

Serial No:

ISSUED TO:

DATE:

TENDER DOCUMENT

FOR

Engagement of Custom Clearing Agent

Last Date of Selling the Tender Document : **11th May, 2013 upto 1700 hrs.**

Last Date & Time of Submission of Tender Document (Technical & Financial) : **14th May, 2013 upto 1500 hrs**

Date & Time of Opening of Tender Documents (only Technical Bids). : **14th May, 2013 at 1600 hrs.**



भारतीय वन्यजीव संस्थान
Wildlife Institute of India

P.O. Box 18, Chandrabani, Dehra Dun

Phone: 0135-2640111 to 2640115; Fax : 0135-2640117

Website: www.wii.gov.in Email: wii@wii.gov.in



भारतीय वन्यजीव संस्थान
Wildlife Institute of India

An Autonomous Organization of the MoEF, Govt of India

P.O.Box # 18, Chandrabani, Dehra Dun – 248001 Uttarakhand, India

Phone: 0135-2640111 to 2640115; Fax: 0135-2640117

Website: www.wii.gov.in Email: wii@wii.gov.in

TENDER NO. : A/7-232/STR/WII

ENGAGEMENT OF CUSTOM CLEARING AGENT

Tenders in two bid system i.e. (i) Technical bid and (ii) Financial bids are invited from the Recognized Registered Custom House Clearing Agents with valid Government approved license for getting the consignments cleared from Custom Department and its safe delivery at Wildlife Institute of India, Dehradun. The Rate Contract with successful bidder will be made initially for a period of one year extendable up to three years on yearly basis subject to satisfactory services & mutual agreement. Tender Document comprising full details and terms and conditions etc. may be obtained from the Cashier of the Institute on a payment of Rs. 300.00 in cash or in shape of demand draft in favour of Director, Wildlife Institute of India, Dehradun, Uttarakhand, payable at Dehradun. Tender document with terms and conditions can be downloaded from the Institute's website www.wii.gov.in or www.icfre.gov.in free of cost. The last date of selling of tender document is 11th May 2013 upto 1700 hrs. Last date of submission of tender document is 14th May 2013 upto 1500 hrs.

Interested bidders are requested to submit the sealed tender addressed to the Administrative Officer, Wildlife Institute of India, Chandrabani, Dehradun, Uttarakhand on or before the last date of submission of tender document.

Any suppression of material facts or discrepancy in this respect will lead to disqualification of the tender. The Institute reserves the right to accept or reject any application for issue of tender document without assigning any reasons.

Administrative officer
Wildlife Institute of India
Dehradun

(A) Eligibility Criteria for Technical Evaluation of Bidders: The Institute will shortlist technically qualified agencies on the basis of following technical parameters. The following documents should be attached with the Technical Bid; failing which their offer will not be considered by the Institute:

- (1) The Earnest Money Deposit (EMD) of Rs.25,000/- (Rupees twenty five thousand only) (Refundable) in shape of Demand Draft, Fixed Deposit Receipt (FDR) from any of the Nationalized/Commercial Scheduled Bank in favour of Director, Wildlife Institute of India, Dehradun should be attached with the Technical Bid.
- (2) The tenderer should be a Registered Consolidation Agent with Custom Department. A copy of the valid Customs Authorized Clearing Agent License should be attached with the technical bid.
- (3) The agency should have experience in the field of cargo forwarding & customs clearance of 'Scientific equipments, research consumables of highly perishable nature and hazardous/dangerous goods', with at least 10 reputed Government institution (preferably scientific/educational etc.) during the last three years.
- (4) The agency should have network of cargo forwarding/consolidating agents in at least 15-20 countries viz. USA, Canada, Mexico, Brazil, UK, Switzerland, France, Italy, Germany, Sweden, Ireland, Norway, Denmark, Austria, Israel, Netherland, Japan, Singapore, Hongkong, Korea, Australia etc. A list of the same with telephone numbers and addresses should be attached with the tender.
- (5) The agency should be registered under the provisions Service Tax. An attested copy of such Service Tax Registration certificate should be attached with the Technical Bid.
- (6) The annual turnover should be at least of one Crore in the last financial year i.e. 2011-12.
- (7) Attested copies of Company's balance sheet for the last financial year should be attached with the Technical Bid.

Note: Agencies which do not fulfill any or all of the above technical conditions or incomplete shall be summarily rejected and will not qualify technically.

(B) General Terms and Conditions:

1. WII places purchase orders primarily on F.O.B. basis. A few purchase orders are placed on ex-works basis and on C.I.F. basis. The schedule of the requirement of jobs/services is mentioned in **Annexure 'A'**.
2. WII will pay the Custom Duty as per rules of the Custom Department, on customs assessable value for all the imported items.
3. Your firm is to pay all the clearing charges of the consignment including Customs Duty. Your bill for Airfreight/Sea-freight charges, Custom Duty and Clearing charges etc., will be paid to you within a period of one month from the date of receipt of the consignment in our premises in good condition or from the date of submission of the bill along with all relevant documents, whichever is later.
4. WII shall not bear/pay any demurrage charge on account of any delay in clearance attributable to Clearing Agent or their freight forwarder.
5. The consignment after clearance from airport should directly be delivered to WII, Chandrabani, Dehradun within seven working days. In case of perishable items, it should be delivered within minimum required period with proper arrangements. The perishable consignments should be cleared within 24 hours of landing and clearance process for such consignments should begin well in advance. In case, a perishable consignment is damaged due to insufficient dry ice during clearance, agency shall be held responsible for the complete loss.
6. For any kind of loss or damage to the consignment from Foreign Airport to WII, the agency will be fully responsible for recoupment. However, necessary documents on this account (to be prepared by you) will be signed by WII in the capacity of consignee/importer.
7. **Weight:** (a) the weight for the purpose of airfreight will be the "chargeable weight" of the consignment.
(b) the weight for the purpose of clearance from airport will be the "gross weight" of the consignment.
8. **Air freight charges:** The freight charges shall be on the basis of IATA rates which are fixed by IATA. The IATA rates from respective country of import should be considered as the reference, while offering discount on forwarding/consolidation rates. Under no circumstances should these rates be more than those specified in latest IATA rates. The firm should furnish an undertaking to this effect on its letterhead.

The airfreight charges for various countries will be paid in equivalent rupee in India for Air Freight consignments as on the date of transaction.

9. The agency, in the schedule of rates (**Annexure-C**) should offer a single standard/flat discount on IATA rates, which should be 'in percentage' only, applicable for all countries and all weight slabs.

Offering of discounts in different parameters for different countries, sizes, shapes (voluminous and ODC, etc.) of consignment **will disqualify the offer**.

The offers of the parties will be evaluated on the basis of the percentage of discount and not on individual rates for weight slabs. Offers/bids with discounts subject to any conditions imposed by the bidder will be rejected.

10. **Clearance/Transportation/Other charges:** The rates for clearance & other relevant services for the consignment at New Delhi Airport and transportation charges for its subsequent delivery to our premises at Dehradun will be furnished by the parties according to respective formats given in Schedule of Rates **Annexure-C(b) &(d)** only, failing which, quotation is likely to be ignored by the Institute.

Delivery Order (D.O.) charges on consignment coming under contract shall not be paid. D.O. charges for other consolidation will be paid as actual. Discounts/concessions subject to any conditions imposed by the bidder will not be considered.

11. **Earnest Money Deposit:** Rs. 25,000/- (Rupees Twenty Five Thousand only) in the form of Demand Draft, payable to Director, Wildlife Institute of India, Dehradun must accompany with the tender and the same will be returned to the unsuccessful bidder as soon as the contract is finalized, without any interest. However, in case of successful bidder it will be returned only upon the receipt of Security deposit. The Tender document without EMD will not be considered by the Institute.
12. **Security Deposit:** Since the agency will be entrusted with the responsibility of handling valuable consignments on behalf of WII, the successful bidder will be required to furnish a security of at least **Rs. 50,000/- (Rupees Fifty Thousand only)** in the form of Bank Guarantee/FDR/Demand Draft in favour of Director, WII, Dehradun to safeguard the interests of WII in the event of any loss due to any act of omission or commission by the agency. The consolidator shall be responsible for the safety of cargo in all circumstances.
13. **Advance Payments:** The Custom Duty amount only shall be paid in advance by the Institute. The other charges for clearing, handling, freight etc. shall be paid by the custom clearing agent which shall be reimbursed to him on submission of bill with receipts.
14. The agency must intimate WII well in advance at least three days, from the date of arrival of the consignment at New Delhi Airport with the House Airway Bill and

Master Airway Bill numbers so that the required documents are prepared and sent to you in time. The agency shall be held responsible for any delay on their part where they do not file the Bill of Entry (B.E.) with custom or do not confirm any discrepancy of WII, in documents. The demurrage charges due to agent's negligence, will be recovered from them. Similarly the agent shall have to make good to WII, Dehradun any loss incurred due to negligence or failure on their part to take prompt action in finalization of B.E. and clearance of consignment.

15. The firm 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 WII, if required in certain cases.
16. Safe custody of the consignment cleared, is the responsibility of the agency until it is delivered to stores, WII, Dehradun.
17. Agency shall be required to examine carefully all packages marked for customs examination of each consignment arrived at the airport with respective invoices/packing list etc. Any damage or loss of goods should be brought to the notice of WII immediately. In case any short landing cargo is noticed the agent shall be required to file "not traceable" or "not found" notice with the airport authorities and obtain 'not traceable' certificate and also lodge formal claim on airport authority/concerned airlines with all necessary documents under intimation to WII, Dehradun.
18. The copy of our purchase order shall be sent to your firm/your foreign associates who shall follow up with foreign supplier to ship the goods within delivery schedule and intimate WII well in time, so as to complete necessary documents for custom clearance.
22. **F.O.B. consignments:** Normally orders will be placed with foreign suppliers on FOB basis. Your console airfreight rates must be based on FOB shipments i.e. from shipping airports in the exporting country to New Delhi Airport. The consignment will be delivered by foreign supplier to you/ your foreign associate at nearest airport. Accordingly inland handling/forwarding charges in the exporting country shall not be payable.
23. **Ex-works shipments:** In case the foreign supplier agrees to supply the goods on ex-works basis only, the consignment shall be lifted by your agent from the foreign supplier's end for onward shipment to WII, Dehradun via New Delhi. The inland handling/forwarding charges shall be paid by WII in such cases.
24. All the consignments to be transported from New Delhi Airport to WII, Dehradun would be insured by the clearing agent through any Nationalized Insurance Government Agency to avoid any risk and damage to the imported equipment while transporting. The insurance premium in this regard shall be paid to the clearing agent on production of original receipt.

25. Bank release order (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 discharge, which generally takes time.
26. Even in the case of any dispute, the consignment shall be cleared by the agent and handed over to WII, Dehradun pending the settlement thereof.
27. The efficiency of custom agency will be judged by WII on following aspects:
 - (i) minimizing/altogether eliminating payment of demurrage charges.
 - (ii) coordinating with customs/carrier and obtaining cargo arrival notice within a day and forwarding the same to WII.
 - (iii) after the receipt of documents from WII how fast a consignment is cleared from customs and delivered at stores WII.
28. No guarantee can be given for any definite volume of work which will be entrusted to the clearing agent at any time or throughout the period of contract. However, the clearing agent will have to handle all the work, entrusted to them and refusal or inability to handle all or any such work allocated shall be deemed to be a breach of the contract and their EMD shall be forfeited and legal action shall be initiated as per rule.
29. Form-16 for road transportation shall be provided by the Institute.
30. Incomplete tender is liable to be rejected.
31. The tender, which is received by fax/e-mail and open condition will not be considered.
32. Tenders received after the due time and due date will not be considered at all. WII will not be responsible for delay in submission of the tender by postal or courier agencies. Tender must reach well before time and date of submission.

Freight charges will be paid in Indian Rupee as per our agreement/contract on the basis of original HAWB rates after receipt of consignment at WII after custom clearance. Payment of Air Freight charges shall be made on the basis of exchange rates prevailing on the date of shipment.

34. The sealed envelope containing the tender must be superscribed as **“Tender for Consolidation cum Clearance Agent – 2013.”**
35. The Director, WII, reserves the right to accept or reject partly or wholly any tender without assigning any reason whatsoever.
36. The Director, WII reserves the right to terminate the contract within one month prior notice at any time on finding the service unsatisfactorily or on breach of contract.

37. The quotation shall be valid for a minimum period of one hundred eighty days (180 days) from the date of opening of bids.
38. All terms used in the tender document will have the meaning as described in incoterms 2000.
39. The Rate Contract with successful bidder will be made initially for a period of one year extendable upto three years on yearly basis subject to satisfactory services & mutual agreement for getting the consignments cleared from the Custom Department and its safe delivery to Wildlife Institute of India. The successful bidder will be required to execute an Agreement on a stamp paper of Rs.100/- with full details, terms and condition of the contract agreement.
40. **Short-listing of Tenderers:** The Institute will short-list technically qualified Tenderers in accordance with the technical parameters given at **(A) 1 to 7 above**. The Financial Bids of the technically qualified tenderers only will be opened.
41. **Technical Evaluation:** The Committee constituted by the Institute, will do the Technical Evaluation of the tenders submitted by the bidding agencies.
42. **Pre-bid Conference:** If considered necessary by the Institute, a pre-bid conference for clarifying issues and clearing doubts if any will be done by the Institute on a date decided by the Institute at Wildlife Institute of India. The Tenderer may depute competent representative (competent to take on the spot decisions) for such discussions/negotiation whenever called for.
50. **Evaluation of Financial Bids:** The Financial bids of only the technically successful tenderers who qualify technically as per parameters given in Eligibility Criteria for Technical Evaluations of Bidders vide para (A) 1 to 7 above will be opened and ranking of the tenderers will be done according to the price quoted as per criteria laid down in this tender document. Lowest Bidder shall be arrived on the basis maximum total aggregate score obtained in four categories as mentioned in Annexure-C of this tender document.
51. **No commitment to accept lowest or any tender:** Will shall be under no obligation to accept the lowest or any other tender received in response to this tender enquiry and shall be entitled to reject any or all offers including those received late or incomplete offers without assigning any reason whatsoever.
52. **Institute's right to accept any offer and to reject any or all offers:** The Institute reserves the right to accept or reject any tender or reject all tenders at

any time prior to award of contract, without thereby incurring any liability towards the affected Tenderer(s) or any obligation to inform the affected Tenderer(s) of the grounds for the Institute's action.

53. The tenderer should quote the rates of the each item in figures as well as in words. In case of the any disputes/ambiguity in the rates quoted in words/figures, the higher value quoted either of the two shall be considered for evaluation of the bid.
54. Tenders received after the specified time and date of opening will be treated as "Late" while tenders received after the last date specified for receipt of tender but before the date of opening of the tender are treated as "Delayed". Such tender shall not be opened at all and be returned to the bidders in their original envelope without opening.
55. **Opening of Tenders:** Technical bids of the offers received will be opened in the presence of representatives of the firm (if they wish to be present), on the scheduled date and time of opening of technical bid i.e. on **14th May 2013 at 1600 hrs.** The person attending the technical bid meeting will be required to produce an authorization letter from the agency. All tenders received without EMD and also if the same will not comply to our tendered specifications shall be summarily rejected. The Financial Bids of the technically qualified/ successful bidders i.e. who will technically qualify the tendered specifications will be considered for opening of their financial bids at a later date, which will be communicated to concerned tenderers before opening of their Financial Bids. Unopened Price bids of the technically disqualified bidders shall be returned to them.
56. **Submission of Tender (Technical and Financial):** The Technical and Financial Bids are required to be submitted in a separate sealed envelopes superscribing "Technical Bids for Engagement of Custom Clearing Agent – 2013" and "Financial Bids for Engagement of Custom Clearing Agent – 2013". Both the separate sealed envelopes should be kept in a third sealed envelopes "Superscribing Tender for Engagement of Custom Clearing Agent at Wildlife Institute of India, Chandrabani, Dehradun. The sealed tender addressed to Director, Wildlife Institute of India, Chandrabani, Dehradun should be deposited in the Tender Box kept in the Director's Office, Wildlife Institute of India, Dehradun or may be sent by Speed Post/ Registered Post/Courier or through by hand so as to reach the Institute latest by **14th May 2013 upto 1500 hrs.** Any postal delay will not be considered by the Institute. The technical bids will be opened on **14th May 2013 at 1600 hrs.** in the presence of bidders or their authorized representatives, who may like to be present.
57. All the pages and appendices attached should be numbered and signed by the Tenderer.

58 All entries in this form should be clearly filled. No overwriting is permitted. All cuttings must be initialed by the Tenderer.

59. **Force Majeure**

- A) However, the Agency shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
 - B) For purposes of this Clause, "Force Majeure" means an event beyond the control of the Agency and not involving the Agency's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Institute either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
 - C) If a Force Majeure situation arises, the Agency shall promptly notify the Institute in writing of such conditions and the cause thereof. Unless otherwise directed by the Institute in writing, the Agency shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
60. **Resolution of Disputes:** All disagreements, disputes, difference that may arise between the Wildlife Institute of India and the Agency which cannot be resolved through mutual negotiations shall be referred to an Arbitrator appointed in accordance with the provisions of relevant Indian Law. The venue of the proceedings and arbitration shall be Dehradun, Uttarakhand, India.
61. **Jurisdiction:** The obligations and liabilities arising out of this contract shall be construed in accordance with the laws of Union of India. The Court in Dehradun, Uttarakhand, India shall have the exclusive jurisdiction to try all or any of the dispute.
62. **Notices:** Any notice given by one party to the other pursuant to this contract/order shall be sent to the other party in writing or by cable, telex, FAX or e-mail and confirmed in writing to the other party's address specified in the contract. A notice shall be effective when delivered or on the notice's effective date, whichever is later.
63. Tenders which do not fulfill any or all of the above conditions or incomplete, are liable for rejection.

SCHEDULE OF REQUIREMENTS

Following jobs shall fall under the scope of the custom clearance-cum-forwarding contract:

I. Custom clearance of consignments from IAAI/Foreign Post Office at New Delhi :

- Receipt of documents from WII.
- Custom clearance of the consignment including all stages of the process.
- Obtaining non-delivery certificate/short landing certificate in case the materials are short delivered by IAAI or Airlines and lodging of claims with them on behalf of WII.
- Arranging Insurance survey at Airport/IAAI in case of damages to the Consignment
- Clearance of IPP parcels from customs/foreign post office New Delhi
- Any other job in connection with the clearance of goods from customs
- Immediate dispatch/delivery of consignment at WII, Dehradun after custom Clearance.
- Follow-up of cases of recovery of any excess duty paid to customs.

II. Consolidation of the consignments being imported from all over the world:

- Complete monitoring and supervision of the movement of consignment from the date of order /LC and regular feedback on the progress of order to WII. In case the same is not received 3-4 days before the date of landing of consignment, the delay in clearance will be on the part of the agent and the respective amount of demurrage will be recovered from the bill.
- To provide timely information (pre-alert), regarding dispatches and other relevant information to WII.
- To facilitate specialized packing for all kinds of materials as per IATA specifications and international packing standards.
- Transportation of special project materials voluminous and heavy packages, Radio active, sensitive, hazardous and perishable materials.
- Extensive communication through telephone, tele-fax, e-mail etc.
- Any other service needed regarding consolidation from time to time.
- Shipment should be made preferably through Air-India.

III. Export of items/equipments for repairs or replacement

- Export of certain items for repairs, which will be re-imported after repairs.
- Export of equipments for replacement.
- All procedural formalities with customs will be required to be done by the agency.

Undertaking by the Tenderer

1. We agree that the consignments after clearance from airport will directly be delivered to the premises of WII at Chandrabani, Dehradun within seven working days. In case of perishable item, it will be delivered within minimum time with proper arrangements.
2. We agree to pay the customs duty for all consignments as per terms & conditions of the Tender Document at the time of clearance from airport and its reimbursement within fifteen working days(excluding courier time) against paid challan. We shall submit bill alongwith the paid challan for reimbursement of customs duty so paid.
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.
4. We agree that the House Airway Bill number and date and Master Airway Bill number and date will be intimated to the importer at least before two days of its arrival at the New Delhi Airport for the purpose of insurance coverage of the consignment.
5. We agree that we shall collect necessary documents required for clearing of consignments both from airport and seaport by deputing our representative as and when required. Delay will be on our account.
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 the clearing charge bills.
7. We shall prepare the airfreight bill and clearing charges bills 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 Rates.
8. We agree to all the terms and conditions as mentioned in the Tender Document.

Signature of the tenderer with Seal

Place :

Date:

**Schedule of Rates Charges for clearance & other services and
Discount on Air freights port of landing – New Delhi Airport.**

Charges which are normally claimed and rates for which are sought to be quoted by the C&F Agents are classified in four groups (A,B,C,D) for the purpose of comparison among different bidders. Each Bidder, depending upon his quoted rates will be given marks from 0-100 for each group. Finally different weightage will be given to the marks obtained in each group to calculate the Total Score of each bidder :

Group	Weightages
A	50
B	20
C	5
D	25

Following Formula will be used to arrive at Total Score of a Bidder:

$$\text{Total Score} = \frac{50(A) + 20(B) + 5(C) + 25(D)}{100}$$

(Where A,B,C,D are marks obtained in respective group)

Bidder with maximum total score shall be selected

Note: Discounts/Concessions subject to any conditions imposed by the Bidder will be rejected.

DISCOUNTED RATES OF AIRFREIGHT FOR FORWARDING CASES

Discount offered on standard IATA rates (a single flat discount for each category to be offered irrespective of weight slabs)		Criteria for calculating marks
1.	For forwarding cases (voluminous consignments) : _____ %	0.8 mark will be given for every 1 percent of discount offered on IATA rates
2.	For forwarding cases (over dimensional consignments) : _____ %	0.1 mark will be given for every 1 percent of discount offered on IATA rates
3.	For forwarding cases of (hazardous consignments) : _____ %	0.05 mark will be given for every 1 percent of discount offered on IATA rates
4.	For forwarding cases of (normal consignments) : _____ %	0.05 mark will be given for every 1 percent of discount offered on IATA rates

Note :

1. Every six months, a copy of IATA rates will be required to be submitted. Most of our shipments by air shall be on FOB basis, therefore Terminal charges, Forwarder's fee, Charges for loading to carrier in shipping country etc. will not be paid separately. If there is any shipment on Ex-works basis, charges in shipper country will be paid on actual basis.
2. No other charges except freight, fuel & security surcharges will be paid on FOB consignment. Bidders may quote their discount adjusting other charges if any.
3. Evaluation of the bids will be made on FOB basis only.

Following five categories of charges are included in this group:

(1) Agency commission, (2) D.O. charges, (3) C.C. fee, (4) charges for dry ice replenishment in consignment having perishable contents, (5) fuel & war surcharges

A maximum limit for the charges at Sr. No. 1-4 above, has been set by the institute and no charges beyond respective limit in these categories for any consignment will be paid by the institute. Charges for the category at Sl. No. 5 i.e. Fuel & war surcharges etc., will be chargeable at actual subject to condition that these will be paid only if the same are shown in MAWB.

However the bidders will be at liberty to quote lower possible rates or exempt charges in any category in order to maximize their marks in this group. Total marks in this group will be the sum of marks obtained in each of the five categories.

Rates to be quoted for following categories of charges:				<u>Criteria for calculating marks:</u>
<u>Sr. no.</u>	<u>Category</u>	<u>Limit set by Institute</u>	<u>Rate Quoted by the Firm</u>	
1.	<u>Agency Commission including:</u> Labour charges for loading at airport, EDI/CMC/BE charges, Documentation fee, IFC charges(IGM Filling Charges, Sealing and any other charges relevant to the clearance of consignment from Airport. Service Tax on Agency Commission shall be payable as per rules.	(Rs. 0-1000)	Max. of Rs. _____ Min. of Rs. _____	1. Average of max. and min. rates quoted for each Bidder will be derived. Bidder with lowest average rate will get 30 marks and Bidder with highest average rate will get 0 marks. Rest of the Bidders will be given mark between 0 to 30 proportionately depending upon their respective average rate.
2.	<u>D.O. Charges for FOB/FCA shipments;</u> (Actual in case of CIP/CIF shipments)	(Rs. 0-550)	Rs. _____	2) Bidder with lowest rate will get 20 marks and Bidder with highest rate will get 0 marks. Rest of the Bidders will be given mark between 0 to 20 proportionately depending upon their respective rate.
3.	<u>C.C Fee ;</u>	0 to 2% of freight	____% of freight	3) Bidder with lowest rate will get 20 marks and Bidder with highest rate will get 0 marks. Rest of the Bidders will be given mark between 0 to 20 proportionately depending upon their respective rate.
4.	<u>Replenishment of Dry Ice in Consignments having perishable contents;</u>	Rs. 0 to 30/Kg.	_____/Kg.	4) Bidder with lowest rate will get 10 marks and Bidder with highest rate will get 0 marks. Rest of the Bidders will be given mark between 0 to 10 proportionately depending upon their respective rate.
5.	<u>Fuel & War Security Surcharges;</u>	0 to At Actual as shown in MAWB	Rs. _____	5) Bidders giving exemption from this charge will get 20 marks. Rest will get no marks

Marks in this group will be given for special qualifications possessed by the bidder firms as is given below:

Special qualifications;	Criteria for calculating marks;
Firm holding own licenses for both clearance as well as consolidation / freight forwarding and capable of undertaking both the activities at their own without involvement of any sister concern (i) for both consolidation /freight Yes/ No (ii) for consolidation only Yes/No	Firms capable of undertaking both the activities at their own will be given 20 marks of this group. Firms which are dependent or who have a tie-up with other firm for any of the activities of freight forwarding or clearance will not be given any marks
Past record of the firms in different reputed Government institutions preferably scientific/educational, etc. during last three years.	Past experience in the field (i.e. Freight forwarding and clearance) of the bidding firms with Government of India, will be evaluated. Firms producing certificates of services rendered in the last three years in Government institutes will be awarded 50 marks of this group. Additional 02 marks will be awarded for each extra Government Institute, subject to a maximum of 70 marks.

Signature of the tenderer with Seal

Place :

Date:

Transportation charges from Delhi airport to the campus at WII, Dehradun

<p>Rates are to be quoted for following four categories:</p> <ol style="list-style-type: none"> 1. Personal delivery of small consignments @ Rs. _____ 2. Per tempo/small vehicle load @ Rs. _____ 3. Per truck (Medium lorry like TATA-407) @ Rs. _____ 	<p>Criteria for calculating marks shall be given separately for each category of transportation. A maximum of 33 marks shall be given to the lowest bidder in the category and the highest rates in the category shall fetch 0 marks. Rest of the bidders will be given marks proportionately. Similarly marks shall be given for the other two categories. The total marks of a bidder in this group shall be the sum of marks scored in all three categories of transportation.</p> <p>Note: After clearance of the consignment from Airport, it shall be the duty of the Clearing Agent to bring the shipment to their warehouse or directly send to WII, Dehradun. No separate charges for internal transportation of the equipment at Delhi shall be paid to the Clearing Agent. Therefore, bidder should keep in mind this aspect while quoting the transportation charges from New Delhi Airport to the WII campus Dehradun.</p>
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Signature of the tenderer with Seal

Place :

Date:

BID SECURITY / EARNEST MONEY DEPOSIT FORM

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:

Fails or refuses to execute the contract form if required; or 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