

S. N. Bose National Centre for Basic Sciences

Block JD, Sector III, Salt Lake, Kolkata – 700098

(An autonomous national centre funded by the Department of Science & Technology, Government of India)

Tender No.SNB/60.4/14-15/OT/28/017

Date:21/08/2014.

OPEN TENDER

Sealed tenders in two parts (separate technical bid and price bid) are invited for Engagement/Empanelment of Customs Clearing & Forwarding Agent on behalf of the Director, S. N. Bose National Centre for Basic Sciences from reputed Customs Clearing Agents based in Kolkata.

For detailed terms & conditions visit Centre's website <http://newweb.bose.res.in/InfoAnnouncements/Tender.jsp> The sealed tenders must reach this office within 10th September' 2014.

Registrar

Abridged version of the tender published on in the following newspaper editions:

- 1.) **Times Of India, Kolkata**
- 2.) **Ananda Bazar Patrika, Kolkata**
- 3.) **Sanmarg, Kolkata**

Last date of submission of Tenders is on 10th September' 2014.

S. N. Bose National Centre for Basic Sciences

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NOTICE INVITING TENDER

Tender No.SNB/60.4/14-15/OT/28/017

Date:21/08/2014.

Sealed tenders are invited for Engagement/Empanelment of Customs Clearing & Forwarding (C&F) Agents from reputed Customs Clearing & Forwarding (C&F) Agents based in Kolkata in two bids – Technical and Price. The details of tender documents are as follows:-

1.	<i>Name of office inviting tender</i>	S.N. Bose National Centre for Basic Sciences Block JD, Sector III, Salt Lake, Kolkata – 700098
2.	<i>Name of the tender</i>	Engagement/Empanelment of Customs Clearing and Forwarding (C&F) Agent.
3.	<i>Details of the tender</i>	Can be downloaded from the website address: http://newweb.bose.res.in/InfoAnnouncements/Tender.jsp
4.	<i>Separate bid for Part-A: Technical and Part-B: Price</i>	One large envelope having two smaller envelopes containing separately – Part-A: Technical bid and Part-B: Price bid need to be submitted. Tender ref. no. and name should be mentioned on top of the large envelope. Two smaller envelopes should be superscribed Technical bid / Price bid as the case may be.
5.	<i>Submission of Tender.</i>	The tender documents duly filled in and sealed in aforesaid manner should be sent to: The Director, at the address given under Sl.No.1 above so as to reach him within against Advt. No.SNB/PUR/OT/28/ dtd: . The commercial bid of only technical qualified tenders will be opened in presence of representative of the bidders. The technical bids will be opened and evaluated by the Centre internally.
6.	<i>EMD</i>	Earnest Money Deposit (EMD) amount of Rs.5000/-(Rupees Five thousand only) in the form of Demand Draft in favour of “S. N. Bose National Centre for Basic Sciences”, payable at Kolkata to be submitted in the technical bid. Bid without EMD will not be considered and shall be rejected.
6.	<i>Eligibility of bidder to participate in the tender</i>	(1) Regular & valid Customs House Clearing & Forwarding Agency Licence, (2) At least 10 years of experience in handling laboratory equipments and sophisticated scientific instruments. (3) Having material handling equipment for loading and unloading such sophisticated equipment.
7.	<i>Opening of Price bid</i>	The Price bids of technically qualified bidder will be opened in the presence of Tenderers/ their authorized representatives. Technically qualified bidders will be intimated after technical evaluation.
8.	<i>Documents to be attached along with the tender</i>	(i) Firm/Company Profile (ii) Valid C&F License (iii) Performance Certificate (iv) Copy of Work Order(s) in support of similar experience for last 10 years. (v) Service Tax and PAN Registration. (vi) Trade License (vii) A copy of full set of tender document duly sealed and application form duly filled up & signed as acceptance of all terms & conditions mentioned therein. (viii) Income tax return for last 3 years. (ix) Certified copy of Profit & Loss A/c and Balance Sheet for the last 3 years.

This Centre will not be responsible for postal or any other delay. **The Authority of the Centre reserves the right to accept or reject any or all tenders without assigning any reason thereof.** Tenders / offers sent by fax / email will not be considered and would be rejected.

Registrar

S.N. BOSE NATIONAL CENTRE FOR BASIC SCIENCES

Instructions for submission of bid:

- 1) The bid should be submitted in two bid system. “**Technical Bid**” should contain EMD, tender document duly signed and sealed and all relevant documents mentioned in the tender, except price and the “**Price Bid**” should be kept in another envelope containing price bid format duly sealed and signed. Both the envelopes should be separately sealed and put in a large envelope which should be marked with tender reference number and superscribe “Engagement/Empanelment of Customs Clearing & Forwarding Agent.”
- 2) The Tenderer should have sufficient experience in the field of clearance of imported consignment and capable in handling laboratory equipments & sophisticated scientific instruments. Documentary evidence should be submitted in this respect with the technical bid.
- 3) Technical offer should be complete in all respect including the following documents:
 - i) Firm/Company Profile
 - ii) Valid C&F License
 - iii) Performance Certificate
 - iv) Copy of Work Order(s) from Govt. organizations including filled up application form in support of similar experience.
 - v) Service Tax Registration.
 - vi) Trade License
 - vii) A copy of full set of tender document duly sealed and signed as acceptance of all terms & conditions mentioned therein.
 - viii) Income tax return for last 3 years.
 - ix) Certified profit & loss accounts and balance sheet for the last 3 years.
- 4) **The offer shall remain valid at least for a period of 90 days. The period starts from the date of closing of tender submission.**
- 5) The Institute shall not be responsible for delay, loss or non-receipt of the tender through post/Air Mail
- 6) No tenderer shall be entitled for any compensation what so ever for rejection/non consideration of their tender.
- 7) Invitation of tender does not constitute any right or claim for issue of Work Order to the tenderer.
- 8) Only Price Bids will be opened in presence of the technically qualified bidders or their authorized representative who choose to attend on the date and time informed to them after opening of technical bids and its evaluation by the Centre internally.
- 9) The Centre will not be responsible for any misprinting by the newspapers concerned and inaccessibility of the downloading facility for any reason whatsoever and in that case the tenderer(s) should contact to the tendering authority to verify the fact in case of confusion.
- 10) If any information furnished by the tenderer is found incorrect or false at a later stage he shall be liable to be debarred from awarding the contract.
- 11) Tenderer are requested to submit an Earnest Money Deposit (EMD) amount of Rs.5000/- (Rupees Five thousand only) in the form of Demand Draft in favour of “S. N. Bose National Centre for Basic Sciences”, payable at Kolkata. Bid without EMD will not be considered and shall be rejected. EMD should be enclosed with the technical bid only.
- 12) EMD of unsuccessful bidder will be refunded without interest after opening of the Commercial bids of the technically qualified tenderer. In case of successful bidder EMD will

be returned only on submission of performance guarantee for Rs.30,000/- (Rupees Thirty Thousand only).

Performance Guarantee(PG) is to be submitted in the form of Demand Draft in favour of “S. N. Bose National Centre for Basic Sciences”, payable at Kolkata. PG will be refunded without interest after completion of Contract Period. In case of any breach of contractual terms and conditions by the tenderer, the PG will be forfeited and credited to the Centre’s account.

- 13) EMD will be liable to be forfeited if the Centre finds anything wrongful or vendor withdraws tender documents at any point of time after submission of bids.
- 14) Centre reserves the right to reject any or all bids without assigning any reason thereof.
- 15) In case of any query please contact Mr.Santosh Singh, DR(Admin) through email or in person on any working day during office hours of the Centre.

Conditions of Contract for Customs Clearing Service:

1. Scope of Service:

- Receipt of shipment documents.
- Payment term: Bill will be raised by the service provider for payment after each satisfactory Customs clearance and delivery of the consignment in good condition at the Centre.
- Preparation of documents for custom clearing formalities (Bill of entry).
- Communicate & liaison with Air Carriers/shipping line agents in India.
- To Inform the Expected Time Arrival (ETA) of shipment and requirement of funds on account of custom duty, freight charges, Bank Release Order etc.
- Custom clearance of perishable consignments immediately upon arrival through established procedure viz. Prior Bill of entry etc.
- Perishable consignment to be stored and maintained on specified required temperature and to be delivered without any delay.
- Arranging custom clearance/payment of duty etc.
- Arranging custom examinations.
- Arrangement of labor for loading/unloading equipments, transport etc.
- Delivery of all goods at S.N. Bose National Centre for Basic Sciences (SNBNCBS), Salt Lake, Kolkata with delivery challans safely in good condition.
- Obtaining Non-delivery certificate /short landing/broken certificate in case the materials are short delivered/broken by IAAI or Airlines and lodging of claims with them immediately on behalf of SNBNCBS. Suitable actions have to be filed taken by you and follow up till its settlement.
- Arranging insurance survey at airport / IAAI in case of damages to the consignment.
- Custom clearance of Air Post Parcels from Foreign Post Office
- Road Transport for delivery of consignments at SNBNCBS, Kolkata.
- Special care is to be taken by the C&F agent in handling hazardous / perishable goods. All the statutory formalities, safety precautions, rules and regulations of Port and Customs must be complied with.
- The clearing agents shall invariably attend/approach local agents/steamer agents/any other authority as and when required for collection of data/particulars etc. Necessary of processing bills of entry and for the purpose of clearance/shipment of cargoes.
- The clearing agents shall render all or any of the services stipulated and as directed from time to time by SNBNCBS. If the clearing agents fail at any time to render all or any of the services under the contract satisfactorily in the opinion of SNBNCBS (whose decision shall be final and binding on the clearing agents) they may at their option get the work done by other parties at the risk and cost of the clearing agents.
- **The clearing agents shall make every endeavour to avoid demurrage or other infructuous expenses. Demurrage charges, if any should be charged to the clearing agent's account. No payment for demurrage charges will be made by the Centre.**
- The clearing agents shall arrange collection of documents, as directed by the Centre from time to time. The clearing agents shall have to take all steps necessary to complete the handling and

clearance work and all allied responsibilities thereto such as to produce the required certificates, papers or survey reports etc. in the event of discrepancies/shortages, damages etc. which will enable the Centre to obtain compensation from the concerned parties. If they fail to do so and the Centre is unable to recover damages/shortages as a result of the contractor's failure to perform his duties in time as envisaged herein, such losses sustained by the Centre shall be to the account of the clearing agent.

- SNBNCBS will not be liable in any way in respect of the contractor's employees for claims arising out of workmen's compensation / other statutory obligations while carrying out the works.
- The clearing agent shall be fully responsible for the finalization of bills of entry from the time they are filed with the customs and to see that proper tariff is applied in assessment.
- The clearing agent shall maintain close liaison with the Centre with regard to the processing of Bill of Entry and any difficulty experienced by them should be brought to the notice of the Centre promptly for any delay on their part without valid ground in submission/processing of Bill of Entry at Customs House.
- The clearing agent shall lodge refund claims and make appeals as directed by the Centre. They shall also file necessary duty drawback claims as required by the Centre.
- Any loss/damage sustained to the Centre due to any act or omission on the part of the contractor or his men, will have to be made good to the Centre by the contractor.
- **Period of Contract:-** The Contract will be awarded initially for a period of one year, by the SNBNCBS, Kolkata. Any enhancement in the rate of the bid, after submission, will be deemed to be withdrawal.
- **Termination of the contract:-** SNBNCBS, reserves the right to terminate the contract at any time without assigning any reason(s) thereof and without notice and with no obligation to SNBNCBS. If C&F agent wishes to terminate the contract, three months prior notice is to be given.
- **All disputes are subject to Kolkata Jurisdiction**

2. Schedule of charges to be quoted for the following:

- Price Bid is to be submitted in the enclosed format.
- Statutory charges beyond Rs.10000/- shall be paid in advance as soon as possible and upon intimation received from C&F Agent in time. However, the statutory charges up to Rs.10,000/- to be paid by C&F Agent on behalf of SNBNCBS, which will be reimbursed along with the bill for clearance.
- Service Tax will be paid as applicable.
- Advance payment required for payment on account of custom duty/freight charges, etc. is to be informed well in advance.
- Any other charges in addition to the above may be clearly mentioned.
- No advance payment towards transport charges will be paid to the bidder.
- Where the amount of advance drawn is in excess, the excess amount shall be returned to SNBNCBS by the bidder without any delay.
- All payments will be subject to deduction of Income tax at source as per Income Tax Act and Income Tax Rules.
- Copy of the challans through which service tax is deposited in the bank is to be deposited with the Centre.

- The penalty is to be borne by the clearing agent if any penalty arises under customs act due to default by the clearing agent.
- The bidder shall not sublet, transfer or assign the work or any part thereof. The bidder shall be wholly responsible for demurrage incurred and other losses suffered by SNBNCBS as a result of breach of this contract.
- The bill should clearly mention total expenditure incurred for clearance of the consignment indicating the advance received and the net amount claimed.
- Submission of proof of consignment clearance details.
- Submission of all other relevant documents such as custom attested invoice, packing list, voucher/receipt for claim of reimbursement of actual expense and other documents as deemed fit.

(Seal & Signature of the Bidder)

**APPLICATION FORM FOR ENGAGEMENT OF CLEARING HOUSE AGENTS AT S.N.
BOSE NATIONAL CENTRE FOR BASIC SCIENCES, KOLKATA**

1.	Name of the Firm / Business Name	
2.	Address	
3.	Name of Proprietor / Owner / Partner to deal with	
4.	Name of the Authorized person other than at (3).	
5.	Contact Telephone Nos.	
6.	Fax No.	
7.	Mobile No. Email id.	
8.	Copy of Current Trade License	
9.	Income Tax Return: for last 3 years (to enclose certified photocopies)	
10.	Annual turnover & financial statement for the last 3 years. (to enclose certified photocopies of Profit & Loss A/C and Balance Sheet)	
11.	PAN & Service Tax details (to enclose certified photocopies)	

12. Details of Clearing House permissions (enclose relevant documents):

Sl. No.	Registration	Validity	Authority	Remarks

13. Trained Personnel on Pay Roll:

Sl. No.	Name	Age	Experience	No. of Yrs. served	Remarks

14. Credentials (Relevant documents to be submitted):

Sl. No.	Name of the Centre / Institute	Period engaged	No. of Consignments cleared	Remarks

15. Time frame and other points:

Item	Time Proposed	Delivery details	Remarks
General Cargo			
Perishable Cargo			

I confirm that I will follow the Rules & Regulations already framed and to be framed for the purpose of enlistment by the Centre.

I certify that the information furnished above is true and correct.

Date:

Place:

Full Signature of the applicant
with Stamp of Firm/Company

Instructions:

1. All column should be filled up properly and enclosure be furnished. Incomplete applications will be rejected.
2. Last date of submission of Tender in sealed envelope at the Central Registry of S.N. Bose National Centre is
3. Use separate sheet (in letter head) of the firm/business wherever necessary.
4. Enlistment is dependent on fulfilment of all the terms & conditions.
5. S.N. Bose National Centre for Basic Sciences reserves the right to assess the capacity/capability of the applicant and also the right to accept or reject any application or all the applications in part or full without assigning any reason thereof and it cannot be challenged in any court of law.
6. Decision of the authority of the Centre is final and binding.

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Block JD, Sector III, Salt Lake, Kolkata - 700098
The Price Bid Format:

Particulars	Rate/unit in Rs.
<u>A. BoE Processing Charges:</u>	
Air	
Ocean/Sea LCL	
Ocean/Sea FCL	
<u>B. Agency Commission:</u>	
Min Charges on Air Cargo	
Max Charges on Air Cargo	
Min Charges on Ocean/Sea Cargo	
Max Charges on Ocean/Sea Cargo	
Agency Commission in %age on Air Cargo	
Agency Commission in %age on Ocean/Sea Cargo	
<u>C. Transportation charges from Kolkata airport / Dock to SNBNCBS:</u>	
1) Upto 50 Kgs.	
2) 51Kgs - 100 Kgs.	
3) 101Kgs - 200 Kgs.	
4) 201Kgs - 500 Kgs.	
5) 501 Kgs. - 1000 Kgs.	
6) 1001 Kgs - 2000 Kgs.	
7) Above 2000 Kgs.	
<u>D. Loading & Unloading charges:</u>	
1. Upto 50 Kgs.	
2. 51Kgs - 100 Kgs.	
3. 101Kgs - 200 Kgs.	
4. 201Kgs - 500 Kgs.	
5. 501 Kgs. - 1000 Kgs.	
6. 1001 Kgs - 2000 Kgs.	
7. Above 2000 Kgs.	
<u>E. Port Charges, Octroi, statutory charges, etc,</u>	At actual against documentary evidence.
Forklift, crane or any other material handling equipment will be arranged by C&F agent as felt necessary for loading & unloading of the items smoothly. No extra charges will be paid for the same, by the Centre.	

(Seal & Signature of the Bidder)