

अंतर-विश्वविद्यालय त्वरक केंद्र

**INTER-UNIVERSITY ACCELERATOR CENTRE**

(विश्वविद्यालय अनुदान आयोग का स्वायत्त निकाय)

(An Autonomous Centre of UGC)

अरुणा आसफ अली मार्ग, नई दिल्ली-110067

**Aruna Asaf Ali Marg, New Delhi - 110067**

**ई-निविदा आमंत्रण सूचना/ NOTICE INVITING E-TENDER**

निविदा संख्या: आईयूएसी/एनआईटी/01/BS/2024-25

दिनांक: 01/04/2024

**Tender Number: IUAC/NIT/01/ BS/2024-25**

**Dated: 01/04/2024**

अंतर-विश्वविद्यालय त्वरक केंद्र (आई.यू.ए.सी.) पात्र/अनुभवी पार्टियों से दो बोली प्रणाली नामतः तकनीकी और वित्तीय बोली के तहत ई-प्रोक्योरमेंट पोर्टल के माध्यम से निदेशक, अंतर-विश्वविद्यालय त्वरक केंद्र, नई दिल्ली की ओर से “आयात और निर्यात के लिए समेकन-सह-कस्टम क्लीयरेंस एजेंट की नियुक्ति” की आपूर्ति के लिए ऑनलाइन बोलियां आमंत्रित करता है।

Inter - University Accelerator Centre (IUAC) invites online bids on behalf of the Director IUAC, New Delhi through e-procurement Portal under two bid system, viz., Technical and Financial bids, from eligible / experienced parties for the supply/work of “**Appointing Consolidation-Cum-Custom Clearance Agent for Imports and Exports**”.

निविदा दस्तावेज, सेंट्रल पब्लिक प्रोक्योरमेंट (सीपीपी) पोर्टल <https://eprocure.gov.in/eprocure/app> से मुफ्त में डाउनलोड किए जा सकते हैं। इच्छुक बोलीदाता, जिन्होंने ई-प्रोक्योरमेंट पोर्टल में नामांकन/पंजीकरण नहीं किया है, उन्हें भाग लेने से पहले <https://eprocure.gov.in/eprocure/app> वेबसाइट के माध्यम से नामांकन/पंजीकरण करना होगा। बोलियां केवल <https://eprocure.gov.in/eprocure/app> वेबसाइट पर ऑनलाइन जमा करनी होंगी। निविदाकारों/ठिकेदारों/बोलीदाताओं को सलाह दी जाती है कि वे ई-प्रोक्योरमेंट पोर्टल में दिए गए निर्देशों का पालन करें। बोली दस्तावेजों को 100 डी.पी.आई. में ब्लैक एंड व्हाइट स्कैन करें, जो स्कैन किए गए दस्तावेजों के आकार को कम करने में मदद करता है।

Tender Documents may be downloaded from Central Public Procurement (CPP) Portal free of cost <https://eprocure.gov.in/eprocure/app>. Aspiring Bidders who have not enrolled/registered in e-procurement portal should enroll/register before participating through the website <https://eprocure.gov.in/eprocure/app>. Bids should be submitted online only at website: <https://eprocure.gov.in/eprocure/app>. Tenderers / Contractors / Bidders are advised to follow the instructions provided in the e-procurement portal. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned documents.

केवल ई-प्रोक्योरमेंट पोर्टल के माध्यम से प्राप्त बोलियों को ही खोला जाएगा। जो बोलियाँ उत्पादों/वस्तुओं के कार्य/आपूर्ति के वांछित प्रयोजनों को संपूर्ण रूप से पूर्ण करने में अक्षम होंगी, उन बोलियों को अस्वीकार कर दिया जाएगा और केवल पूर्ण बोलियों पर विचार किया जाएगा। अंतर-विश्वविद्यालय त्वरक केंद्र के पास

बिना कोई कारण बताए किसी भी/सभी निविदाओं को आंशिक/पूर्ण रूप से स्वीकार/अस्वीकार करने का अधिकार सुरक्षित है और इस संबंध में आईयूसी का निर्णय सभी बोलीदाताओं के लिए बाध्यकारी होगा।

Only bids received through e-procurement portal will be considered for opening. Bids not covering full scope of work/supply of the products/goods will be rejected and only complete bids will be considered. IUAC reserves the right to accept / reject any / all tenders in part / full without assigning any reasons whatsoever, and the decision of IUAC in this regard will be binding on all the bidders.

ई.एम.डी. का भुगतान करने के लिए बोलीदाता को "ऑनलाइन" भुगतान विकल्प का चयन करना होगा, जो <https://services.sabpaisa.in/pages/iuac.html> लिंक पर जाकर लागू होगा। बयाना राशि ऑनलाइन भुगतान के रूप में होगी और इसे बोली खोलने से पहले जमा किया जाना चाहिए। एम.एस.एम.ई./एन.एस.आई.सी. में पंजीकृत बोलीदाताओं को ई.एम.डी. के भुगतान से छूट दी गई है। तथापि, उन्हें बोली सुरक्षा घोषणा प्रपत्र जमा करना होगा। एम.एस.एम.ई./एन.एस.आई.सी.(निविदा की गई वस्तु/कार्य के लिए पंजीकृत इकाई) से पंजीकृत निविदाकारों को तकनीकी बोली के साथ वैध पंजीकरण प्रमाणपत्र की प्रति <https://eprocure.gov.in/eprocure/app> वेबसाइट पर अपलोड करनी होगी।

Bidder has to select the payment option as “online” to pay the EMD as applicable by going to the link <https://services.sabpaisa.in/pages/iuac.html> . The Earnest Money Deposit shall be in the form of online payment and it should be deposited before the bid opening. Bidders registered with MSME/ NSIC are exempted from payments of EMD. However, they have to submit Bid Security Declaration Form. Tenderers registered with MSME/NSIC (the unit being registered for the item/work tendered) are required to upload copy of valid registration certificate in the website <https://eprocure.gov.in/eprocure/app> along with technical bid.

बोलीदाताओं को इस बात को विशेष ध्यान में रखने की सलाह दी जाती है कि वे अनिवार्य रूप से उपलब्ध कराए गए प्रारूप में ही अपनी वित्तीय बोलियां जमा करें और कोई अन्य प्रारूप स्वीकार्य नहीं होगा। यदि मूल्य बोली निविदा दस्तावेज के साथ मानक .XLS BOQ प्रारूप के रूप में दी गई है, तो इसे ही डाउनलोड करना होगा और प्रारूप को संशोधित किए बिना ऑनलाइन भरना और जमा करना होगा। यदि बोलीदाता द्वारा BOQ फाइल को संशोधित पाया जाता है, तो बोली को अस्वीकार कर दिया जाएगा।

Bidders are advised to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard .XLS BOQ Format with the tender document, then the same is to be downloaded and to be filled and submitted online without modifying the format. **If the BOQ file is found to be modified by the bidder, the bid will be rejected.**

उपरोक्त निविदा के संबंध में कोई भी शुद्धिपत्र/संशोधन केवल <https://eprocure.gov.in> और [www.iuac.res.in](http://www.iuac.res.in) वेबसाइट पर जारी किया जाएगा। बोलीदाता, अपनी बोली जमा करने से पहले निविदा दस्तावेज से संबंधित, प्रकाशित होने वाले किसी भी शुद्धिपत्र की जानकारी रखें। निदेशक, अंतर-विश्वविद्यालय त्वरक केंद्र के पास बिना कोई कारण बताए किसी भी/सभी निविदाओं को आंशिक/पूर्ण रूप से स्वीकार/अस्वीकार करने का अधिकार सुरक्षित है।

Any Corrigendum / Amendments in respect of above tender shall be issued on website <https://eprocure.gov.in> and [www.iuac.res.in](http://www.iuac.res.in) only. Bidders should take into account any corrigendum published on the tender document before submitting their bids. The Director, IUAC reserves the right to accept/reject any/all tenders in part/full without assigning any reasons thereof.

## **INSTRUCTIONS TO BIDDERS**

### **REGISTRATION PROCESS ON CPP PORTAL FOR ONLINE BIDDING**

- (A) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online Bidder Enrolment**” on the CPP Portal which is free of charge.  
**Bidder who registered already may skip the registration process and login to site through their user ID/Password**
- (B) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- (C) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- (D) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g., Sify / nCode / eMudhra/ Nic etc.), with their profile.
- (E) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- (F) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

### **SEARCHING FOR TENDER DOCUMENTS**

- 1** There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2** Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3** The bidder should make a note of the unique Tender ID assigned to each tender; in case they want to obtain any clarification / help from the Helpdesk.

### **PREPARATION OF BIDS**

- 1** Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need

to be submitted. Any deviations from these may lead to rejection of the bid.

- 2 Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 3 To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, GST Certificate etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Note: Bidder should take into account any corrigendum published on the tender document before submitting their bids.

#### **INSTRUCTIONS FOR SUBMISSION OF BIDS**

1. The tender documents are available on our website [www.iuac.res.in](http://www.iuac.res.in) & [www.eprocure.gov.in](http://www.eprocure.gov.in).
2. Tender documents may be downloaded from IUAC’s website [www.iuac.res.in](http://www.iuac.res.in) and CPPP site <http://eprocure.gov.in/eprocure/app> as per the schedule as given in the tender document.
3. The tender shall be submitted online in two parts, viz., technical bid and Financial (price Bid) bid.
4. The offers submitted by hand/Post/Fax/email shall not be considered. No correspondence will be entertained in this matter.
5. All the pages of bid being submitted must be sequentially numbered by the bidder irrespective of nature and content of the documents before uploading.
6. The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.
7. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e., on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
8. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

9. Bidders are requested to note that they should necessarily submit their financial (price Bid) bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
10. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
11. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
12. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
13. Upon the successful and timely submission of bids (i.e., after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
14. The bid summary has to be printed and kept as an acknowledgment of the submission of the bid. This acknowledgment may be used as an entry pass for any bid opening meetings.
15. Not more than one tender shall be submitted by one contractor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e., when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
16. The bidders are advised to visit CPPP website <https://eprocure.gov.in/eprocure/app> at least 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.
17. Bids will be opened as per date/time as mentioned in the **Tender Document**. After online opening and evaluation of technical bids, the results of their qualification as well Price-Bid opening will be intimated.

18. Submission of a tender by a tenderer implies that he has read all the stipulations contained in this tender document and has acquainted him of the nature, scope and specifications of the items to be followed.

19. The tenderer shall submit all documents after duly filling the same in all respects. Tenders which are found to be vague or incomplete shall be rejected summarily.

20. Tenders shall be submitted ON-LINE; it shall be signed by one who has been authorized by the board of director /director / manufacture/ firm owner /their authorized agents through a resolution/ authority letter. Copy of the resolution/ authority letter in favor of the person signing must accompany the tender.

21. Tenders containing erasures and alterations of the tender documents are liable to be rejected unless these are authenticated by the person signing the Tender Documents.

22. **Code of Integrity for Public Procurement**

IUAC requires that the bidders, suppliers and contractors observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, the following are defined:

<b>Sr. No.</b>	<b>Term</b>	<b>Meaning</b>
(a)	<b>Corrupt practice</b>	The offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution.
(b)	<b>Fraudulent practice</b>	a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract.
(c)	<b>Collusive practice</b>	means a scheme or arrangement between two or more bidders, with or without the knowledge of the purchaser, designed to establish bid prices at artificial, non-competitive levels.
(d)	<b>Coercive practice</b>	means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract.
(e)	<b>Anti-competitive practice</b>	any collusion, bid rigging or anti-competitive arrangement, or any other practice coming under the purview of the Competition Act, 2002, between two or more bidders, with or without the knowledge of the purchaser, that may impair the transparency, fairness and the progress of the procurement process or to establish bid prices at artificial, non-competitive levels

(f)	<b>Conflict of interest</b>	participation by a bidding firm or any of its affiliates that are either involved in the consultancy contract to which this procurement is linked; or if they are part of more than one bid in the procurement; or if the bidding firm or their personnel have relationships or financial or business transactions with any official of purchaser who are directly or indirectly related to tender or execution process of contract; or improper use of information obtained by the (prospective) bidder from the purchaser with an intent to gain unfair advantage in the procurement process or for personal gain
(g)	<b>Obstructive Practice</b>	materially impede the purchaser's investigation into allegations of one or more of the above mentioned prohibited practices either by deliberately destroying, falsifying, altering; or by concealing of evidence material to the investigation; or by making false statements to investigators and/or by threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or by impeding the purchaser's Entity's rights of audit or access to information.

### **ASSISTANCE TO BIDDERS**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Help desk. The contact number for the help desk is 1800 3070 2232.

**INTER -UNIVERSITY ACCELERATOR CENTRE**  
**(An Autonomous Centre of UGC)**  
**Aruna Asaf Ali Marg, New Delhi - 110067**

**NOTICE INVITING E - TENDER**

**Tender Number: IUAC/NIT/01/BS/2024-2025**

**Dated: 01/04/2024**

Nature of work:	CONSOLIDATION-CUM-CUSTOM CLEARANCE AGENT FOR IMPORTS & EXPORTS
Tender No.	IUAC/NIT/01/BS/2024-25
Last Date and Time of Submission of Tender:	22/04/2024 at 3:00 p.m.
Date & Time of opening of Tender: (Technical Bid Part-A)	23/04/2024 at 3:30 p.m.
<b>Date &amp; Time of opening of Tender: (Price Bid Part-B)</b>	<b>To be intimated later on to technically qualified bidders</b>
Address of Submission of Tender:	Administrative Officer (S&P) Inter University Accelerator Centre Aruna Asaf Ali Marg, New Delhi-67 Phone: 011-24126018, 24126022.
Contact Persons	Administrative Officer (S&P) e-mail: <a href="mailto:iuacstores@gmail.com">iuacstores@gmail.com</a> Phone: 011-24126018 & 24126022

**Brief Information on E-Tender:**

**Inter - University Accelerator Centre (IUAC) is interested in appointing its Custom House Agent for Custom Clearing and Freight forwarding of Air/Sea consignments. IUAC places import orders primarily on F.O.B./ F.C.A. basis. A few purchase orders are also placed on ex-works and C.I.F. basis. IUAC is exempted from Custom Duty in accordance with notification no. 51/96- Customs dated 23.07.1996 and DSIR Registration No. TU/V/RG-CDE(4)/2016 Dated 28<sup>th</sup> June, 2018. Sometimes, IUAC has to re-export the defective/wrongly dispatched items to the foreign suppliers.**

## **GENERAL TERMS AND CONDITIONS OF THE TENDER:**

- 1) **Submission of Tender:** Tenders should be uploaded in E-Bid in two parts separately, i.e. "**Technical bid**" (Part-A) and "**Price bid**" (Part-B). No other mode of submission will be accepted.
  
- 2) **Technical Bid ( Part - A )** :In this bid, the bidder should upload the scanned copies of following documents essentially required for Technical Qualification:
  - (i) Company profile, organizational setup, credentials, copies of work orders during the last seven years etc. No deviations in respect of NIT conditions are unacceptable. ii) Tender acceptance letter (as per Annexure - C of tender document) on bidder's letter head duly signed & stamped by the bidder as acceptance of all terms & condition of tender.

The Agency should upload the scanned copies of the following specific documents, which are essential for pre- qualification.

  - (a) The Agency should have a valid license of ten (10) years old for the Custom Clearance and they should possess FIATA membership. Freight forwarding offers through third party etc. will not be accepted. Copies of CHA license and FIATA membership should be attached.
  - (b) Copies of GST and PAN CARD of the firm.
  - (c) CHA should not have been blacklisted / suspended or any service related dispute with any organisation/Govt. Organisation/ Banks in India or outside India. A declaration in this regard should be attached as per the format in Annexure-A.
  - (d) A complete list of overseas freight forwarders/consolidating agents of CHA with contact details should be attached.
  - (e) Copies of three work orders and satisfactory completion certificates of clients for consolidation-cum-custom clearance agent for import-export during the last seven years successfully executed for reputed Public Ltd. Companies, Public Sector undertakings, Research Govt. Institutions and autonomous organizations of State & Central Govt.
  - (f) The bidder should provide a list of their clients with special reference to Govt./ Educational/Research institutes along with addresses.
  - (g) A copy of the current IATA applicable on the date of submission of tender should be attached. IATA rates of countries: USA, UK, Germany, Japan, Netherland, France, Canada, Singapore, Switzerland, Italy, Hong Kong, Denmark, Taiwan, Australia, South Korea and UAE should be provided.
  - (h) The bidder should have successfully executed minimum 50 shipment or more during the last 2 year (2022 and 2023) with any govt office.
  
- 3) **Price Bid ( Part - B )**:In this bid, the bidder is required to quote the rates/prices for the consolidation and custom clearance, transportation and discount on freight etc. as per the attached Price Schedule form. The freight charges should be on the basis of current IATA rates. The bidder should offer a fixed percentage of discounts on IATA rates, which should be applicable to all weight slabs, in case of separate discount rates applicable to Over Dimensional, Dangerous, Hazardous and Radioactive items, the discount rates should be indicated separately. Under no circumstances should these rates exceed than those specified in latest issue of the IATA Tact Book.

All other charges like Pickup charges, Handling charges, Documentation charges, Airline D.O. Charges etc. applicable to ex-works and FCA shipments, the actual debit notes from foreign consolidators should be provided. Statutory charges like fuel charges, security charges etc. will be paid against AWB.

#### **4. Bid Opening and Evaluation of Bids**

##### Opening of Bids:

- a. The E-bids shall be opened on-line. The technical bids will be evaluated to shortlist the eligible bidders. The technical bids of only eligible bidders shall be considered for further processing (technical evaluation).
- b. Bidder whose technical bid is found to be acceptable and meeting the eligibility requirements as specified in this tender will be considered as technically qualified.
- c. IUAC will open commercial bids of only the technically qualified/short-listed bids.
- d. In case, the day of bid opening is declared a holiday by the government, the E-bids will be opened on the next working day at the same time. No separate intimation shall be sent to the bidders in this regard
- e. Since E-bid is an on-line process, the E-bid opening or any other process may be delayed due to any technical/server issue. If any such issue arises, this will not be tantamount to process delay and IUAC will not be responsible for the same.
- f. On opening of bids on-line, accepting the bid would not mean that the firm is technically or financially qualified.

#### **4.(a) Clarification of Bids and shortfall documents**

- (a) During the evaluation of Techno commercial or Financial Bids, Indenter on behalf of IUAC may, at its discretion, but without any obligation to do so, ask Bidder to clarify its bid by a specified date. Bidder should answer the clarification within that specified date (or, if not specified, 7 days from the date of receipt of such request). The request for clarification shall be submitted in writing or electronically and no change in prices or substance of the bid shall be sought, offered or permitted that may grant any undue advantage to such bidder.
- (b) IUAC reserves its right to, but without any obligation to do so, to seek any shortfall information / documents only in case of historical documents which pre-existed at the time of the tender opening, and which have not undergone changes since then and does not grant any undue advantage to any bidder.

**5. Validity of Tender:** Tender shall be valid for our acceptance without any change in the rates and NIT conditions for a period of 90 days from the date of opening the price bid.

#### **6. Tender Rejection:**

- (a) Director, IUAC reserves the right to accept/reject any/all tenders in part/full without assigning any reason whatsoever and the decision of the IUAC in this regard will be binding on all the bidders.
- (b) Bids received by means other than e - procurement portal will be rejected.
- (c) Only complete bids will be considered, and incomplete bids will be rejected.
- (d) If BOQ file is found to be modified by the bidder, the bid will be rejected. Only INR quote will be acceptable.
- (e) Tenders not complying with any of the provisions stated in this tender document are liable to be rejected.
- (f) If the General Terms and conditions are not accepted and not signed by the bidders, then the tender will be rejected.
- (g) Tender will be rejected on non-submission of 'Bid Security Declaration'.

#### **SCOPE OF WORK:**

7. That the bidder shall act as a consolidator, Clearing, Forwarding and Transporting Agent for the Inter University Accelerator Centre (IUAC), for the stores imported from foreign suppliers/ manufacturers, i.e. spare parts, consumable goods, chemical, instruments etc. at Custom House, New Delhi Airport and at any Sea Port in the Country.
8. The Agent should be required according to the Current Custom Rules and as amended from time to time and take such steps to ensure that the interests of the Inter University Accelerator Centre, New Delhi are protected while clearing the stores.
9. The Agent should give pre-alert over e-mail or telephone before the actual arrival of shipments so that IUAC can arrange required documents and apply for insurance cover, if any.
10. The Agent should send their representatives on daily basis to the Centre to collect the required documents.
11. The Agent should be responsible for the finalization of the Bill of Entry and release the consignments from the Airport with DEMURRAGE FREE period on arrival of the consignment. The Agent shall make every effort to clear the assignments within the free period without payment of warehouse/ demurrage charges. However, in case of payment of warehouse/ demurrage charges, justification for the same (including date wise action taken by the Agent) with explanatory data shall be given by the Agent. Demurrage/ Warehouse charges can however be reimbursed only if there is absolutely no fault of the agent in speedy clearance of the items and only in case of situations beyond the control of the agent.
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. The inland handling/ forwarding charges up to nearest gateway airport in the supplier country shall be paid at actual receipt but the Agent must obtain prior approval to such charges.
13. **Re-export and re-import:** The agent shall also do all the customs formalities such as filing & processing of shipping bills required to send back/ export items of replacement/ repairs as and when required by the Centre on the same items and conditions of the import consignments.
14. Where consignments are bulky and heavy, the Agent will inform IUAC the probable date of delivery atleast a day or two in advance, so that the cargo should be cleared and dispatched directly from the Dock/Airport unless otherwise advised by IUAC in writing to be moved to Agent's godown.
15. The Agent will have to arrange Manpower, Crane/ Forklift etc. required for loading/ unloading of heavy shipments. Equipment and manpower required to move the shipment at specified lab/ locations/ site should be arranged by the agent. Safety of the equipment and the persons involved in doing so will be the responsibility of the Agent.
16. All documents pertaining to the import consignments such as AWB/ Bill of Lading, Customs Attested invoice, Bill of Entry copies etc. should be returned by the Agent to IUAC within seven days from the date of effecting clearance.
17. The agent shall inform the concerned officials of IUAC about the condition of the packages/ stores found damaged/missing at the time of examination/ release of the consignment immediately and get it surveyed by the authorized surveyor. Fees and expenses incurred on conveyance for carrying out such survey, and

when necessary will be reimbursed to the Agent as per actual bills/ receipts. It is incumbent on the agent to examine all packages of each consignment arrived at the Airport with the respective invoice and measurement/ package list etc. At the time of the physical examination of the consignment if any damage or loss of goods is noticed, the same shall be brought to notice of IUAC immediately for arranging a surveyor for surviving the consignment.

18. The agent will arrange repacking of damaged packages where it is essentially required in consultation with IUAC representative. Expenses so incurred will be reimbursed based on certificate issued by IUAC representative on production of actual bills.
19. For any kind of loss or damage to the consignment from Foreign Airport to IUAC, the agency will be fully responsible for the recovery of loss, if any. However, necessary documents on this account (to be prepared by the agent) will be signed by IUAC in capacity of the consignee/ importer.
20. Whenever any short landing cargo is noticed, the agent should report promptly "Not Found" or "Not traceable" notice with the airport authorities and obtain a non-traceable certificate necessary documents under intimation to IUAC.
21. If at times, the consignment is not cleared within the stipulated time and found to be lost in transit or otherwise, its responsibility will be solely on the agent.
22. The agent will be responsible for any delay on his part such as if he does not file the Bill of Entry with customs or does not confirm any discrepancy to IUAC on next working day.
23. Bank release order against Letter of Credit will be delivered only after its receipt from the bank. Custom clearance should be initiated without waiting for any bank release order.
24. **Period of Contract:** The Contract shall be awarded initially for a period of one year and shall remain in force unless terminated earlier. IUAC reserves the right to terminate the contract at any time, and without assigning any reasons thereof by giving TWO MONTHS notice of their intention to do so in writing to you and you shall not be entitled to demand compensation by reason of such termination. However the contract may be extended for successive years on year to year basis subject to annual revision, if their performance found satisfactory.
25. **Bills and Payments:** The agent will be reimbursed all charges, i.e. local freight, Air freight from international airport to New Delhi airport on agreed rates between IUAC and the agent. The responsibility of the Agent is to deliver the shipment in good condition upto IUAC. In case of any damage occur during the transit, appropriate deduction/claim will be raised against the Agent.
26. **Custom Duty:** The applicable Custom Duty will be paid by the Agent to Custom department at the time of clearance and the same should be claimed in the bill. IUAC shall reimburse the Custom Duty so paid to the agent on submission of bills as per actuals. However if the custom duty amount payable is more than Rs. 10,00,000/- (Rupees Ten Lakhs only) per consignment, the Agent shall make a request to IUAC for the release of advance payment on account of custom duty, which shall be paid to the agent in advance.
27. **Liquidated damages:** In case the delivery of the shipment is delayed beyond the specified delivery period for reasons attributable to the agent, deductions on account of liquidated damages @0.5% per week subject

to maximum of 5 % of the total order value (excluding of Custom Duty, AAI Chargers and other Govt. Charges) will be deducted.

**28. Force Majeure:** IUAC may grant an extension of time limit set for the supply items in case it is delayed by force majeure beyond the supplier's control. Force majeure is defined an event of effect that cannot reasonably be anticipated such as acts of God (like earthquakes, floods, tsunami etc.), the direct and indirect consequences of wars (declared or undeclared), national emergencies, civil commotions, epidemic/pandemic etc and strikes (only those which exceeds a duration of ten continuous days) at successful Tenderer's factory. Apart from the extension of the time limit, force majeure does not entitle the successful tenderer to any relaxation or to any compensation of damage or loss suffered. The decision of the Director, IUAC will be final and binding for the bidder.

**29. SECURITY DEPOSIT:**

a) The successful bidder will be required to submit with IUAC Bank Guarantee or Demand Draft or Fixed Deposit Receipt (in original) made in favour of "Inter-University Accelerator Centre, New Delhi" for a sum of Rs.5,00,000/- (Rupees Five lakh only) as Deposit on account of Performance Security.

b) Bank Guarantee or Demand Draft or Fixed Deposit Receipt (in original), renewed from time to time, will be retained by IUAC for the entire period of the contract and on termination of the contract, the IUAC will refund to the contractor the sum of Rs. 5,00,000/-(Rupees Five lakh only) without interest.

c) If the Contract is terminated by the Contractor without giving stipulated period of notice or fails to observe the terms & conditions of the Tender, Letter of Award for the Contract and the agreement signed by the Contractor with IUAC, the Security Deposit will be forfeited without prejudice to the IUAC Management's right to proceed against the contractor for any additional damages that the IUAC suffers as a result of the breach of the aforesaid terms and conditions.

**30.** The agent should take prior approval for every additional charges related to clearance, forwarding and transportation of consignment, other than the rates quoted in the bid. It will be paid to the agent only after the approval of competent authority of IUAC.

**31. CIF/CIP Air shipments:** In case of CIF/CIP shipments, only D.O. charges, statutory levies and transportation charges, if applicable will be paid on actuals.

**32.** The Agent shall submit their bills fortnightly and payment will be made by IUAC to the agent within 15 (Fifteen) days of receipt of bills, subject to scrutiny/ verification by the IUAC official. The agent shall maintain day to day record of the clearance made and submit the report along with their bills. The decision of Director, IUAC will be final in this regard and binding on both the parties.

**33.** In case of Sea shipments, the agent shall obtain proper invoice from the shipment agent for all such charges and submit the same to IUAC immediately for arranging the payment. The containers deposit which is refundable after the completion of operation shall, however be made by the agent and claimed by them only subsequently after returning of empty containers.

**Other Terms & Conditions:**

**34.** The IUAC reserves the right to get any consignment directly released through any other agents who represent their foreign principals in India or by making its own arrangements, or by any other agent if and when considered necessarily. The agent will be precluded from filing any claim for loss/damages on this account.

35. In the event of unsatisfactory services of clearance work by the agent, Director IUAC reserves the right to get the work done from any other agency at their risk and cost and also to terminate the contract at any time without assigning any reasons. In case of any dispute about the interpretation of the clause, the decision of the Director IUAC will be final and binding.
36. Even in the case of any dispute, the consignment shall be cleared by the agent and handed over to IUAC pending the settlement thereof. No consignment will be detained/withheld by the agent after the custom clearance.
37. The Director IUAC reserves the right to terminate the contract immediately on account of poor service, failure to adherence to the tender terms and conditions. The contract can also be terminated at the request of either party with two months' notice period.
38. The jurisdiction of all suits shall be in the courts of Delhi/ New Delhi only.

**39. Termination for Insolvency**

IUAC may at any time terminate the Contract by giving written notice to the Supplier, if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the Purchaser.

**This notice inviting tender will form part of the contract agreement to be executed by the successful tenderer. The contract shall be governed by the Indian Laws. Any dispute arising out of this contract will be subjected to jurisdiction of New Delhi / Delhi only.**

**Accepted**

**(Signature of Bidder)**

*Note: Entire NIT is to be uploaded duly signed & stamped by the bidder along with the price bid.*

## Part-B

### Price Schedule Form

S. No.	Item/Job Description	Rates
(1)	<b><u>AIR SHIPMENTS:</u></b>  <u>FCA/FOB/Ex-work Consignments: Discount offered (in %) on standard IATA rates for NORMAL console items.</u>	
(2)	Air Shipments: For FCA/FOB/Ex-work Consignments: Discount offered (in %) on standard IATA rates for ODC consignments.	
(3)	Air Shipments: For FCA/FOB/Ex-work Consignments: Discount offered (in %) on standard IATA rates for DANGEROUS, HAZARDOUS AND RADIOACTIVE ITEMS consignments	
(4)	Transport/Door Delivery charges from IGI,Airport, Delhi to IUAC upto 25 kg	
(5)	Transport/Door Delivery charges from IGI,Airport, Delhi to IUAC above 25 kg to 250 kg	
(6)	Transport/Door Delivery charges from IGI,Airport, Delhi to IUAC above 250 kg	
(7)	<u>For CIF/CIP consignments:</u> Amount of Agency Commission/ Attendance charges per consignment (Scope of work: Custom Clearance and delivery at IUAC)	
(8)	<u>Re- export of Consignments:</u> Amount of Agency Commission/ Attendance charges per consignment	
(9)	<b><u>SEA SHIPMENTS:</u></b> Amount of Agency Commission/ Attendance charges per consignment	
(10)	Transport/ Door Delivery charges from ICD, Delhi to IUAC including manpower, loading/unloading charges with crane/ forklift etc.	
(11)	(a) 20 Ft. container	
(12)	(b) 40 Ft. container	
(13)	(c) LCL	
(13)	C.C. Fee	

All other charges like Pickup charges, Handling Charges, Documentation Charges, Airline D.O. charges etc. applicable to Ex-works and FCA shipments, the actual debit notes from foreign consolidators should be provided. Statutory charges like Fuel Charges, Security charges etc. will be paid against AWB.

Signature & Seal of Tenderer

**ANNEXURE-A**

**UNDERTAKING**

**(To be given on Company Letter Head)**

Date:

I/ We (bidder) hereby give an undertaking that:

I/We have not been blacklisted during last five years by any Government Department/ Government Autonomous Body/ Institution etc.

I/We do not have any dispute with any of the Govt. Departments/ Govt. Autonomous Bodies/ Institutions etc.

I/We have never been certified as Unsatisfactory Performance for the paid services provided to the Govt. Departments/ Govt. Autonomous Bodies/ Institutions etc.

I/We have not submitted any fake/ forged certificates/documents and later, if any such Certificates/ Documents found to be Fake/ Forged or contain wilful wrong/ incorrect information, suitable legal action may be initiated against me/us/agency besides “Blacklisting”.

(Seal & Signature of the Authorized  
Person of the Agency)

**ANNEXURE -B**

TENDER ACCEPTANCE LETTER (To be given on Company Letter Head)

Date: \_\_\_\_\_

To

The Director

Inter-University Accelerator Centre

Aruna Asaf Ali Marg

New Delhi-110 067

Sub: Acceptance of Terms & Conditions of Tender

Tender Reference No: \_\_\_\_\_

Name of Tender / Work: \_\_\_\_\_

Dear Sir,

1. We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: as per your advertisement, given in the above mentioned website(s).
2. We hereby certify that we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organizations too have also been taken into consideration, while submitting this acceptance letter.
4. We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/ Public sector undertaking.
6. We certify that all information furnished by the our Firm is true & correct and in the event that

the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy than action may be taken.

Yours Faithfully,

(Signature of the Bidder, with

Official Seal)

## **INSTRUCTION TO BIDDERS FOR ONLINE BID SUBMISSION**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app> .

### **REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrollment” on the CPP Portal which is free of charge.
- 2) As part of the enrollment process, the bidders will be required to choose a unique user name and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Bidder then logs in to the site through the secured log-in by entering their user ID / password

### **SEARCHING FOR TENDER DOCUMENTS**

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective „My Tenders“ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Help desk.

### **PREPARATION OF BIDS**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS /JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or „Other Important Documents“ area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

### **SUBMISSION OF BIDS**

1. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the file name. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
4. The server time (which is displayed on the bidders“ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
5. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
6. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
7. Upon the successful and timely submission of bids (ie after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
8. The bid summary has to be printed and kept as an acknowledgment of the submission of the bid. This acknowledgment may be used as an entry pass for any bid opening meetings.

## **ASSISTANCE TO BIDDERS**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Help desk. The contact number for the help desk is 1800 3070 2232.

**PROFILE OF THE TENDERER**

1. Name of the Firm/Organization :
2. Address :
3. Telephone No. / Mobile No. & NameoftheContactPerson:
4. FaxNo. :
5. E-mail ID :
6. Month and Yearofestablishment :
7. Name of proprietor/partners/director :
8. No. of years of experience in thisfield,  
withReference,Certificates :
9. Annual Turnover during the  
last three years (Enclose copies  
of Audited  
FinancialStatement)  
**2020-21:**  
**2021-22:**  
**2022-23:**
10. Whether the firm is an  
Income Tax Assessee? If so  
please give the details of  
PAN No. :
11. GSTRegistrationNo. :
12. Name of the OEM and address :  
(if applicable)

Signature of the Tenderer &Seal

**BID SECURITY DECLARATION (on Letter head)**

As per notification no.F/9/4/2020-PPD dated 12.11.2020 issued by Ministry of Finance, Department of Expenditure, Govt. of India, I/We hereby accepting that if the bids related to Consolidation-Cum-Custom Clearance for Imports and Exports are withdrawn or modified by me/us during the period of validity etc., IUAC has right to suspend the bid for the time specified in the tender documents.

Signature of the Tenderer

Stamp

XXXXXXX