



CSIR –NATIONAL GEOPHYSICAL RESEARCH INSTITUTE

Uppal Road, Hyderabad, Telangana – 500007

Tel No: 040-27012371/2872

Email: purchase.ngri@csir.res.in

OPEN TENDER ENQUIRY

TENDER NO: CSIR-NGRI/PUR/CHA/2026
DATED 23-09-2026

Tender for Appointment of Custom House Agent
(CHA) cum Freight Forwarding Agent

CSIR-NATIONAL GEOPHYSICAL RESEARCH INSTITUTE	
(Council of Scientific and Industrial Research)	
UPPAL ROAD, HYDERABAD 500 007. Telangana, INDIA	
Telephone No:+91-40-27012872/2370	Email: purchase.ngri@csir.res.in

No. CSIR-NGRI/PURCHA/2026

Date: 23.09.2026

NOTICE INVITING BID THROUGH e-PROCUREMENT

Sub: Appointment of Consolidation-cum Clearance Agent/CHA cum Freight Forwarding Agent-Reg.

The Director, CSIR-NGRI invites sealed bids in two parts (**Part-I Techno Commercial un-priced & Part-II Priced bid**), for providing the following services.

Sl. No	Description of Service	Contract	Single/ Two bid	Bid Security (EMD)
1.	Appointment of Consolidation-cum Clearance Agent/CHA for the consolidation of consignments of Import / Exports Shipments through Air, Sea and Foreign Post Office and Customs Clearance including arranging transit Insurance.	LS- as per Rates	Two Bid	INR 50,000 or BSD

- E-Bids** are invited through the electronic tendering process and the Tender Document can be downloaded from the e-Tender Central Public Procurement Portal (**CPPP**) of Government of India, <https://etenders.gov.in>. A copy of the Tender Document is also available on CSIR-NGRI Website, www.ngri.org.in. **The submission of e-Bids will be only through the e-Tender portal <https://etenders.gov.in>. Bids will not be accepted in any other form.** The prospective bidders should adhere to deadlines specified in Tender Details Screen corresponding to this Tender on E-Tender portal <https://etenders.gov.in>.

The **Part- I Techno commercial un-priced bid** shall be accompanying certified copy of the EMD/ Bid security Declaration Form as indicated above. The bids must be submitted through e-procurement only (<https://etenders.gov.in>) on or before **27.10.2026 (up to 14.30 Hrs. IST)** and the same shall be opened on next day i.e., **28.10.2026 at 14.30 Hrs**

- Pre-Bid Conference (PBC)** – will be held at CSIR-NGRI on **30.09.2026 at 10.30 am onward** at CSIR-NGRI, Uppal Road, Hyderabad. The Bids have to be submitted only after uploading the Pre-Bid Conference minutes, to be hosted on CSIR-NGRI Website: www.ngri.res.in (under the Tenders column).

3. **Bid Security/ EMD-** All bids must be accompanied with a Bid Security / Earnest Money Deposit (**BS/EMD**) as specified in the table **or** Bid Securing Declaration (**BSD**) as per prescribed Format. The BS/EMD must be submitted either through online (e-Payment) or through Post/Courier in case of submission of BS/EMD in the form of A/c Payee DD/ Banker's Cheque/ Bank Guarantee/ FDR on or before the due date & time as indicated above. Bids will be opened online only on the specified date and time. Scanned copies of documents in support of BS/EMD or BSD should be uploaded along with the Bid Document in CPP Portal. The UTR Reference w.r.t online payment towards BS/EMD or BSD should be submitted along with the Bid Document. In the event of the date specified for opening of bids being declared as a closed holiday for Purchaser's Office, the opening of bids will be done in the next working day at the scheduled time. **The Bids received without BS/EMD or will summarily be rejected.**

The following are the e-payment details: **RTGS** payment in the name of **Director, NGRI, Hyderabad** as per the following details:

Name of the Bank:	State Bank of India
Address, Postal Code City:	Habshiguda, Uppal Road, Hyderabad-500 007, India
Account Holder:	Director, NGRI
Account No.:	62047041033
IFSC code:	SBIN0020087

Note: A/c Payee DD/ Banker's Cheque/ Bank Guarantee/ FDR etc in original towards BS/EMD should reach CSIR-NGRI (Office of Stores & Purchase Dept.) on or before the due date and time for submission of bids as indicated above. The above referred original documents should be submitted in sealed cover with concerned CSIR-NGRI Tender Reference (CPPP Tender Reference) & CPPP Tender ID and with due date and opening date. These shall be written / superscripted neatly on the tender cover.

The Director, CSIR-NGRI reserves the right to accept or reject any or all tenders either in part or in full or to split the order without assigning any reasons there for.

4. This office intends to extend the benefits of 'Make-in India (MII) policy of the Government of India to all eligible **Class I local supplier or Class II local supplier ONLY** as per the **DPIIT Order No. P-45021/2/2017-PP (BE-II)-Part (4)Vol.II dated 19.07.2024** of Ministry of Commerce and Industry, Government of India and any subsequent amendments thereto, as made applicable on the date of issue of this tender notification. **'Non-Local suppliers' shall not be eligible to be considered for this Open Tender Enquiry (OTE).**

5. Interested Bidders may obtain further information from the office of the:
Controller of Stores & Purchase,
CSIR-National Geophysical Research Institute,
Uppal Road, Hyderabad – 500 007, India.
Tel: 0091 40 27012370 / 2371/2872
e-mail: purchase@ngri.res.in / dharmendra.kumar@csir.res.in
6. The Director, CSIR-NGRI, Hyderabad reserves the right to accept or reject any
or all Bids either in part or in full or to split the order without assigning
any reasons thereof.

(Dharmendra Kumar)
Controller of Stores and Purchase

CRITICAL DATE SHEET

Tender No.	CSIR-NGRI/PUR/CHA/2026
Publishing Date	23.09.2026
Starting date for document download	23.09.2026
Starting date for clarification on bid document	23.09.2026
Closing date for clarification on bid document	29.09.2026 upto 04.00 PM
Pre-Bid Meeting Date	30.09.2026 – 11.15 AM
Starting date of Bid Submission	06.10.2026
Closing date for Bid Submission	27.10.2026
Bid Opening Date and Time	28.10.2026 – 14.30 Hrs
Address for Communication	The Controller of Stores and Purchase, CSIR-NGRI, Uppal Road, Hyderabad- 500007, India

(Dharmendra Kumar)
Controller of Stores and Purchase

निबंधन और शर्तें / TERMS AND CONDITIONS

1. The quotation must be in the form furnished by the Purchaser and should be free from corrections/erasures. In case there is any unavoidable correction it should be properly attested. If not the quotation will not be considered. Hand written Quotations will not be considered.
2. It may kindly be noted that your bid should be in **two part** and accompanied with **BS/EMD** (Bid Security / Earnest Money Deposit) as specified in the table or **BSD (Bid Security Declaration Form) as per the PRESCRIBED FORMAT**. In the event of award of Contract in your favour, you need to submit a Performance Security/ Performance Bank Guarantee of **Rs.5,00,000 (Rupees Five Lakh only)** valid for a period of **60 days** beyond the contract period of **24 months**.
3. The mode of submission of tender will be **online** through **etenders.gov.in** only
4. The acceptance of the quotation will rest with the competent authority of **CSIR-NGRI, Hyderabad, Telangana, India**, who does not bind himself to accept the lowest quotation and reserves the right to himself to reject, or partially accept any or all the quotations received without assigning any reason.
5. Price quoted should be net and valid for a minimum validity period **of 90 days** from the date of opening of the quotation.
6. The bidder must submit the applicable **Price Schedule Form** as annexed to the **BOQ in etenders.gov.in / Tender Document** along with a pdf copy in support of the same. In addition they should also submit details in pdf document in support of Price Bid **BOQ**.
7. Complete details in support of Technical Bid with bidder's Name and address should be given while quoting.
8. Prices are required to be quoted in units indicated in the enquiry. When quotations are given in terms of other units, relationship between two sets of units should be furnished. Quantity discounts, if any should also be indicated. The items should be quoted indicating the serial No. of our RFQ.
9. The bidder must
 1. Quote of currency must be **Indian Rupee only**.
 2. Comply with Make in India Order No. **DPIIT Order No. P-45021/2/2017-PP (BE-II)-Part (4)Vol.II dated 19.07.2024** of Ministry of Commerce and Industry, Government of India and any amendments thereon.
 3. Comply with Order No. **P-45021/112/2020-PP(BE-II) (E-43780)** dated 24.08.2020 of Ministry of Commerce and Industry, Department for Promotion of Industry and Internal Trade and any amendments thereon.
10. This Lab./Instt. is registered with Dept. of Scientific & Industrial Research, Govt. of India and GST & IGST are leviable vide Notification No.47/2017-Integrated Tax (Rate) and Notification No.45/2017-Central Tax (Rate) both dated 14th November, 2017 and any amendments thereon. However, this Institute is eligible for payment of concessional Customs Duty for its R&D procurement. Since this is case of OTE

restricted to Class I and Class II Local suppliers, no Customs Duty Exemption Certificate (CDEC) shall be issued.

11. **Liquidated Damages** Clause for delays: As per clause **2.27** of GCC in the tender document.
12. If the services are not provided in time and due to that account, the purchaser is forced to engage the services of another firm at your risk and cost from elsewhere, the loss or damage that may be sustained there by will be recovered from the defaulting service provider.
13. Statutory deductions like IT / GST TDS would be recovered from amount payable to the service provider as per applicable rule / regulations / provisions of law.
14. Kindly furnish your **PAN & GST** Number etc. in your quotation for our records.
15. All disputes shall be amenable to applicable Indian laws and subject to the jurisdictions of the Competent Court at **Hyderabad, Telangana, India** only.
16. Tender conditions (printed on the reverse), if any, or otherwise sent along with the tender shall not be binding on us. All the above instructions and our standard terms and conditions must be complied failing which your offer may be liable for rejection.
17. This Open Tender Enquiry is open for participation by any Class I / Class II Local Supplier/Service Provider. Non-local suppliers are not eligible to participate against this tender. The firm from countries sharing land border with India are not eligible to participate as per the extant policy of the Govt. of India unless such firms are registered with the Competent Authority.
18. Purchase Preference to Micro and Small Enterprises (MSEs) and Purchase Preference linked with MAKE IN INDIA Order shall be applicable, subject to full compliance of other terms and conditions of the RFQ / NIT and Contract, as per Government of India procurement policies.

The purchaser intends to give purchase preference to:

- i. Make in India (as per Order No. **DPIIT Order No. P-45021/2/2017-PP (BE-II)-Part (4)Vol.II dated 19.07.2024** of DPIIT, Ministry of Commerce and Industry, Government of India. The preference to Public Procurement (Preference to Make in India) Order 2024" shall be further subject to meeting tendered requirements and full compliance of other terms and conditions of the RFQ / NIT.
- ii. Services rendered by micro and small enterprises as per **MSE order 2012** and any amendments thereon. If the bidder wants to avail the Purchase preferences, the bidder must be the service provider of the offered service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service. The aforesaid Policy is meant for procurement of only goods produced and Services rendered by MSEs and not for any trading activities by them. An MSE unit will not get any Purchase Preference over any other MSE Unit.

- iii. Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017 shall be governed in terms of the Govt. of India, Ministry of Finance, Department of Expenditure OM No. F.1/4/2021-PPD dt. 18.05.2023, as amended from time to time. In case a bidder is eligible to seek benefit under Purchase PP-MAKE IN INDIA policy as well as PPP for MSE 2012, then the bidder should **categorically seek benefits** against only one of the two policies i.e. either MAKE IN INDIA OR MSE policy in BID FORM. The option once exercised cannot be modified subsequently.

Purchase preference benefits shall be extended to the bidder based on the **declared option** subject to the bidder meeting the requirements contained in that purchase preference policy and "Purchaser" will not be responsible for any inadvertent non-extension of benefits to MII or MSE bidders, if the specifically fail to indicate the category under which such benefit is sought with the supporting document.

Controller of Stores and Purchase

INSTRUCTIONS TO BIDDERS (ITB)

1. GENERAL

- 1.1 **CSIR- National Geophysical Research Institute (CSIR-NGRI)** located at Hyderabad, one of the premier constituent national Institute of the Council of Scientific and Industrial Research. Director, CSIR-NGRI invites sealed Bids in **Two Bid System** for the appointment of **Consolidation-cum Clearance Agent/ CHA** for the import / export of consignments from/to and all over the world by air-freight, air post parcel and sea shipment under consolidation from the Bidders dealing in Custom Clearance, Import and Export handling and International freight forwarding. The duration of proposed contract shall be for a period of **TWO YEARS with an option to extend for a further period of ONE YEAR**, subject to satisfactory performance and Institute's requirements on mutually agreed basis on existing terms and conditions.
- 1.2 The Bidder shall comply fully with the instructions contained in this Bid document. The bidder is expected to examine all instructions, sections, terms and conditions, specifications etc. in the bid document. Failure to furnish all information, data as required by the bid document or submission of a bid not substantially responsive to the bid document in every respect will be at bidder's risk and may result in the rejection of their bid.
- 1.3 Bidder shall bear all costs associated with the preparation and submission of bid etc. CSIR-NGRI in no case is responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 1.4 Bidders must register as Service Provider (on line bidder enrolment form) *in etenders.gov.in* under services (NIC's e-procurement portal). Bids must be uploaded online on the said portal only. DSC (Digital Signature Certificate) is required for online bidder enrolment and bid upload on this portal.
- 1.5 A **Pre-Bid Conference** will be held for inviting suggestions, clarifying issues and clearing doubts, if any. The Purchaser deem it necessary to amend the Bidding Document as a result of a clarification, it shall to do so. The clarifications and amendments issued would also be hosted on the website of the CSIR-NGRI (www.ngri.res.in) and also hosted on e-procurement (*etenders.gov.in*) for the benefit of the prospective bidders.

The **Pre-bid Conference** will be held as per details given below

Date & Time: 30.09.2026 at 11.15 AM onward

Venue: CSIR-NGRI, Hyderabad

- 1.6 Request from the prospective bidder seeking any change and requiring clarification may shall be sent to email to purchase.ngri@csir.res.in with copy to dharmendra.kumar@csir.res.in positively on or before **29.09.2026 (upto 04.00 PM)** for examination of the same by this office. The response will be given by CSIR-NGRI during proposed **Pre-bid Conference (PBC)** and will also be hosted on the **CSIR-NGRI website** and **CPPP** for benefit of other prospective bidders. The amendments/clarifications to the bidding documents pursuant to the Pre-Bid Conference would be hosted on the *etenders.gov.in*. All prospective bidders are expected to take due cognizance of the proceedings/changes done, if any, before formulating and submitting their Bids online.

2.ELIGIBILITY CRITERIA

Quotations of only those Bidders who fulfil the following **Eligibility Criteria** shall be considered. Necessary documents in this regard must be enclosed with the Technical Bid, failing which; the bid shall be summarily rejected.

- 2.1 The Bidder should have valid **Consolidation & CHA Licenses in their own name (single name)** registered with Customs at Hyderabad, Bengaluru and Chennai and possess a valid **GST** and **PAN** Numbers. However, the bidder should agree to make arrangement to clear the consignment in case it arrives on any other Airport/Seaport.
- 2.2 The Bidder should be registered member of **IATA** and must possess **MTO (Multi Model Transport Operator)** Registration Certificate issued by the Ministry of Shipping, Road Transport and Highways on the date of Bid opening.
- 2.3 The Bidder should be certified under **ISO 9001** quality system certification.
- 2.4 The Bidder should be registered with Goods and Service Tax authorities.
- 2.5 The bidder should have their own facility for Customs clearance at Hyderabad, Bengaluru, Chennai, and New Delhi both for Air & Sea Cargo and Foreign Post Office. The Bidder must be registered in Customs in all these places and the Registration Certificate should be valid on the date of opening of the Technical Bid. **The services cannot be sub-contracted to any other agency.**
- 2.6 The Bidder should have successfully executed at **least two (2) similar contracts** for freight forwarding and custom clearance work during the last three years i.e. 2023-24, 2024-25, 2025-26 for any R&D/Academic organisation under the Centre/State Government/ PSUs/CSIR Labs. / Public Funded Autonomous Bodies/Universities including hospitals. **Documentary evidences about satisfactory performance of the work issued by the client must be enclosed with their complete mailing addresses and telephone numbers.**
- 2.7 Copies of BALANCE SHEET OF THE BIDDER FOR PREVIOUS THREE YEARS 2023-24, 2024-25, 2025-26 MUST BE ENCLOSED duly certified by chartered accountant evidencing min. Annual Turnover of **Rs. 10.00 Crore** per year duly certified by a chartered accountant.
- 2.8 **EMD:** The Bidder must submit **EMD (Bid Security)** of **Rs.50,000/- (Rupees Fifty Thousand Only)** as per **Annexure B** or **BSD** in the prescribed format given as **Annexure 'D', as detailed at point no. 3 of NIT above.**
- 2.9 **Complete details of the bidder's Local office at Hyderabad and name of the authorized person of Bidder stationed at Hyderabad (Name, Contact No. & Address) along with documentary evidence. CSIR-NGRI shall be at liberty to physically verify the office address and related details furnished by the bidder without prior notice and any misleading and untrue submission shall lead to rejection of the bid.**
- 2.10 The Bid should be valid for a period of **90 days** from the date of Bid opening.
- 2.11 **The bids must be submitted through the procurement (<https://etenders.gov.in>) only.**

- 2.12 No Bidder is permitted to withdraw, amend or modify the bid submitted after opening of the bid.
- 2.13 Incomplete Bid and conditional Bid will be summarily rejected.
- 2.14 The Director, CSIR-NGRI reserves the right to accept or reject any or all the Bids received without assigning any reason.
- 2.15 The Bidder must have associates in the Gateway International Airports and a list of such associates detailing location, names, fax, e-mail, telephone numbers, etc. must be enclosed with the Technical Bid.
- 2.16 **Acceptance for submission of Performance Bank Guarantee for Rs.5.00 lakhs valid for 26 months from the date of award of contract.**
- 2.17 Acceptance of **Fidelity Bond for Rs.50.00 lakhs**
- 2.18 Purchase Preference to Micro and Small Enterprises (MSEs) and Purchase Preference linked with MAKE IN INDIA Order shall be applicable subject to full compliance of other terms and conditions of the RFQ / NIT and Contract, as per Government of India procurement policies.

The purchaser intends to give purchase preference to:

- iv. Make in India (as per Order No. **DPIIT Order No. P-45021/2/2017-PP (BE-II)-Part (4)Vol.II dated 19.07.2024** of DPIIT, Ministry of Commerce and Industry, Government of India. The preference to Public Procurement (Preference to Make in India) Order 2024" shall be further subject to meeting technical specifications and full compliance of other terms and conditions of the RFQ / NIT.
- v. Products / goods manufactured by micro and small enterprises as per **MSE order 2012** and any amendments thereon. If the bidder wants to avail the Purchase preferences, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders/ Indian Agents are excluded from the preview of public procurement policy for micro and small enterprises. In respect of bid for services, the bidder must be the service provider of the offered service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service. The aforesaid Policy is meant for procurement of only goods produced and Services rendered by MSEs and not for any trading activities by them. An MSE unit will not get any Purchase Preference over any other MSE Unit.
- vi. Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017 shall be governed in terms of the Govt. of India, Ministry of Finance, Department of Expenditure OM No. F.1/4/2021-PPD dt. 18.05.2023, as amended from time to time. In case a bidder is eligible to seek benefit under Purchase PP- MAKE IN INDIA policy as well as PPP for MSE 2012, then the bidder should **categorically seek benefits** against only one of the two policies i.e. either MAKE IN INDIA OR MSE policy in BID FORM. The option once exercised cannot be modified subsequently.

Purchase preference benefits shall be extended to the bidder based on the **declared option** subject to the bidder meeting the requirements contained in that purchase preference policy and "Purchaser" will not be responsible for any inadvertent non-extension of benefits to MII or MSE bidders, if the specifically fail to indicate the category under which such benefit is sought with the supporting document.

Note: Documents in support of 2.1 to 2.18 must be submitted in the Technical Bid otherwise the bid may be rejected.

Scope of Work: The scope of work involves consolidation, clearance of consignments and arranging transit insurance as detailed below:

3. CONSOLIDATION

- 3.1 The successful bidder/service provider will, on the basis of the instructions given in **CSIR-NGRI's Purchase Orders**, contact the suppliers abroad and regularly monitor progress, follow-up the orders and make advance arrangement to book the consignment promptly.
- 3.2 The successful bidder shall check with reference to relevant Purchase Orders that all consignments /packages received for onward transmission, give requisite information particularly in regard to the following before despatch: -
1. Weight and Dimension of consignment.
 2. Marks & Number of Parcels/Cases
 3. Purchase Order number
 4. Mode of transport
 5. Airport/Sea Port of Destination mentioned
 6. Whether FOB/FCA, Ex-works, CIF, etc. shipment
 7. Over-dimensional and heavy packages needing special handling arrangements in India.
- 3.3 The successful bidder shall arrange freight of consignments to the ultimate destination in India by Air/ Ocean through Air India/ Indian Airlines/Free Carrier/Liner.
- 3.4 The consolidation of air cargo is permitted provided it does not involve a delay of more than **seven working days** from the date of receipt of cargo at point of origin and the connected documents fully completed in all respects, unless a specific date is fixed by CSIR-NGRI in specific cases.
- 3.5 It shall be ensured that consolidation of air cargo is done under the correct **IATA** classification.
- 3.6 **Pre-alert:**
- The Bidder shall promptly advise CSIR-NGRI the freight details, Master Airway Bill and House Airway Bill or Bill of Lading along with copy of invoice particulars with relevant Purchase Order number sufficiently in advance of landing of consignments (**Pre-Alert**).
- 3.7 The Bidder shall further keep CSIR-NGRI posted with all information regarding readiness of the consignments for despatch, expected date of arrival and other allied information.
- 3.8 The Bidder shall also be responsible and accountable for proper safety, care, handling and storage of goods while in their custody. The Bidder shall be liable to fully compensate CSIR-NGRI for any loss, or damage, or destruction of the goods while in their custody.

- 3.9 The Bidder shall, on receipt of consignments of CSIR-NGRI at the destination, obtain Delivery Orders by paying the freight in Indian Rupees and clearing the consignment from Customs on CSIR-NGRI's behalf.
- 3.10 To enable the Bidder render the services as stated above, CSIR-NGRI agrees to send the Bidder, copies of individual orders for goods placed on their suppliers with a clear instruction through whom the carriage has to be routed. CSIR-NGRI shall ensure that majority of purchase orders on their overseas suppliers are placed on FOB/FCA Gateway International Airports.
- 3.11 The Bidder shall ensure that the trans-shipment of the cargo after break bulk is done to the correct destination to which it is booked. In the event of any cargo landing at wrong destination, the Bidder shall take necessary steps for diversion with proper documents to the correct destination with minimum delay, in any case not exceeding a week's time. The Bidder shall bear the diversion charges/demurrage charges and other charges, if any.

For the purpose of calculating the airfreight, the following provisions shall apply:

- a) Volume weight: 6,000 cubic centimetres or 366 cubic inches shall be deemed to equal one kilogram.
 - b) Rates shall be applied on the actual gross weight or the volume weight mentioned above, whichever is greater.
 - c) Fractions of a kilogram or units shall be charged to next half kilogram.
 - d) In case of minor weight differences between the supplier's invoices weight and the HAWB weight, the weight indicated on the HAWB shall be the basis for payment of freight charges.
 - e) If any dimension of a consignment exceeds 307cms X 192 cm. X 158 cm., such consignment shall be treated over dimensional (ODC).
- 3.12 **Ex-works shipments:** In case the foreign supplier agrees to supply the goods on *ex-works* basis only, the consignment shall be lifted by the agent from the foreign supplier's works for onward shipment to CSIR-NGRI Stores, The all-inclusive foreign inland handling/forwarding and transportation charges, pick-up charges up to nearest gateway Airport in the supplier country shall be paid by CSIR-NGRI as per **Annexure "C"** appended to the bidding documents. No other charges should be payable by CSIR-NGRI for Ex Works shipment.

The weight for the purpose of clearance from airport will be the "Chargeable Weight" of the consignment. However, for payment of other charges, towards transportation in India the weight will be the **Gross Weight** as per MAWB / HAWB.

4. CLEARANCE

- 4.1 Customs clearance of imported consignments including delicate items, perishable items, dangerous goods (**DGR**), hazardous, radioactive and ODC shipments from International airports of Hyderabad, Bengaluru, Chennai, New Delhi, i/ ICD/Foreign Post Office and filing of BOE for CSIR-NGRI shipments (both import and export). This includes sea consignments also.
- 4.2 Collection of all documents related to Imports / Exports from different locations (Purchase/Stores Section) of CSIR-NGRI.

- 4.3 The bidder will ensure that correct nomenclature and the **HS CLASSIFICATION AS PER EXTANT ITC / Customs Notification** is mentioned in the **BILL OF ENTRY**. The correct product code (HS) verified AND DUTYFREE ITEMS AS PER Customs Tariff Act cleared without duty. **(CSIR-NGRI is eligible for levy of concessional Customs Duty vide Notification CUSTOMS 51/96 and amendment 43/2017 dated 30th June 2017, as amended from time to time);** on items which otherwise attract duty.
- 4.4 In case the cargo is received in short/damaged condition, no payment shall be released to the bidder till CSIR-NGRI receives the complete consignment/Insurance claim. In all such cases the Bidder is required to obtain the **“Shortage” or “Damage” or “Not Found” or “Not Traceable” certificate** from the Airline//Steamer/Airport/Postal/Courier Authorities and lodge formal claims on behalf of CSIR-NGRI after arranging for insurance survey.
- 4.5 Payment of Customs Duty**
- The **Customs duty up-to normally shall Rs.1.00 Lakh to be paid by CHA** and reimbursement claimed from NGRI on production of original receipts.
 - For value **above Rs.1.00 lakh, CD, either will be directly paid by CSIR-NGRI** through mandate to be generated by CHA or Ice-gate portal or advance will be paid by NGRI to CHA.
- 4.6 CHA shall obtain the Cargo Arrival Notice even for non-console consignment, Delivery Order (DO), and prepare necessary customs documents in consultation with CSIR-NGRI and collect the requisite documents from CSIR-NGRI after signatures to complete customs formalities. Charges towards DO shall be reimbursed to the CHA at actuals.
- 4.7 The Bidder shall attend to various queries of the Customs with the assistance of CSIR-NGRI.
- 4.8 The Bidder shall process the documents through the customs and complete all formalities with the Customs/MSIL/Carrier for delivery at CSIR-NGRI and regularly update the status at each stage to ensure **demurrage free clearance** without any undue delay.
- 4.9 (a) Clearance Charges**

CSIR-NGRI agrees to pay the Bidder fixed **clearance charges** per Bill of Entry of

1. For **Equipment/ consignments (upto 200 kg) - Rs.5000/-** (Rupee Five Thousand only) as Agency Charges for customs clearance of air/sea consignment.
2. **HIGHLY PERISHABLE / SENSITIVE CHEMICALS REQUIRING TEMPERATURE CONTROLLED ARRANGEMENT NEEDING REFRIGERATED VAN, DRY ICE OR GEL ICE – Rs.6000/- (Rupees Six Thousand only)**

This charge includes all expenses required to be incurred for the purpose of clearance which may include examination fees, unpacking & re-packing charges, charges collect fees, handling charges, and transportation charges, break and bulk fees. No other expenses towards clearance shall be payable by CSIR-NGRI under any circumstances except storage charges during the free period (at actuals against supporting vouchers) at actuals. This rate is firm and fixed for any consignment whether dangerous, ODC, hazardous, radioactive, perishable, etc. Wherever required, Transit insurance need to be arranged as per prior instruction of CSIR-

NGRI on case to case basis, which will be reimbursed at actuals. Any other mandatory charges shall be reimbursed against supporting vouchers only.

- (b) **Transportation Charges:** All consignments cleared at **RGI Airport or ICD, Sanath Nagar**, Hyderabad shall be required to be delivered at CSIR-NGRI Stores, Hyderabad without any extra cost towards transportation charges up to 200 Kgs,
- (c) Consignment weighing above 200 Kgs. will be paid @ Rs. 20/- per Kg. with a maximum of Rs.12,000/-. However, the amount claimed towards such charges should be reasonable. CSIR-NGRI may restrict the amount to a reasonable amount in case the claim is found unreasonable. The applicability of the transport charges in India shall be assessed on the basis of gross weight only. Goods and Service Tax will be payable **extra** as per rules.

The consignment after clearance from airport should be delivered at the Stores of CSIR-NGRI on the same day. In case it is felt that the cargo may reach CSIR-NGRI beyond office hours, the Bidder shall intimate in advance to keep the premises open. Alternatively, the bidder shall keep the cargo in their custody which has to be insured against fire, theft and other risks so as to indemnify CSIR-NGRI for any loss until delivery to CSIR-NGRI.

- 4.10 The bidder should clear the consignment within the free allowance period to avoid the demurrage. In case shipments are not cleared within the free period due to fault of clearing agent, demurrage if any, shall be deducted from Agent's clearance bill.
- 4.11 The Bidder shall arrange physical inspection of the consignments at the airport and get them out passed from Customs for delivery.
- 4.12 Un-loading of consignments at CSIR-NGRI

The Bidder shall arrange loading of the consignment and transport the same to CSIR-NGRI's nominated delivery point. However, unloading arrangement up to 200 Kgs. shall be done by CSIR-NGRI. For consignments weighing more than 200 Kgs. the bidder shall also arrange unloading. The costs thereof would be reimbursed at actuals, against supporting vouchers.

- 4.13 All consignments collected by the Overseas Associates for consolidation during the period of Contract shall be collected by the Bidder's overseas associates and handed over to CSIR-NGRI without any pre-condition. Bills of the Bidder will be released as per Contract.
- 4.14 The overseas associates shall follow all the statutory provisions from time to time in their country of operation pertaining to export of the consignment to CSIR-NGRI.

5. EXPORTS

- 5.1 Export for repairs, which will be re-imported during warranty and post warranty period. The charges for which to be submitted on case-to-case basis.
- 5.2 Export of equipment's for replacement or calibration or sale or analysis or reimport.

- 5.3 All procedural formalities for these Exports with Customs will be required to be done by the Bidder.
- 5.4 The Agent should advise and collect the requisite documents from CSIR-NGRI for export and arrange for transportation of the packed consignment from CSIR-NGRI for onward dispatch to the consignee on freight-to-pay / pre-paid basis as the case may be and obtain endorsement on the export Bill of Entry, to facilitate its re-import without levy of any Custom Duty.

6. TRANSIT INSURANCE

- 6.1 Arranging transit insurance on **110%** of CIF/CIP value from any nationalized insurance company covering all transit risks including wars, strikes, riots, civil commotion which **should be valid till 30 days after receipt of consignment at CSIR-NGRI**. The insurance premium must be expressed as a percent of 110% of CIF value. The insurance should be done as per institute cargo clause Air and institute cargo clause A.
- 6.2 The expenditure incurred by the CHA towards transit insurance shall be reimbursed at actuals against supporting vouchers and individual insurance certificates.
- 6.3 Transit insurance shall also be required to be arranged by the CHA in case of exports, if required, which shall be reimbursed at actuals.
- 6.4 Any kind of loss or damage to the consignment attributable to the CHA will be the Bidder's responsibility for recoupment. However, necessary documents on this account to be prepared by the Bidder will be signed by CSIR-NGRI in the capacity of consignee/importer. The insurance claims, if any must be followed up with the concerned insurance company till final settlement.
- 6.5 The payment of Airfreight, Customs Duty, Insurance Premium, clearance charges, and pick-up charges, if any, etc. will not be made if the consignment is in damaged condition both externally or internally. However, the payment will be released only after the amount is recouped from the insurance company. CSIR-NGRI will not bear/pay any demurrage charge on account of any delay in clearance attributable to the CHA/ clearing agent or their freight forwarder.
- In case, a perishable consignment is damaged due to insufficient dry Ice during clearance, Bidder shall be held accountable for the loss. The cost of dry ice, if required for repacking shall be reimbursed at actuals against supporting vouchers.
- 6.6 For consignment of high value/ sophisticated equipment, CSIR-NGRI prefer to have storage insurance coverage till its installation at the designated place. For this purpose, the bidder will have to arrange insurance accordingly, which would be informed specifically.

7. PRICE SCHEDULE

The bidder shall fill the Price Schedule form as per BOQ enclosed with the Bid. The rates must be quoted as per this format only; otherwise, **The BID will be rejected**. The discount should be quoted in both **figures and words**.

8. BID EVALUATION CRITERIA

- 8.1 The Price Bids of the technically qualified bidders, (meeting the eligibility criteria as stipulated in Sl. No.2.1 to 2.14 above) will be opened, under intimation to the bidders.

The contract will be awarded to the Lowest Evaluated Responsive Bidder who shall offer the maximum discount on the IATA rates (or) in other words whose IATA rates will be lowest. The bidder shall also submit the price bid in PDF format.

9. GENERAL CONDITIONS OF CONTRACT

9.1 Payment of Freight Charges:

All forwarders are to charge the freight charges on the basis of I.A.T.A. rates which are fixed by I.A.T.A. **The latest version of IATA rates** from respective country of import should be considered as the reference, while offering discount on forwarding/consolidation rates. (A copy of the IATA rates adopted for the purpose of offering discount should be enclosed with the priced bid). Under no circumstances should these rates be more than those specified in latest IATA tact book. **The Bidder should furnish an undertaking to this effect on their letterhead.** The consignment should be shipped in the first available console of the Airline to Rajiv Gandhi International Airport, Hyderabad.

- 9.2 The Agent should provide details of their associates abroad in the gateway international airports and any change in the dealing parties should be communicated immediately to CSIR-NGRI with full details and particulars.

- 9.3 The Bidder, in the price schedule (Annexure "A") should offer a fixed single standard/flat discount on IATA rates, which should be „In Percentage“ only, applicable for all countries on and all weight slabs. The offers of the Bidders will be evaluated on the basis of the percentage of discount and not on individual rates for weight slabs from different countries. **Offers/bids with discounts subject to any conditions imposed by the bidder or in any other format will be rejected outright.** (A copy of the IATA rates adopted for the purpose of offering discount should be enclosed with the priced bid.) The rates must be quoted according to the format only, otherwise, the Bid will be rejected.

9.4 Payment of other charges:

All other statutory charges on Air freight/ Sea Freight will be reimbursed at actuals against supporting vouchers. Statutory Charges are charges levied by Airline/Airport Authority or Government in their Sovereign Capacity, which includes:

- | | |
|---|------------------------|
| (01) IAAI charges *; | (02) Fuel Surcharge; |
| (03) Security Surcharge; | (04) Port charges; and |
| (05) The foreign inland handling/forwarding charges, pick-up charges, etc. if applicable as per Annexure "C" appended to the Bidding Document. | |

These charges should be supported by the circulars issued by the concerned authorities. The prevailing rate sheet for these **charges (Sl. No. 1 to 4)** should be included in the Technical Bid.

- * **Note:** The IAAI Charges shall be restricted to the storage Charges applicable during the free period only.

In the event of revision in IATA rates or any of the above charges the percentage of revision shall be proportionate to such change. The bidder must advise CSIR-NGRI of the manner in

which such revision has been arrived at. Necessary documentary proof for such revision must be submitted.

- 9.5 The Bidders must have their own arrangements of warehousing, Insurance, pick-up and delivery within the country and also in the exporting country. Details of these facilities in India should be given for proper evaluation.
- 9.6 The admissible expenses towards air/sea freight, pick-up charges, etc. would be paid in Indian Rupees as per the exchange rate adopted for the assessment of Custom Duty on the date of filing of the BOE.
- 9.7 The terms & conditions governing the freight for items not coming under console are to be indicated separately in the Technical Bid and the rate applicable should be indicated separately in the Price Schedule Form.
- 9.8 Submission of Performance Bank Guarantee (PBG)**
The successful Bidder will have to submit Performance Bank Guarantees for Rs.5,00,000/- (Rupees Five Lakh only) from a nationalized bank as security, which should be valid at least for 26 months from the date of contract. The same Bank Guarantee will be returned after completion of 26 months subject to fulfilment of contractual obligations & No dues to CSIR-NGRI from the Service Provider. No interest would be paid on Bank Guarantee. Director, CSIR-NGRI will have the discretion to invoke the provisions of the Performance Bank Guarantee for any breach of contract. The PBG has to be submitted before signing of the contract.
- 9.9 Only D.O. Charges (when not on console), fixed Bill of Entry charges and statutory levies will be paid by CSIR-NGRI for CIF/CIP Shipments. Transportation charges from Hyderabad airport to CSIR-NGRI Stores, if applicable will be paid at actual against supporting vouchers. Goods and Service Tax is payable extra. D.O. charges on consignments coming under own console shall not be paid.
- 9.10 Bank Release Order (BRO) (for consignments against irrevocable letter of credit) will be delivered only after its receipt from the bank. Custom clearance should be initiated without waiting for bank release order. The invoice towards consolidation & clearance charges along with the Bill of Entry (BOE) in respect of all shipments must be sent to CSIR-NGRI within 7 working days of custom clearance.
- 9.11 In the case of any dispute, the consignment shall not be withheld and must be cleared by the agent and handed over to CSIR-NGRI pending the settlement thereof immediately.

- 9.12 Since the successful bidder shall handle sophisticated and valuable consignment, hence the successful bidder shall have to furnish fidelity guarantee bonds valid for 26 months from the date of Contract for an amount of Rs.50.00 Lakhs (Rupees fifty Lakhs only) in favour of Director, CSIR-NGRI, to safeguard the interest of CSIR-NGRI in the event of any loss to CSIR-NGRI due to any act of omission and commission by the successful bidder before signing the contract. In case of extension of the contract, same needs to be extended.
- 9.13 The successful Bidder will have to give an undertaking that no consignment of CSIR-NGRI will be detained / withheld by them before or after the custom clearance under any circumstances.
- 9.14 The Bidder must collect all documents required for clearance from CSIR-NGRI. The Bidder shall be held responsible for any delay in customs clearance, not completed within the free period. The demurrage charges due to Bidder's negligence will not be payable. Similarly, the Bidder shall have to make good to CSIR-NGRI any loss incurred due to negligence or failure on their part to take prompt action in finalization of BOE and clearance of consignment.
- 9.15 The Bidder may be required to carry out or arrange to carry out the inspection of the ordered material at the country/port of shipment or supplier's premises on behalf of CSIR-NGRI, if required in certain cases. Safe Custody of the Consignment cleared is the responsibility of the Bidder until it is delivered to CSIR-NGRI.
- 9.16 **Liquidated Damage Clause:** CSIR-NGRI reserves the right to deduct penalty @ 0.5% per week of FCA / FOB price (INCOTERMS 2020), for delay in consolidation and Airfreight / Sea shipment of CSIR-NGRI shipments and delivery to CSIR-NGRI (Maximum penalty shall be 2%) The period for this will be calculated after 30 days, from the date of intimation by supplier about the readiness of the consignment for shipment.
- 9.17 The Bidder will pay all the charges of customs clearance, pick-up charges, if any, Airfreight/Sea-freight charges, insurance premium, clearing charges and transportation charges, wherever applicable, the same will be reimbursed after receipt of the consignment by CSIR-NGRI on submission of pre-receipted bill in duplicate addressed to CSIR-NGRI along with the relevant document as a proof for which payment is charged e.g., MAWB, HAWB, Freight bills, etc.
- 9.25 The Director, CSIR-NGRI reserves the right to accept or reject any or all the Bids received without assigning any reason.
- 9.26 The Director, CSIR-NGRI reserves the right to terminate the Contract with 30 Days prior notice at any time on finding the service unsatisfactory or for **any breach of contract**.
- 9.27 The Contract shall be amenable to applicable Indian Laws and subject to the jurisdiction of court of competent jurisdiction located at Hyderabad, Telangana, India only.
- 9.28 Negotiation with bidders after the opening of the quotations is severely discouraged. Therefore, the bidders are advised in their own interest to quote their best competitive/discounted offer in the first instance or maximum discount may be indicated in the quote/offer. However, CSIR-NGRI reserves the right for a commercial discussion.

- 9.29 CSIR-NGRI and the bidder shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

If, after twenty-one (21) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Director, CSIR-NGRI or the bidder may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under the Contract.

The dispute settlement mechanism/arbitration proceedings shall be concluded as under:

In case of Dispute or difference arising between CSIR-NGRI and the bidder relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Indian Arbitration & Conciliation Act, 1996, the rules there under and any statutory modifications or re-enactments thereof shall apply to the arbitration proceedings. The dispute shall be referred to Delhi International Arbitration Centre, DIAC, New Delhi. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to this order

- 9.30 All INCOTERMS used in the Bidding Document will have the meaning as described in INCOTERMS-2020 or the latest version issued by ICC.
- 9.31 During performing the obligations under the contract, the bidder shall not involve or associate with any fraudulent, corruptive, unethical or coercive practices.

10. DOCUMENTS

The Technical Bid should contain the following documents (10.1 to 10.12)

- 10.1 Forwarding Letter on the Agent's Letter Head duly signed by the authorized person and stamped addressed to the Controller of Stores & Purchase, CSIR-NGRI, Hyderabad indicating the local office and name of authorized person and his contact number at Hyderabad along with similar details in respect of their offices located at Hyderabad, Chennai and Bengaluru It should also indicate the validity of Bids and the TIN and PAN numbers.
- 10.2 Copy of Customs Authorized Clearing License (CHA) in their own name registered with Customs at Hyderabad, Bengaluru, Chennai, Mumbai, Kolkata and New Delhi valid as on date of opening of Technical Bids.
- 10.3 Copy of **IATA Registered Membership** and **MTO** Registration Certificate issued by Ministry of Shipping, Road Transport and Highways.
- 10.4 Copy of ISO 9001 Quality Management System Certification.
- 10.5 Copy of Goods and Service Tax Registration Certificate.
- 10.6 The list of the Customers (at least 2) (with their full address, e-mail and telephone numbers) where similar nature of services was rendered during the last three years i.e., during 2022-23,

2023-24, 2024-25 to any Government Department / CSIR Labs/ Public funded Autonomous Bodies / Hospitals with Certificate of successful Performance from them.

- 10.7 EMD (BID SECURITY) Rs.50,000/- (Rupees Fifty Thousand only) in the form of bank guarantee (as per enclosed format), with validity of 45 days after Bid validity in favour of Director NGRI. (please refer clause No.2.8)
- 10.8 The compliance statement / undertaking on the Letter Head of the Bidder confirming acceptance of the terms and conditions as per this ITB (Annexure A).
- 10.9 Copy of Consolidation License/Certificate in their name.
- 10.10 Balance sheet of the Bidder for previous three years (2023-24, 2024-25, 2025-26) certified by chartered accountant.
- 10.11 The names, addresses, contact numbers, e-mail Ids, telephone/Mobile numbers of all the associates in the different Gateway International Airports located in different countries.
- 10.12 The terms and conditions governing the freight of Perishable, ODC, Dangerous, Hazardous and Radioactive consignments not getting covered under the purview of consolidation and for export consignments.
- 10.13 The Price Bid BOQ should be submitted as per the tender terms online only.
- 10.14 The price schedule duly filled up for consignments coming under consolidation along with copy of the latest version of IATA rates adopted for the purpose of offering discount.
- 10.15 The cost of airfreight for consignments not coming under consolidation and for exports.

Controller of Stores & Purchase
CSIR-NGRI, Hyderabad

Encl:

- 1. Charges payable on Ex Works shipments towards foreign inland handling/forwarding charges, pick up charges, etc., (Annexure "C")
- 2 Relevant Forms to be submitted by the Bidder
 - (i) Undertaking by the Bidder
 - (ii) Bid Security / Earnest Money Deposit
 - (iii) Bidder's information Form
 - (iv) Code of Integrity & Conflict of Interest
 - (v) Land Boarder Certificates
 - (vi) Bid Security Declaration
 - (vii) Performance Bank Guarantee

ANNEXURE "C"

SUMMARY OF CHARGES PAYABLE FOR EX WORKS CONSIGNMENT

SL. NO.	COUNTRY	AIRPORT	CURRENCY	ALL INCLUSIVE PICKUP CHARGES
1	AUSTRALIA	MELBOURNE	AUD	0.45/KG WITH A MIN OF 75.00/ SHIPMENT + AUD 50.00
2	AUSTRIA	VIENNA	EUR	0.80/KG WITH A MIN OF 82.00/ SHIPMENT +EUR 47.00
3	BELGIUM	BRUSSELS	EUR	0.70/KG WITH A MIN OF 90.00/SHIPMENT
4	CANADA	TORONTO	CAD	0.91/KG WITH A MIN OF 120.00/SHIPMENT
5	DENMARK	COPENHAGEN	DKK	2.50/KG WITH A MIN OF 65.00/ SHIPMENT
6	FRANCE	FRANCE AIRPORT	EUR	0.50/KG WITH A MIN OF 55.00/ SHIPMENT
7	GERMANY	FRANKFURT	EUR	0.35/KG WITH A MIN OF 50.00/ SHIPMENT
8	HONG KONG	HONG KONG	HKD	4.41/KG WITH A MIN OF 985.00/ SHIPMENT + HKD 70.00
9	ITALY	ROME/MILAN	EUR	0.57/KG WITH A MIN OF 49.00/ SHIPMENT +EUR 65.00
10	JAPAN	TOKYO	JPY	75.00/KG WITH A MIN OF 15,000.00 / SHIPMENT
11	SWITZERLAND	ZURICH AIRPORT	CHF	0.50/KG WITH A MIN OF 80.00/SHIPMENT
12	SINGAPORE	CHANGI SINGAPORE	SGD	0.80/KG WITH A MIN OF 100.00/ SHIPMENT
13	UK	LONDON	GBP	0.20/KG WITH A MIN OF 45.00/SHIPMENT
14	USA	NEW YORK	USD	0.90/KG WITH A MIN OF 75.00/SHIPMENT
15	NETHERLANDS	AMSTERDAM	EUR	0.75/KG WITH A MIN OF 120.00/ SHIPMENT
16	DUBAI	DUBAI	AED	2.50/KG WITH A MIN OF 600.00/ SHIPMENT

(On the Letter Head of the Bidder)

UNDERTAKING BY THE BIDDER

1. We agree that the consignments after clearance from airport by us will directly be delivered to the premises of CSIR-NGRI, Hyderabad immediately. In case of perishable item, it will be delivered within minimum time with necessary temperature control arrangements. The services will not be sub contracted to any other agency.
2. We undertake to ensure that correct nomenclature and HS classification as per extant ITC/Customs notifications is mentioned in the Bill of Entry and the correct product Code (HS) is verified and duty-free items as per Customs Tariff Act is cleared without duty.
3. We agree that we shall not claim any demurrage charge, if paid by us at the time of clearance, for the shipments arranged by us and further, no consignment of CSIR-NGRI will be detained or withheld by us before or after customs clearance under any circumstances.
4. We agree that the House Airway bill number and date and Master Airway bill number and date will be intimated to the importer sufficiently in advance prior to, arrival of the consignment.
5. We agree that we shall collect necessary documents required for clearing of consignments by deputing our representative to CSIR-NGRI as and when required on a daily basis.
6. 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 our bills.
7. We shall prepare and submit consolidated bill towards airfreight, clearance charges, customs duty and insurance charges 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 less the discount.
8. We agree to accept the Exchange Rate adopted for the assessment of Custom Duty on the date of filing Bill of Entry (Import) for the purpose of calculation of airfreight charges.
9. We undertake to arrange for transit insurance of the consignment and pay the insurance premium on 110% of CIF value from any nationalized insurance company covering all transit risks including wars, strikes, riots, civil commotion, which would be valid till 30 days after receipt of consignment at CSIR-NGRI. The insurance would be done as per institution cargo clause Air & Institute Cargo Clause "A". Further, we undertake to arrange storage insurance of high value / sophisticated equipment till its installation at designated places as per the specific request of CSIR-NGRI.
10. In case the cargo received is damaged / short landed, then we shall not claim any payment till CSIR-NGR receives the insurance claim. In such cases, shortage/damage/not found/not traceable notice would be lodged by us with the airport authorities and obtain necessary certificate from the Airline/ Port authorities for necessary claim with the concerned authorities under intimation to CSIR-NGRI and also arrange for deputing the insurance surveyor.

11. During inland transportation, any loss/damage is our sole responsibility. In such cases, we shall provide loss/damage certificate immediately and lodge claim with insurance company and pursue till settlement and further we shall be responsible and accountable for proper safety, care, handling and storage of goods while in our custody and during transit.
12. As we shall handle sophisticated and valuable consignment, we shall furnish fidelity bond of Rs.50,00,000/- (Rupees Fifty lakhs only) in favour of Director, CSIR-NGRI to safeguard the interest of CSIR-NGRI in the event of any loss to CSIR-NGRI due to any act of Omission and Commission by us. The fidelity bond would be valid for the contract duration. Director, CSIR-NGRI will have the discretion to order for the forfeiture of deposit for any breach of contract.
13. We undertake to submit Performance Bank Guarantee for a value of Rs.5,00,000/- (Rupees Five Lakhs Only) each valid for 26 (Twenty Six) months from the date of Contract.
14. We agree to accept the penalty clause as per the bidding documents.
15. We undertake to transport the consignments through an approved mode as per carriers act.
16. We undertake that we shall not involve or associate ourselves in any corruptive, fraudulent, coercive or unethical practices while performing our obligations under this contract.
17. We unconditionally accept all the terms and conditions of this ITB.

Place:

Date:

Signature of the authorized person of the Bidder:

.....

Name of the authorized person:

Name of the Agent:

Rubber Stamp / Seal

BID SECURITY / EARNEST MONEY DEPOSIT

Whereas 1 (hereinafter called "the Bidder") has submitted its bid dated..... (date of submission of bid) for the supply of (name and/or description of the goods) (Hereinafter called "the Bid").

KNOW ALL PEOPLE by these presents that WE..... (name of bank) of (name of country), having our registered office at(complete address of bank) (hereinafter called "the Bank"), are bound unto (Name of Purchaser) (Hereinafter called "the Purchaser") in the sum of _____ for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this ____ day of _____ 20____THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of bid validity:
 - (a) Fails or refuses to execute the Contract Form if required; or
 - (b) Fails or refuses to furnish the performance security, in accordance with the Instruction to Bidders.

We undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee shall remain in force up to and including forty five (45) days after the period of the bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

.....
(Signature of the Bank)

1 Name of Bidder

PERFORMANCE SECURITY FORM

To

The Director,
CSIR-NGRI
Hyderabad

WHEREAS _____

(name and address of the supplier) ((hereinafter called "the Supplier") has undertaken, in pursuance of contract No. _____ dated _____ to supply (description of goods and services) ((hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of _____

_____ (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed thereunder or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the _____ day of _____, 20____.

(Signature of the authorized officer of the Bank)

Name and designation _____

of the Officer

Seal, name & address of the bank _____

Bid Securing Declaration

(To be signed by the bidder and to be submitted along with the bid)

BID No.

Date :

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the 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 specified in the form of Bid; or
- (b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration).

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of: (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid) _____

(for details refer. P-45021/112/2020-PP(BE-II)(E-43780) dated 24.08.2020 of Ministry of Commerce and Industry, Department for Promotion of Industry and Internal Trade and any amendments thereon.)

Certificate for subcontracting

(Applicable and to be provided by bidder in case of subcontracting)

I have read the tender document of tender no. _____ along with clause regarding restriction on procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries; I certify that this bidder is not from such a country or, if from a such a country, has been registered with the Competent Authority and will not sub-contract any work to a contractor from such countries unless such contractor is registered with the competent Authority. A valid certificate issued by the competent Authority has been attached with the bid.I hereby certify that this bidder fulfil all requirements in this regard and is eligible to be considered.

Signature of the

bidder

Name of the

Signatory

(for details refer .P-45021/112/2020-PP(BE-II)(E-43780) dated 24.08.2020 of Ministry of commerce and Industry, Department for Promotion of Industry and Internal Trade and any amendments thereon.)

Certificate by bidder for participation

I have read the tender document of tender no. _____ along with clause regarding restriction on procurement from a bidder of a country which shares a land border with India I certify that this bidder is not from such a country or, if from a such a country, has been registered with the Competent Authority. A valid certificate issued by the competent Authority has been attached with the bid. I hereby certify that this bidder fulfills all requirements in this regard and is eligible to be considered.

Signature of the

bidder

Name of the

Signatory

Format for declaration by the Bidder for Code of Integrity & conflict
of interest (On the Letter Head of the Bidder)

Ref. No: _____

Date _____

To,
The Director,
CSIR-NGRI
Hyderabad

Sir,

With reference to your Tender No. _____ dated _____

I/We hereby declare that we shall abide by the Code of Integrity for Public Procurement as mentioned under Para 1.3.0 of ITB of your Tender document and have no conflict of interest.

The details of any previous transgressions of the code of integrity with any entity in any country during the last three years or of being debarred by any other Procuring Entity are as under:

- a
- b
- c

We undertake that we shall be liable for any punitive action in case of transgression/ contravention of this code.

Thanking you,

Yours sincerely,

Signature

(Name of the Authorized
Signatory)

Company Seal

Bidder Information Form

- (a) *The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted. This should be done of the letter head of the firm]*

Date: *[insert date (as day, month and year)*

of Bid Submission] Tender No.: *[insert*

number from Invitation for bids]

Page 1 of __pages

01.	Bidder's Legal Name <i>[insert Bidder's legal name]</i>
02.	In case of JV, legal name of each party: <i>[insert legal name of each party in JV]</i>
03.	Bidder's actual or intended Country of Registration: <i>[insert actual or intended Country of Registration]</i>
04.	Bidder's Year of Registration: <i>[insert Bidder's year of registration]</i>
05.	Bidder's Legal Address in Country of Registration: <i>[insert Bidder's legal address in country of registration]</i>
06	NAME AND ADDRESS OF BANK: BANK ACCOUNT NUMBER: TYPE OF ACCOUNT: IFSC CODE:
07.	Bidder's Authorized Representative Information Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's Address]</i> Telephone/Fax numbers: <i>[insert Authorized Representative's telephone/fax numbers]</i> Email Address: <i>[insert Authorized Representative's email address]</i>
08	COUNTRY OF ORIGIN OF PRODUCT (S):
09	ADDRESS OF THE PLACE OF MANUFACTURE / FACTORY / PLACE WHERE LOCAL CONTENT VALUE ADDITION IS DONE BY MANUFACTURER:
10	If item is imported and is from a country sharing land border with India, then Registration certificate details like number, date and validity date:

11	Are you a MSE registered for the Item under procurement: if Yes then furnish details of the certificate, date and validity along with copy of the same. Do you intend to opt for the purchase preference policies of Government of India as applicable to MSE in this tender?? If So, write Yes:
12	Do you intend to opt for the purchase preference policies of Government of India as applicable by Make in India circular? (if you have said yes to MSE preference above, then you cannot opt for this preference)
13	Are you Class I Vendor or Class II Vendor as defined by Make In India circular. It is mandatory to attach the certificate from the OEM for Local content percentage and place of value addition.
14.	Attached are copies of original documents of: <i>[check the box(es) of the attached original documents]</i> Articles of Incorporation or Registration of firm named in 1, above.

Signature of Bidder _____

Name _____

Business Address _____