

Minutes of the meeting of the Pre-Bid Conference (PBC) held on 30.09.2026 for the proposed engagement of "Consolidation-cum Clearance Agent/CHA cum Freight Forwarding Agent"**Members present**

1. Dr. Abhey Ram Bansal, Chairperson, T&PC
2. Dr. Vijaya Raghavan, Member
3. Dr. Monalisa Mallick, Member
4. Sh. Antony Peter Raja, COA
5. Dr. Somu Roy, FAO
6. Shri Dharmendra Kumar, COSP
7. Sh. Ingle Savan Sanjay, Indenter

The representative of the following firm attended the PBC-

M/s. Prakash Freight Movers Limited, New Delhi was only firm who reported for PBC (attended online) and also submitted PBC queries vide mail dt. 28.09.2026.

The representative of the firm informed that they have no separate query/point to be discussed except the points raised in their mail dt. 28.09.2026. Accordingly, the *following points* have been discussed and clarified during the PBC and response of the CSIR-NGRI to the queries raised by the bidder are as under-

S. No.	Point No. of Tender Document	Query/request received from the bidder	Response of CSIR-NGRI
1.	Point No. 1	Pre-Bid Meeting? Date & Time	Already, clarified and communicated vide mail dt. 28.09.2026, link was provided and the bidder joined the PBC online on 30.09.2026.
2.	Point No.2, EMD Exemption for MSME	Whether eligible MSME bidders are exemption from submission of EMD	Yes , the MSE firms having valid registration and eligibility will be exempted from submission of EMD. This was inadvertent omission and detailed clarification is enclosed as part of amendment of the EMD clause.
3.	Point No. 2.7 Minimum Annual Turnover Requirement	Annual Turnover of Rs.10.00 crores p.a. appears to be high, requested to consider to reduce to Rs.5.00 crore p.a.	The financial strength of the CHA is important factor considering the value of R&D procurement, its importance for institutional activity and criticality of CHA service for an R&D Institution. It can not be equated with normal import/export clearance. However, considering the request received, some relaxation will be examined in case of MSE firm, subject to their eligibility otherwise.
4.	Point No.2.16 Performance Bank Guarantee	Performance Bank Guarantee (PBG) is Rs.5,00,000/-requested to reduce it to Rs.2,00,000/-	The Institute is importing high value R&D equipment/item, PBG requirement is essential to ensure contract compliance and safety of



Handwritten signatures of the members present at the PBC meeting, including Dr. Abhey Ram Bansal, Dr. Vijaya Raghavan, Dr. Monalisa Mallick, Sh. Antony Peter Raja, Dr. Somu Roy, Shri Dharmendra Kumar, and Sh. Ingle Savan Sanjay.

			equipment to be handled by the bidder. No relaxation is applicable for MSME as per the policy guidelines of the Govt. of India in this regard. No change proposed.
5.	Point No.4.9 Customs Clearance Charges	Request for 'Fixed Customs Clearance Charges is fixed at Rs.5,000/- upto 200 kgs and maximum Rs.12,000/- above 200 kgs' etc to a ' <i>reasonable and commercially viable level, taking into consideration the prevailing market conditions and actual operational costs.</i>	The existing fixed clearance charges and maximum charges has already been increased factoring inflation, increasing cost of fuel and tenure of contract. As regards to contention of the bidder during online PBC interactions that clearance charges should not be fixed, that does not merit consideration as this format of CHA engagement has been working well in recent years. Similar fixed clearance charges system is currently in vogue in sister CSIR Institutes at Hyderabad. It also eliminates possibility of disputes with the CHA leading to disruption of service. Already reasonable increase has been considered. Requested change cannot be considered.
6.	Page No.22 Ex-Works Charges ? Annexure-C	requested to quote <i>Ex-Works charges based on the actual shipment requirements, rather than restricting the same to fixed rates.....</i> ,	Please refer to response given against point 5 above. CHA contract engagement experience makes it evident that fixed rates have almost negligible scope for interpretation, arbitrariness and dispute. It also facilitates commercial evaluation in clear cut manner. As stated above this system has been adopted by sister CSIR Institutes at Hyderabad and current arrangement at CSIR-NGRI. Requested change cannot be accede to.
7.	Point No.4.9 Airline Delivery Order (DO) Charges	 request that the same may kindly be reimbursed by the Institute on an actual basis against the original receipt/supporting document.....	It is clarified that as per Clause 4.6 DO charges will be reimbursed on actuals against supporting documents/vouchers.
8.	Point No.2.17 Fidelity Bond Requirement	Fidelity Bond for Rs.50 Lakh is a financial burden on MSME Companies, requested to consider this requirement and reduce the Fidelity Bond amount to a <i>reasonable level....</i>	The requirement of the 'Fidelity Bond' has been kept deliberately at Rs.50 Lakh considering high value of R&D equipment handled by the CHA. Considering the criticality of CHA service, there must be adequate deterrent to ensure contractual compliance in the form of handling, upkeep and safety of

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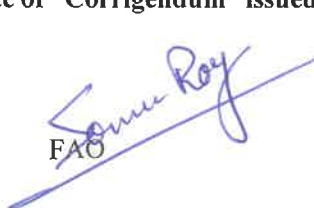
			the equipment/ items being imported to safeguard the interests of the Institute.
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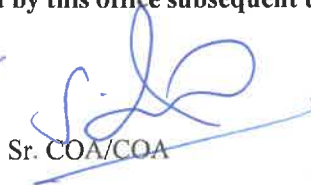
The bidders informed that they did not have any other point/query to be discussed and PBC got concluded.

CSIR-NGRI team informed that the minutes of the PBC along with clarifications and changes/amendments, if any, agreed by CSIR-NGRI shall be uploaded in **CPPP** and **CSIR-NGRI website** shortly for information and reference of all the participating bidders. **All the bidders are requested to take a note of the clarifications/ changes agreed by CSIR-NGRI subsequent to the PBC which shall be treated as an amendment to the existing tendered specifications and related requirements. Bidders may also take a note of "Corrigendum" issued by this office subsequent to PBC.**


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COSP


FAO


Sr. COA/COA


(Dr Monalisa Mallick)
Member


(Dr. R. Vijayaraghvan)
Member


(Dr. Abhey Ram Bansal)
Chairperson

Corrigendum I

No. CSIR-NGRI/PURCHA/2026

Dt. 30.09.2026

Amendment to the existing specifications and related requirements for the proposed ENGAGEMENT of "Consolidation-cum Clearance Agent/CHA cum Freight Forwarding Agent" subsequent to Pre-Bid Conference (PBC) held on 30.09.2026

Sl. No.	Point No. of tender Document	Existing specifications	Amended specifications
1.	3	BID SECURITY / EMD <i>"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. These shall be written / superscripted neatly on the tender cover."</i>	<u>In addition to the existing provisions the following point are added below-</u> Bidders those are registered as MSEs will exempted from payment of EMD. In case the tenderer falls in these categories, the bidder should furnish a certified copy of its valid MSME Udyam registration details under the relevant category of tendered service. The MSEs are exempted from the payment of Bid Security provided the goods are produced and the services are rendered by them and not for any trading activities undertaken by them. Further firms who are having Udyog Aadhar Memorandum are entitled to all benefits available for MSEs under the Public Procurement Policies for MSEs and can get registered with any of the following agencies: - District Industries Centre - Khadi and Village Industries Commission - Khadi and Village Industries Board - Coir Board - National Small Industries Corporation - Directorate of Handicraft and handloom and - Any other body specified by the Ministry of MSME Where any aggregator has been appointed by the Ministry of MSME, themselves quote on behalf of some MSE units, such offers will be considered as offer from MSE units and all such facilities would be extended to these aggregators also.
2.	Clause No. 2.5 under Eligibility Criteria*	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	<u>The requirement of New Delhi stands deleted. Substituted as follows-</u> The bidder should have their own facility for Customs clearance at Hyderabad, Bengaluru and Chennai, both for Air & Sea Cargo and Foreign




Monalisa Mallik




		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.	Post Office, <i>as per applicability</i> . 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.
3.	Clause No. 2.7 under Eligibility Criteria	Copies of the 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.	<i>In addition to the existing provisions the following point are added below:</i> Annual Turnover of Rs. 6 (Six) Crore will be considered in case of MSE bidder, subject to their eligibility otherwise. The bidder should furnish a certified copy of its valid MSME Udyam registration details under the relevant category of tendered service.
3.	Clause 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.	CSIR-NGRI reserves the right to deduct liquidated damages @ 0.5% per week of FCA / FOB price (INCOTERMS 2020) from amount due to the CHA, for delay in consolidation and Airfreight / Sea shipment of CSIR-NGRI shipments and delivery to CSIR-NGRI (Maximum liquidated damages shall be 10 %). 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.
4.	Clause 10.2 under Documents*	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.	<i>The requirement of Mumbai, Kolkata and New Delhi stands deleted. Substituted as follows-</i> Copy of Customs Authorized Clearing License (CHA) in their own name registered with Customs at Hyderabad, Bengaluru and Chennai, valid as on date of opening of Technical Bids.

* Amendment done to remove inadvertent anomaly/errors.


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