experience of handling perishable and live animal shipments	At least 05 (Five) cases in handling perishable and live animal shipments. Provide related bill of entry(s) along with corresponding Airway Bills in support of timely clearance of perishable and live animal shipments during last two financial years (2022-23 and 2023-24)	
6. IATA / FIATA Membership	Firms must have IATA / FIATA membership	

Date:

Seal & Signatures:  
Name & Designation:

### **Documents to be attached with Technical Bid**

The bidders must submit the following documents etc. along with their bids;

- All documents in proof of their claim for fulfilling eligibility criteria.
- Copy of consolidation registration of Firm and Customs House Agent certificate (CHA).
- Copy of Certificate of Incorporation/Registration Certificate of the firm.
- Proof of EMD / Bid Security or valid MSE certificate (please see details in section 6 – of this NIT)
- Copies of Permanent Account Number (PAN) and GSTIN.
- Copy of EPF and ESI registration certificate.
- Audited Balance Sheets and Audited Profit & Loss Accounts for last five financial years.
- Latest certificate from a Chartered Accountant (CA) certifying bidders' eligibility criteria with regard to turnover.
- Solvency Certificate from a bank (scheduled commercial bank as per RBI list) of minimum of Rs. Five Crore issued on or after publication of this tender.
- Copies of bill of entry (minimum 20 Nos.) assessed @ 5.5% except NIL duty clearance in addition to the minimum 05 BOEs related with perishable items and live animal shipments
- Copy of IATA/FIATA membership certificate
- Copy of the prevailing IATA rates along with Website address with URL of the IATA rate.
- The list of the customers (with their full address) where similar nature of services has been rendered during the last five financial years i.e. 2019-20 to 2023-24
- List of consoles associated in foreign countries with complete address, telephone number, fax no., e-mail address and contact persons' name and agreement copies thereof.
- Please enclose a terms & conditions compliance statement on a separate sheet showing acceptance of the terms desired by the IISc Bengaluru.
- Please enclose an undertaking in Annexure - 3 to the effect that the company/firm has not been blacklisted or suspended or put on any holiday or does not have any service-related dispute with/by any institutional agency, Government department or Public Sector Undertaking at present.
- Undertaking on the bidding firm's letter head to the effect that the rates quoted in the bid are not more or higher than those specified in the latest IATA TACT book. Annexure-4
- An undertaking to the effect that no consignment of IISc Bengaluru will be detained / withheld by them under any circumstances, whatsoever, before or after the clearance. Annexure-4
- Undertaking by the Bidder in 'Annexure-3 and 4' to be furnished without any addition, alteration, cutting, or remark.
- Copies of RCs of the vehicles in the own name of the bidder to be used for transportation and freight forwarding
- Valid CHA License with the attestation of a customs authority. The license should be valid for at least 01 year from the date of award of the contract.



- Authority/Resolution in favour of the person signing the bid on behalf of the firm.
- The bidder may furnish any additional information with documentary proof, which is necessary to establish capabilities to successfully complete the envisaged work with the technical bid. It is, however, advised not to furnish superfluous information.
- The bidder may visit the IISc campus site before submission of tender, with prior intimation in their won interest.
- Such corrigendum / addendum thus issued shall be part of the tender documents and shall be published on CPPP (<https://eprocure.gov.in/eprocure/app>) or on the IISc website ([www.iisc.ac.in](http://www.iisc.ac.in)).
- The successful bidder shall submit the hard copies of the signed documents before the award of the contract
- A copy of this tender document plus amendment(s) (if any) must be duly sealed and signed by the bidder on all pages and must be submitted with the technical bid. The uploaded copies of all above documents should be legible and duly attested by the bidder.
- Any other documents, the bidders feel to be submitted for their claim of their eligibility criteria.

**Annexure - 6**

**Format of Bank Guarantee for Performance Security (Performance Bank Guarantee)  
(to be submitted by the successful bidders after placement of the purchase order)**

To  
The Registrar  
Indian Institute of Science (IISc.)  
Bengaluru – 560 012  
Karnataka  
India

Subject: Performance Bank Guarantee (PBG)

Reference: IISc. Purchase Order No. \_\_\_\_\_, dated \_\_\_\_\_

Dear Sir,

1. We hereby issue a Bank Guarantee as follows: -Bank

Guarantee No. \_\_\_\_\_ Date: \_\_\_\_\_

Amount of Guarantee Rs. \_\_\_\_\_,

Guarantee covers From \_\_\_\_\_ To \_\_\_\_\_

Last Date for Lodgment of Claim: \_\_\_\_\_

2. This deed of Guarantee executed by the (Name of the Bank: \_\_\_\_\_)  
constituted under \_\_\_\_\_ Act, \_\_\_\_\_ having its Central Office at  
\_\_\_\_\_ and amongst other places a branch at \_\_\_\_\_  
(hereinafter referred to as "The Bank") in favour of The Registrar, Indian Institute of Science,  
Bengaluru – 560 012 (hereinafter referred to as IISc.) for an amount of not exceeding Rs. \_\_\_\_  
\_\_\_\_\_(in words: Rupees \_\_\_\_ only) at the request of M/s \_\_\_\_\_  
\_\_\_\_\_(hereinafter referred to as the "Contractor" /"Supplier").

3. In consideration of The Registrar, Indian Institute of Science, Bengaluru – 560 012 (hereinafter  
called IISc.) having entered into an agreement vide IISc's Purchase Order No. dated\_ with M/s  
(hereinafter called the Supplier) to carry out the supply and installation of the  
\_\_\_\_\_ <Name of the  
equipments /work/job> at Indian Institute of Science, Bengaluru as per their above

order, the Supplier agreed to execute a Bank Guarantee for 10% of the total order value viz. Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) towards Performance Security / Performance Guarantee obligation for a period of year(s) / month(s) from \_\_\_\_\_ to \_\_\_\_\_.

4. We, the \_\_\_\_\_ Bank, \_\_\_\_\_ Branch (hereinafter referred to as a Guarantor) at the request of the supplier, irrevocably undertake to indemnify and to keep indemnify IISc. without any demur to the extent of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) in the event of the aforesaid Supplier failing to comply the Warranty / contractual Obligations as per the agreed terms to the full satisfaction of the Company as mentioned in the IISc.'s purchase order.
5. NOW THIS BANK HEREBY GUARANTEES that in the event of the said Supplier failing to abide by any of the conditions referred in tender document / purchase order / performance of the equipment / Machinery / service, etc. this Bank shall pay to Indian Institute of Science, Bengaluru on demand and without protest or demur Rs \_\_\_\_\_ (Rupees \_\_\_\_\_).
6. We \_\_\_\_\_ Bank, further agree that the Guarantee herein contained shall remain in full force and affect during the period that would be taken for the performance of the equipment and / or services as stated in the Purchase Order issued by IISc. and that it shall continue to be enforceable till the completion of the period and certified that warranty and contractual obligations have been fully carried out by the supplier and accordingly discharges the Guarantee subject. However, IISc. shall have no right under after the expiry of the Guarantee, i.e. \_\_\_\_\_ (date).
7. We, \_\_\_\_\_ Bank undertake not to revoke this Guarantee, during its currency except with the previous consent of IISc. in writing.
8. Notwithstanding anything contained herein,
  - (a) Our liability under the Bank Guarantee shall not exceed Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_).
  - (b) This Bank Guarantee shall be valid up to \_\_\_\_\_.
  - (c) We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if IISc. serve upon us a written claim or demand on or before expiry of date (i.e. \_\_\_\_\_).

9. NOTWITHSTANDING anything contained herein above, our liability under this Guarantee is restricted to Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only). Our guarantee shall remain in force until, unless a Demand or claim under the guarantee is made on our Bank in writing on or before ,\_ all your rights under the said guarantee be forfeited and we shall be relieved and discharged from all liabilities thereunder.
10. This Bank further agrees that the decision of Indian Institute of Science, Bengaluru as to whether the said Supplier has committed a breach of any of the conditions referred in tender document / purchase order shall be final and binding.
11. This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office at \_\_\_\_\_ situated at \_\_\_\_\_ (Address of local branch) as following details:

Name of the Bank	
Branch Name	
Branch Code	
IFSC Code	
E-mail Id	
Phone / Mobile No.	

Seal & Signature of the Bank

**Annexure - 7**

**Format for Contract Agreement**

**(to be signed between IISc and the successful bidders after placement of the purchase order)**

(On non –judicial stamp paper of Rs.200/-)

**AGREEMENT**

**FOR**

Hiring of Custom House Agents (CHA) / Clearing & Forwarding (C&F) Agents for Consolidation of Consignments of Imports / Exports, Shipments from All Over the World through Air, Sea, Cargo, Courier, Foreign Post Office and Custom Clearance and Transportation / forwarding up to Indian Institute of Science (IISc)

**BETWEEN**

INDIAN INSTITUTE OF SCIENCE (IISc.), BENGALURU -560012  
(KARNATAKA, INDIA)

**AND**

M/S <Name and address of the CHA>

This agreement is made at Bengaluru today on .....day of..... <year> between Indian Institute of Science, Bengaluru -560012 (Karnataka ,India), represented by Registrar of Indian Institute of Science, Bengaluru, herein after called the "IISc" (which term shall unless excluded by or is repugnant to the context be deemed to include its other officers or authority viz. Director or Registrar or Deputy Registrar or Assistant Registrar of IISc on his / her behalf and shall also include its successors) and assigns on one part and having its principal office space & place of business at <name and address of the CHA / C& F agent> and represented by <name, designation and address of the CHA representative> on the other part hereinafter called the CONTRACTOR (which term shall unless excluded by or is repugnant to the context , be deemed to include its higher authority, representative, successors and assigns of the contract).

Whereas the IISc want to hire the services of Custom Handling Agent (CHA)/ C& F Agent / and CONTRACTOR has offered its bid, for <Title of the Tender as pre NIT> vide CPPP Tender No. <.....> andCPPP Bid ID < >, in accordance with their Price Bid opened on Central Public Procurement Portal(CPPP) and IISc has accepted its offer;

Now, therefore, in consideration of the promises and mutual covenants contained herein, the CONTRACTOR and the IISc (hereinafter referred to as the "parties") agree as follows:

- a. Contract Period – with effect from .....up to .....
- b. IISc Tender Documents (Notice Inviting Tender) for                    the                    Scope of works and services as per the Notice Inviting Tender with corrigendum(s) comprised of Tender No. <IISc Tender No.> and CPPP Tender No. <..... > and CONTRACTOR Price bid opened on CPPP (CPPP Bid No.....).
- c. Bid Response Documents (Technical Bid and Financial Bid submitted on CPPP) submitted by the CONTRACTOR in fulfilling the Tender requirements that include the signed compliance.
- d. Unconditional acceptance of IISc Tender conditions as given by the CONTRACTOR.
- e. Replies to Queries / clarifications raised by IISc during Technical evaluation and Technical clarifications submitted by the CONTRACTOR in response there of vide email dated: .....
- f. The price bid of the CONTRACTOR opened on <date> on CPPP followed by negotiated offer (if any) and accepted by IISc.
- g. IISc’s Letter of Intent stating acceptance dated .....and the CONTRACTOR’s Acknowledgement dated .....
- h. IISc Order no. ....
- i. Performance Bank Guarantee No ..... dated ..... for Rs ..... issued by the Bank .....
- j. Whereas, the IISc agreed to grant the CONTRACT TO <name and address of the CHA> for the referred period on Terms and conditions, mutually agreed upon as here under:

IN WITNESS WHERE OF, the parties have caused this agreement and executed by their respected duly

authorized representatives on the ..... day ..... and..... year written.

ON BEHALF OF  
(M/S.....)

ON BEHALF OF  
Indian Institute of Science, Bengaluru-560012

- 1. Witness:
- 2. Witness:

**Annexure - 8: Bid Securing Declaration**

(on the non-judicial stamp paper and must be NOTARIZED)

(to be submitted with Technical Bid by the bidders not submitting Bid Security / EMD)

To

The Registrar, Indian Institute of Science (IISc), Bengaluru - 560012 (India)

Sir,

I / We, ....., hereby submit my / our bid with reference to your notice inviting tender no. -.....

I / We, the undersigned on behalf of the bidder....., hereby declare that:

- I. I / We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration for the bidders not submitting Bid Security / Earnest Money Deposit.
- II. I / We accept that I / We will be blacklisted and debarred from bidding for any tender / contract with Indian Institute of Science (IISc), Bengaluru forever, if I am / We are in a breach of any obligation under the tender / 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 or during extended bid validity period as specified in the tender document; OR
  - b) withdraw the proposal or increases the quoted prices or change in technical specifications / brand / model etc. of the item after opening of the bid during the period of Bid validity period or its extended period, OR
  - c) having been notified of the acceptance of our Bid by the purchaser (IISc) or a purchase order is placed on us by IISc during the period of bid validity or during extended bid validity, and I / we
    1. fail or refuse to execute the contract / purchase order, or
    2. fail or refuse to furnish the Performance Security, in accordance with the tender condition / purchase order, OR
  - d) indulge in any act as would jeopardize or unnecessarily delay the process of bid evaluation and finalization during the bid process
- III. IISc, Bengaluru may inform about our debarment / blacklisting in the form of notice on its website / CPPP / any other organization, if I / we are debarred / blacklisted.
- IV. I / we will pay fine of an amount equal to the amount of Bid Security / EMD of this tender, within fifteen (15) days from receipt of the written demand by IISc, Bengaluru if I / we are debarred / blacklisted due to the enforcement of this bid securing declaration.
- V. I / We understand this Bid Securing Declaration shall cease to be valid if I am / we are not the successful Bidder, upon the purchase order is placed on another bidder / vendor.

Seal and Signature with Date of the authorized signatory of the bidder

Name and Designation

Validate Print Help

**DO NOT ENTER DATA HERE**

Item Rate BoQ

Tender Inviting Authority: Registrar IISc Bangalore

Name of Work: Empanelment of Custom House Agents (CHA) / Clearing & Forwarding (C&F) Agents for Consolidation of Consignments of Imports / Exports, Shipments from All Over the World through Air, Sea, Cargo, Courier, Foreign Post Office and Custom Clearance and Transportation / forwarding up to Indian Institute of Science (IISc), Bangalore

Tender No: IISc/Purchase/CHA/2024/01

Name of the Bidder/ Bidding Firm /

**PRICE SCHEDULE for Indigenous Items: Notes for bidder**  
 1. Bidder must mandatorily quote basic rate for each item.  
 2. For all general notes full description and other details Bidder must refer BOQ in tender document and quote accordingly.

NUMBER #	TEXT #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER	NUMBER #
Sl. No.	Item Description	Item No and Weight	No of Shipments per Year	Units	Rate to be quoted by the bidder	Total Cost of Each Categories	Amount
1	2	3	4	5	13	27	53
1	<b>Group A</b> Percentage Discount on standard IATA rates (a single rate of flat discount for each category to be offered irrespective of weight slabs) Note: 1.The Bidder should offer minimum discount of 20% to 100% maximum 2. Please read Column M as % only for Group A Item. 3. Kindly Enter the discount % in M13 Cell.	Item 1	1	Percentage		0.00	0.00
2	<b>Group B</b> <b>Category-A</b> Agency Service charge for Ex-Works shipments including Labour charges or loading/unloading at airport,EDI/CMC/BE charges Documentation fee,IFC charges , IGM filing charges,Sealing and any other charges relevant to the clearance of consignment from Airport/seaport (GST on service charge shall be payable extra as per the rules/laws on date of billing)	upto 05 Kg ( Item B 1)	45	Rs per Shipment	Rate Entry Please enter Basic Rate in Rupees for this item.		0.00
3	Agency Service charge for Ex-Works shipments including Labour charges or loading/unloading at airport,EDI/CMC/BE charges Documentation fee,IFC charges , IGM filing charges,Sealing and any other charges relevant to the clearance of consignment from Airport/seaport (GST on service charge shall be payable extra as per the rules/laws on date of billing)	Above 05 and up to 10 kg( Item B 2)	10	Rs per Shipment	Rate Entry Please enter Basic Rate in Rupees for this item.		0.00
4	Agency Service charge for Ex-Works shipments including Labour charges or loading/unloading at airport,EDI/CMC/BE charges Documentation fee,IFC charges , IGM filing charges,Sealing and any other charges relevant to the clearance of consignment from Airport/seaport (GST on service charge shall be payable extra as per the rules/laws on date of billing)	Above 10 and up to 50 Kg [Item- B3]	10	Rs per Shipment		0.00	0.00
5	Agency Service charge for Ex-Works shipments including Labour charges or loading/unloading at airport,EDI/CMC/BE charges Documentation fee,IFC charges , IGM filing charges,Sealing and any other charges relevant to the clearance of consignment from Airport/seaport (GST on service charge shall be payable extra as per the rules/laws on date of billing)	Above 50 and up to 100 Kg [Item- B4]	5	Rs per Shipment			0.00
6	Agency Service charge for Ex-Works shipments including Labour charges or loading/unloading at airport,EDI/CMC/BE charges Documentation fee,IFC charges , IGM filing charges,Sealing and any other charges relevant to the clearance of consignment from Airport/seaport (GST on service charge shall be payable extra as per the rules/laws on date of billing)	Above 100 and up to 500 kg [Item- B5]	3	Rs per Shipment			0.00
7	Agency Service charge for Ex-Works shipments including Labour charges or loading/unloading at airport,EDI/CMC/BE charges Documentation fee,IFC charges , IGM filing charges,Sealing and any other charges relevant to the clearance of consignment from Airport/seaport (GST on service charge shall be payable extra as per the rules/laws on date of billing)	Above 500 Kg (Per kg rate) [Item- B6]	3	Rs per Shipment			0.00
8	<b>Category-B</b> Agency Service Charge for Export/reimport shipments including Labour charges or loading / unloading at airport, EDI/CMC/BE Charges Documentation fee, IFC Charges, IGM Filing Charges, Sealing and any other charges relevant to the clearance of consignment from Airport / seaport [GST on service charge shall be payable extra as per rules / laws on date of billing.]	upto 05 Kg ( Item B7)	6	Rs per Shipment	Please enter Basic Rate in Rupees for this item.		0.00
9	Agency Service Charge for Export/reimport shipments including Labour charges or loading / unloading at airport, EDI/CMC/BE Charges Documentation fee, IFC Charges, IGM Filing Charges, Sealing and any other charges relevant to the clearance of consignment from Airport / seaport [GST on service charge shall be payable extra as per rules / laws on date of billing.]	Above 05 and up to 10 kg( Item B8)	4	Rs per Shipment			0.00
10	Agency Service Charge for Export/reimport shipments including Labour charges or loading / unloading at airport, EDI/CMC/BE Charges Documentation fee, IFC Charges, IGM Filing Charges, Sealing and any other charges relevant to the clearance of consignment from Airport / seaport [GST on service charge shall be payable extra as per rules / laws on date of billing.]	Above 10 and up to 50 Kg [Item- B9]	2	Rs per Shipment		0.00	0.00
11	Agency Service Charge for Export/reimport shipments including Labour charges or loading / unloading at airport, EDI/CMC/BE Charges Documentation fee, IFC Charges, IGM Filing Charges, Sealing and any other charges relevant to the clearance of consignment from Airport / seaport [GST on service charge shall be payable extra as per rules / laws on date of billing.]	Above 50 and up to 100 Kg [Item- B10]	2	Rs per Shipment			0.00
12	Agency Service Charge for Export/reimport shipments including Labour charges or loading / unloading at airport, EDI/CMC/BE Charges Documentation fee, IFC Charges, IGM Filing Charges, Sealing and any other charges relevant to the clearance of consignment from Airport / seaport [GST on service charge shall be payable extra as per rules / laws on date of billing.]	Above 100 and up to 500 kg [Item- B11]	10	Rs per Shipment			0.00



13	Agency Service Charge for Export/reimport shipments including Labour charges or loading / unloading at airport, EDI/CMC/BE Charges Documentation fee, IFC Charges, IGM Filling Charges, Sealing and any other charges relevant to the clearance of consignment from Airport / seaport [GST on service charge shall be payable extra as per rules / laws on date of billing.]	Above 500 Kg (Per kg rate) [Item- B12]	1	Rs per Shipment	Rate Entry Please enter Basic Rate in Rupees for this item.		0.00	
14	<b>Category C</b> Replenishment of Dry Ice in Consignments having perishable contents.	[Item- B13]	30	Rs per Kg		0.00	0.00	
15	<b>Category D</b> Agency Service charge for CIF, CIP, C&F,FOB,FCA,DAP,CPT etc. Shipments, if arrives by other than bidder's console shipments including Labour charges or loading / unloading at airport, EDI/CMC/BE Charges Documentation fee, IFC Charges, IGM Filling Charges, Sealing and any other charges relevant to the clearance of consignment from Airport / seaport [GST on service charge shall be payable extra as per rules / laws on date of billing.]	upto 05 Kg (Item B14)	300	Rs per Shipment			0.00	
16	Agency Service charge for CIF, CIP, C&F,FOB,FCA,DAP,CPT etc Shipments, if arrives by other than bidder's console shipments including Labour charges or loading / unloading at airport, EDI/CMC/BE Charges Documentation fee, IFC Charges, IGM Filling Charges, Sealing and any other charges relevant to the clearance of consignment from Airport / seaport [GST on service charge shall be payable extra as per rules / laws on date of billing.]	Above 05 and up to 10 kg( Item B15)	65	Rs per Shipment			0.00	
17	Agency Service charge for CIF, CIP, C&F,FOB,FCA,DAP,CPT etc Shipments, if arrives by other than bidder's console shipments including Labour charges or loading / unloading at airport, EDI/CMC/BE Charges Documentation fee, IFC Charges, IGM Filling Charges, Sealing and any other charges relevant to the clearance of consignment from Airport / seaport [GST on service charge shall be payable extra as per rules / laws on date of billing.]	Above 10 and up to 50 Kg [Item- B16]	90	Rs per Shipment			0.00	
18	Agency Service charge for CIF, CIP, C&F,FOB,FCA,DAP,CPT etc Shipments, if arrives by other than bidder's console shipments including Labour charges or loading / unloading at airport, EDI/CMC/BE Charges Documentation fee, IFC Charges, IGM Filling Charges, Sealing and any other charges relevant to the clearance of consignment from Airport / seaport [GST on service charge shall be payable extra as per rules / laws on date of billing.]	Above 50 and up to 100 Kg [Item- B17]	30	Rs per Shipment	Basic Rate in Rupees for this item.	0.00	0.00	
19	Agency Service charge for CIF, CIP, C&F,FOB,FCA,DAP,CPT etc Shipments, if arrives by other than bidder's console shipments including Labour charges or loading / unloading at airport, EDI/CMC/BE Charges Documentation fee, IFC Charges, IGM Filling Charges, Sealing and any other charges relevant to the clearance of consignment from Airport / seaport [GST on service charge shall be payable extra as per rules / laws on date of billing.]	Above 100 and up to 500 kg [Item- B18]	50	Rs per Shipment			0.00	
20	Agency Service charge for CIF, CIP, C&F,FOB,FCA,DAP,CPT etc Shipments, if arrives by other than bidder's console shipments including Labour charges or loading / unloading at airport, EDI/CMC/BE Charges Documentation fee, IFC Charges, IGM Filling Charges, Sealing and any other charges relevant to the clearance of consignment from Airport / seaport [GST on service charge shall be payable extra as per rules / laws on date of billing.]	Above 500 Kg [Item- B19]	30	Rs per Shipment			0.00	
21	<b>Category E</b> Service Charge per consignment basis for Paying and Clearing the Courier packets:	( Item B20)	300	Rs per Shipment		0.00	0.00	
22	<b>Category F</b> Service Charge per consignment basis Courier to cargo conversion shipments: Per Consignment of Courier Packets @ Rs	[Item- B21]	10	Rs per Shipment		0.00	0.00	
23	<b>GROUP C</b> Personal delivery of small consignments	Upto 10 Kg [Item -C1]	450	Rs per Delivery			0.00	
24	Per truck (Medium lorry like TATA-407)	[Item-C2] Above 10 to 100Kg	170	Rs per Delivery		0.00	0.00	
25	Per truck (Big Lorry)	[Item-C3] Above 100 to 500 Kg	70	Rs per Delivery		0.00	0.00	
26	Per Heavy Lorry (Like Container Truck)	[ Item -C4] Above 500Kg	10	Rs per Delivery			0.00	
<b>Total in Figures</b>								0.00
<b>Quoted Rate in Words</b>				<b>INR Zero Only</b>				