

INSTITUTE FOR PLASMA RESEARCH

NEAR INDIRA BRIDGE, GANDHINAGAR HIGHWAY

BHAT, GANDHINAGAR – 382 428

GUJARAT STATE

PHONE : 079-2396-2000/2022

FAX : 079-2396-2277

निविदा सूचना TENDER NOTICE NO: IPR/CHA/EQF/22-23/40 दिनांकित DATED 14-12-2022

निम्नलिखित के लिए प्रतिष्ठित और योग्य पार्टियों से एकल भाग में मुहरबंद निविदाएं आमंत्रित की जाती हैं।

Sealed tenders are invited in **SINGLE PART (in Manual Mode)** from the reputed and eligible customs house agents (CHA) for the following.

Work/Item Description	To Carry Out Customs Clearance Works as a CHA Agent at Ahmedabad Customs for IPR's Import and Export Consignments as and when require [Refer tender documents for complete details as well as other terms and conditions including eligibility requirement of the tender documents]
Tender Fee	Not Applicable
Earnest Money Deposit (EMD)	Rs. 10000.00 [RUPEES TEN THOUSAND ONLY] Earnest Money Deposit (EMD) must be in the form of Demand Draft drawn in favour of "Institute for Plasma Research" payable at Gandhinagar and must be submitted along with quotation/offers. Demand Draft shall be sent to "Head-Purchase Section, Institute for Plasma Research, Bhat, Near Indira Bridge, Gandhinagar-382428 in a sealed envelope super scribing boldly Tender Number and Due date, so as to reach before the due date and time. Offers opened without receipt of EMD before due date and time will be rejected. EMD will be forfeited if the bidder withdraws or amends, impairs or derogates from tender in any respect within the period of validity of the tender. Exemption from Payment of EMD : As per the Government of India's Policy and OM/Circular issued time to time.
Publishing Date	15-12-2022 at 18:00 Hrs.
Document Download / Sale Start Date	15-12-2022 at 18:00 Hrs.
Bid Submission Start Date	15-12-2022 at 18.00 Hrs.
Bid Submission Closing Date	05-01-2023 at 13.00 Hrs.

कृपया ध्यान दें कि इस निविदा में आवश्यक कोई भी स्पष्टीकरण या तो तकनीकी या अन्यथा बोलियां जमा करने से पहले किया जाएगा।

It may please be noted that any clarifications required in this tender either technical or otherwise shall be carried out before submission of bids.

निविदा दस्तावेज के साथ विस्तृत निविदा सूचना वेबसाइट <https://eprocure.gov.in/epublish/app> पर मुफ्त देखने और डाउनलोड करने के लिए उपलब्ध है। इस एनआईटी की एक प्रति संस्थान की वेबसाइट www.ipr.res.in पर भी उपलब्ध है। अधिक जानकारी के लिए, कृपया संपर्क करें: 079 23962020/2021, फैक्स: 079 23962277।

Detailed Tender Notice along with Tender Document is available on website <https://eprocure.gov.in/epublish/app> for free view and downloading. A copy of this NIT is also available on the Institute's website www.ipr.res.in. For further information, please contact: 079 23962020/2021, Fax: 079 23962277.

निविदा में भाग लेने के लिए, एक सीलबंद लिफाफे में निविदाएं ऊपर निविदा संख्या, तिथि, देय तिथि के साथ लिफाफा ऊपर और "अहमदाबाद में सीमा शुल्क निकासी कार्य के लिए निविदा" का विधिवत उल्लेख करते हुए रुपये के लिए ईएमडी के साथ। 10,000/- किसी भी राष्ट्रीयकृत/अनुसूचित बैंक से डिमांड ड्राफ्ट के माध्यम से प्लाज़्मा अनुसंधान संस्थान के पक्ष में - गांधीनगर में देय, निविदा दस्तावेज में मांगे गए सभी विवरण/दस्तावेजों के साथ प्रधान-खरीद अनुभाग में प्रस्तुत किया जाना चाहिए। उपरोक्त पते पर या उससे पहले **05-01-2023; 13:00 बजे तक**।

For participation, tenders in a sealed envelope superscribing the envelope with the above tender no., date, due date and duly mentioning **"Tender for Customs Clearance Work at Ahmedabad"** alongwith EMD for Rs. 10,000/- by way of Demand Draft from any nationalized/scheduled bank drawn in favour of **Institute for Plasma Research**, payable at **Gandhinagar**, should be submitted alongwith all the details/documents asked for in the tender document to the Head-Purchase Section at the above address on or before **05-01-2023 by 13:00 Hrs.**

निदेशक, आईपीआर बिना कोई कारण बताए निविदाओं को पूर्ण या आंशिक रूप से स्वीकार या अस्वीकार करने का अधिकार सुरक्षित रखता है।

The Director, IPR reserves the right to accept or reject the tenders in full or part thereof without assigning any reasons.

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ELIGIBILITY REQUIREMENTS

The bids should invariably accompanying with the following documents of eligibility requirement of the bidder

Sr. No.	Essential Eligibility compliance	Evidence for submission
1.	Bidder should have full-fledged set up in Ahmedabad/Gandhinagar for the last 3 years from the date of publication of this tender notice.	Submit valid documents issued by competent authorities
2.	Bidder should have valid CHA License for the last 3 years to carry out customs clearance work at Ahmedabad from the date of publication of this tender notice	Submit valid CHA License / Certificate / Documents issued by the competent authorities

Note :-

1	The bidder shall be single entity, who fulfills the Eligibility criteria on their own (i.e. Works carried under joint ventures/ consortium shall not be considered), shall only be eligible to apply
2	Bidders meeting the Eligibility Criteria as mentioned in the table shall only be considered as “eligible bidders” and will be shortlisted for further evaluation.
3	Relevant documents shall be submitted as an evidence of fulfilment of eligibility criteria. However, meeting the eligibility criteria in itself does not automatically qualify through the technical bid evaluation process.
4	The response to tender without submission of proof of above points will summarily be rejected without further communication
5	Original documents shall be produced for verifications, if required
6	IPR keeps the right to contact the customers and/or visit their premises.

PRICE SCHEDULE

निविदा सूचना TENDER NOTICE NO: IPR/CHA/EQF/22-23/40 दिनांकित DATED 14-12-2022

(To be filled in signed, stamped and submitted to IPR)

Sr.	Job Description	Rates for Air Consignment (in INR)	Rates per
IMPORTS			
1.	Customs Clearance Charges i.e. Bill of Entry Filing Charges, Examination and Attendance Charges, Strapping etc..		Consignment
2.1	Transportation charges from Ahmedabad Airport to IPR Stores a) Upto 10 Kgs. b) For every additional 10 Kgs.		Additional 10 Kgs.
2.2	Transportation charges from Ahmedabad Airport to FCIPT – Sector-25, Gandhinagar a) Upto 10 Kgs. b) For every additional 10 Kgs.		Additional 10 Kgs.
3.	Agency Charges a) Per consignment upto 3 packages in a consignment b) Every additional package		Per Consignment Additional package
4.	% (percentage) of GST applicable with HSN/SAC Code.		
EXPORTS			
1.	Customs Clearance Charges i.e. Shipping Bill Filing Charges, Examination and Attendance Charges, Strapping etc..		Consignment
2.1	Transportation from IPR to Ahmedabad Airport a) Upto 10 Kgs. b) For every additional 10 Kgs.		Additional 10 Kgs.
2.2	Transportation from FCIPT- Sector-25, Gandhinagar to Ahmedabad Airport a) Upto 10 Kgs. b) For every additional 10 Kgs.		Additional 10 Kgs.
3.	Agency Charges a) Per consignment upto 3 packages in a consignment b) Every additional package		Per Consignment Additional package
4.	% (percentage) of GST applicable with HSN/SAC Code.		

Note :-

• Transportation Charges:-

“If, on the same day, there are 3 Bill of Entries/Consignments cleared from customs & to be delivered, the transportation charges will be charged only against the Bill of Entries/Consignments having maximum weight out of 3 Bill of Entries/Consignments & the

transportation charges will not be charged for the remaining 2 bill of entries/consignments. For example, if there are 3 different consignments to be delivered on a particular day & having weight of (1) 10 Kgs. (2) 15 Kgs. And (35 Kgs.). The bill of entry/consignment having maximum weight i.e. 35 Kgs. the transportation charges slab of 35 Kgs. will be charged and consignments of 10 Kgs. and 15 Kgs. will not be charged separately.

- **Please note that the Transportation charges will be paid on the chargeable weight mentioned on AWB or actually weight whichever is lowest payable.**

Place :

**Signature of the authorized person of Customs House Agent
(Official Seal)**

Date : / /2022

TERMS AND CONDITIONS

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1. Offers received late/delayed or without EMD or not in accordance with the tender documents are liable for rejection.
2. The quoted rates should be valid throughout the contract period. The quotation should be submitted strictly as per the format (Schedule) provided with tender documents.
3. Counter terms and conditions, if any, should be indicated clearly in your offer. Offer should be valid for 120 Days from the date of opening of the tender for entering into an agreement.
4. Decision of IPR as to whether we should accept the rates quoted by you in the schedule will be final and binding on you.
5. IPR is not bound to accept the lowest quoted rates. The decision of IPR in this regard will be final.
6. **EARNEST MONEY DEPOSIT (EMD) :-**

Your quotation should accompany a DD / Pay Order for Rs. 10,000/- drawn in favour of Institute for Plasma Research, payable at Gandhinagar towards EMD. Quotation received without EMD is liable for rejection.
7. Reasonable expenses, other than indicated in the schedule, if any incurred by you in connection with the clearance, shall be paid reimbursed on production of original copy of the payment receipt. You will not be entitled for any payment other than mentioned in this document.
8. You shall carry out the clearance work and other allied services efficiently and quickly.
9. Since time is the vital element in clearing the goods, you shall accomplish the tasks assigned to you with utmost speed, care and efficiency.
- 10.1 All shipments should be cleared well within the time specified by the custodian/customs to avoid demurrage/wharfage etc; after handing over the documents to you. Where specific problem prevents the clearance of a consignment, the period of delay in clearing the consignment is to be separately mentioned in the clearance bill with detailed justification. In case any consignment is to be cleared on TOP PRIORITY BASIS, you will have to make arrangement to clear such consignment/s as per our requirement.
- 10.2 You will have to collect customs clearance documents on the day of telephonic Intimation received from IPR and FCIPT, Gandhinagar as the case may be. Similarly you should ensure that intimation for payment of customs duty is faxed on PRIORITY/E-mailed BASIS.

- 10.3 Any clarification required on any consignment is to be referred to us promptly for further necessary action.
11. For all immediate assistance required from our side, like representing specific case to customs authorities, personal hearing etc., you should contact us forthwith.
12. You should provide a list of parties for whom you are doing customs clearance work for the last 3 years. (You may state the address, name and Telephone/ Fax No. / E-mail of contact person, quantum of work handled, period etc.).
13. The consignment cleared through Customs should be delivered at our Stores through an authorized transporter on all working days between 10:00 a.m. and 4:30 p.m. with an advance intimation to Stores Officer, IPR. This includes loading, transportation, unloading the consignments and shifting the same to our stores from the unloaded point. However, the charges for forklift/lifting devices if used in exceptional cases where a single package weighing more than 500 Kgs., at the time of unloading at our stores will be paid extra at actuals upon submission of receipt. Utmost care should be taken while handling the consignment by your representative at each stage, failing which we will hold you responsible for damage, if any. Special care should be taken in respect of fragile consignments.
14. Freight and other charges not exceeding of Rs. 10,000/- per consignment will be prepaid by you and to be claimed only after delivery of the cleared consignments at our stores.
15. The custom clearance work awarded to the successful bidder can be terminated whenever IPR feels that your services are not found satisfactory and hence no more required by us. In such an eventuality, you will be given a month's notice and during the said notice period any amount outstanding with you will have to be paid to us and settled.
16. We shall have the right to determine in each case whether the warehouse and other scheduled charges incurred/paid by you are reasonable and are not attributable to the clearing agent's delay. If we find on scrutiny that the delay is wholly/partly attributable to the clearing agent, we reserve the right to charge such avoidable expenses incurred to the clearing agent's account.
17. You will have to collect the Cargo Arrival Notice daily from the concerned Agency and personally deliver the same to us on the same day or on the very next working day for further action. You should also verify the consignment physically at Air Cargo Complex immediately on landing and whenever consignments are found missing necessary claims should be put up to the appropriate authorities within the time limit prescribed for total compensation by carriers/customs under intimation to us. Any rejection due to non-submission of claims in time will be attributable to the clearing agents and the total loss will be recovered from you. You should liaison with our freight forwarder to expedite the clearance work.
18. The successful bidder will have to enter into an agreement with IPR initially for a period of 2 years and the same is extendable for further period of 2 years on the same rates,

terms and conditions solely at the discretion of IPR. The successful bidder will have to deposit an amount of Rs. 20,000/- (Rupees : Twenty Thousand only) towards Performance Security Guarantee by DD / Pay Order in favour of INSTITUTE FOR PLASMA RESEARCH, payable at Gandhinagar, within 30 days from the date of entering into an agreement. This deposit will not bear any interest. The aforesaid amount will be refunded after successful completion of the agreement period. However, IPR reserves the right to forfeit the aforesaid amount in full/part in case you fail to execute any of the clauses mentioned in our agreement or we incur any loss due to your negligence for whatsoever reason or any amount due to IPR.

19. The scope of work also includes preparation and filing of application in time for refund of customs duty with appropriate authorities in consultation with us.
20. In case of Export, preparation of all required/relevant documents is also in your scope.
21. You should furnish copy of notifications, amendments or any other documents issued by Customs authorities, carriers, custodian etc. from time to time.
22. A copy of this terms and conditions duly signed by you should be submitted to IPR along with your offer.
- 23. The rates invited for Export Customs Clearance are indicative only & it will not be the basis for award of contract as IPR is not involved in any regular export activities. The export cases dealt with in IPR are very few/limited & mainly done for warranty repairs or to return the rejected/defective material to the supplier.**
24. The bidder is responsible to upload the Bill of Entry / Shipping Bill well within the free time allowed by customs. Any delay in filing Bill of Entry / Shipping Bill attributable to CHA, the charges such as penalty etc. will be recovered from the CHA bill/outstanding bills.

Signature of the authorized person of Customs House Agent
(With Official Seal)

Place :

Date : / /2022