

REGISTERED POST

**CENTRAL INSTITUTE FOR RESEARCH ON GOATS
MAKHDOOM, P.O. FARAH-281122, MATHURA (U.P.)
Phone No.0565 276 3380 Fax No.0565 276 3246**

F. No.5-12(9)/CP&C/2012

Dated:5th March, 2013

To,

**NOTICE INVITING BIDS FOR ANNUAL RATE CONTRACT FOR CLEARANCE
OF IMPORT CONSIGNMENTS**

1. Sealed bids are invited on behalf of Director, CIRG, Makhdoom from the Government Authorized Custom House Agents & Int. Freight forwarder (Air & Sea) for the period of one year.
2. Detailed Terms & Conditions to the Bidders are available on Institute website www.cirg.res.in.
3. Intending agencies may download application forms & other details from the website and submit their proposals along with tender fee of Rs.500/- in the shape of D.D. drawn in favour ICAR UNIT CIRG payable at Farah (Mathura) failing which bids shall be rejected.

Last date for submission of sealed tenders / bids	30.3.2013 upto 2.30 P.M.
Date of opening of Tenders / bids	30.3.2013 at 3.00 P.M.

Asstt. Admn. Officer
For Director

Copy to:

I/c AKM Unit, CIRG, Makhdoom with the request kindly upload on Institute website.

APPLICATION FORM FOR ENTERING INTO ANNUAL RATE CONTRACT FOR CLEARANCE OF IMPORT CONSIGNMENTS

1. Name & full address of the applicant.....
with Telephone / Mobile No.....

2. (a) For release of FOB consignments

Documentation charges (each bill of entry)	
Cartage & Lifting of consignment from IGI Airport to CHA godown along with loading of consignment on our vehicle.	
Agency & Service charges for each bill of entry	
Computer charge / CMC	
Rate of Dry Ice (Per Kg)	
Airport authority charges (TSP Charges)	
custom duty	
Service Tax	
Air Freight (Consolidation Charges)	
CC Fee	
D.O. Charges	
Lifting charges	
Examination charges	
Other charges	
Transportation charges (Full mini Truck with loaded consignment) From the godown of clearing agent to CIRG, Makhdoom, Farah, Mathura	

b) For release of CIF consignment

Documentation charges / Computer charges (each Bill of Entry)	
Cartage & lifting of consignment from I.G.I. Airport to CHA godown along with loading of consignment on our vehicle Weight up to 50 kg Weight from 51 kg to 100 kg Weight from 101 kg to 200 kg Weight Above 200 kg	
Agency Commission (each of Bill of entry) Minimum Rs. Maximum Rs.	
Airport Authority Charges (TSP charges)	
Service Tax	
Dry Ice charges (per kg)	
D.O. charges	
Other charges, if any	
Transportation charges (Full mini truck with loaded consignment from CHA to CIRG, Makhdoom (Mathura)	

3. Enclose certified copy of Licence / Authority Letter Issued to carry out business of customs clearance from Appropriate Deptt. / Authority.
4. If the firm is under Rate Contract with other Govt. Deptt / Research Institute, give details along with certified copies of Rate Contract issued by Institute.....
5. Annual Turnover of the agency during financial Year, 2011-12 (Enclosed documents in support of claim) Rs.....lakhs
6. Whether the agency is registered under company Act 1956, If yes, enclose certified copy.
7. a) Certified copies of Service Tax registration No. with date of validity
b) Latest copy of Service Tax return (Please enclose copies of relevant papers)
8. a) Income Tax / Pan No.
b) Name of the Agency & not individual
c) Latest copy of return filed with Income Tax Deptt.....
9. State whether you have been currently banned / Blacklisted by any Ministry / Deptt. of Central Govt. of any State Govt., if so give details
10. Please indicate name & full address of your Banker

Signature
Name & address of the agency

Terms & Conditions:

1. Customs clearance shall be done within 03 working days on arrival of consignments. The perishable consignment must be released with 48 hours on landing of goods for which required documents, if any, will be provided by on receipt of information from you well in advance.
2. No revision of rates / charges will be allowed during the contract period.
3. No demurrage will be paid on any consignment airlifted through your consolidation agencies. The documents required for releasing the consignment will be sent to you in advance wherever demand / information received from you. If demand of documents not received, well in advance, the clearing agent will have to bear the demurrage charge, if delay caused on their part.
4. The consignments are required to be kept in your godown free of charge until these are delivered to CIRG. However, the consignments may be delivered to CIRG as early as possible after release from custom.
5. In case of any dispute / litigation, the jurisdiction of court will be at Mathura (U.P.).
6. You are required to deposit the security money for Rs.10,000/- (Rupees ten thousand only) in shape of FDR in favour of ICAR UNIT CIRG, Makhdoom valid for a period of 15 months which will be release after successful completion of contract.
7. The contract shall be valid for a period of one year initially, which can be extended on review of satisfactory performance.
8. It maybe noted that un-satisfactory performance / breach of contract entail termination of the contract during the currency of contact period without notice with forfeiture of security money.
9. The safety of the consignment in the godown will be of the responsibility of clearing Agent.
10. All payment on account of air freight, Import duty, handling and other charges upto Rs.50,000/- are to be borne by the Clearing Agent without waiting for advance payment and the same will be reimbursed by the Institute after the release of consignment and on production of clearance bills. In case of payment exceed Rs.50,000/- the Institute will arrange the advance payment for which the intimation should be received from you in this office before 10 days from the date of arrival of consignment at IGI, Airport, New Delhi. If information does not receive from you well in advance, the Institute will not be responsible for payment of demurrage charges. Your entire bill will be settled within one month.
11. Institute will not be responsible for any loss of documents, theft or any other technical delay i.e. missing of letters etc. The clearing agent will have to bear the demurrage charges, if delay caused on the part of CHA.
12. The Director, CIRG, Makhdoom reserve the right to cancel the rate contract without assigning any reason. No enquiry after submission of the proposal will be entertained.

Dated:
Place:

Signature
Complete address of the agency