

भारतीय प्रौद्योगिकी संस्थान गोवा

गोवा अभियांत्रिकी महाविद्यालय परिसर, फार्मागुडी, फ़ोंडा – 403401, गोवा

Indian Institute of Technology Goa

Goa College of Engineering Campus, Farmagudi, Ponda – 403401, Goa



IIT Goa

**Online bids
(Through e-procurement portal i.e. www.eprocure.gov.in.)**

**are invited
for
Empanelment of Custom Clearing & Freight Forwarding Agent**

Tender Enquiry No. IITGOA/2024-25/013 dated 10/10/2024.

Last date of submission of bids: 01/11/2024

Online bids are invited for Empanelment of Custom Clearing & Freight Forwarding Agent and should be submitted through www.eprocure.gov.in latest by 17:00 Hrs. on or before 01st November, 2024.

For any clarification, you may contact the Assistant Registrar, Stores & Purchase section (email: purchase@iitgoa.ac.in / ar_sp@iitgoa.ac.in).

**Sd/-
Registrar
IIT Goa**

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SECTION 1 – INVITATION FOR BID

Sub: Empanelment of Custom Clearing & Freight Forwarding Agent.

IIT Goa is interested in appointing an agent for clearance of our Air & Sea consignments from Sahar Air Cargo Complex, Mumbai, Nhava Sheva etc. IIT Goa is an educational and research Institution. Some special Research Projects sponsored by various national agents are also controlled by us. Imports for these Projects will also be included in the proposed contract.

Terms and Conditions on which the contract will be awarded are given below: -

Terms and Conditions

1. Scope and tenure of the contract

The work will include the consolidation and clearance of all the Import/Export of various types of consignments of IIT Goa coming by air/sea/courier/post modes of transport from throughout the world. The Custom House Agents should be capable of freight forwarding & consolidation of consignments. Insurance of all the consignments is to be arranged by the CHA and delivery of the consignments up to IIT Goa, Farmagudi, Ponda-Goa. Most of the consignments come via the Mumbai Airport.

The import and export details are as below:

Imports:

1. Annual import in terms of value would be around Rs. 5 Crores. However, no commitment can be given.
2. In terms of quantity of cargo, the consignments would be about 50 approximately in a year out of which 95% are air consignments.
3. Most of the consignments are on CIP/CIF basis. However, IIT Goa may decide to have any other Incoterm.
4. No specific value of each consignment can be given but it could range anything between Rupees Ten Thousand to Rupees One Crore and above.
5. No specific weight of each consignment can be given, but it could be about a kg and the largest be about a ton or more.
6. Our imports are based on Open General License (OGL). As per Govt. of India Notification No. 51/96 Custom dated. 23rd July 1996, IIT Goa is exempted from Custom duty on case-to-case basis for all research equipment.

Exports:

Sometimes, this Institute has to re-export the defective/wrongly dispatched items for repair and return to the foreign Supplier.

The rates for this tender are to be submitted as per enclosed Section 5, whereas the terms and conditions governing the tender will be as per Section 4. All the bidders are specifically required to confirm the acceptance of these terms and conditions without which offers cannot be considered.

You are requested to submit your detailed quotation based on the particulars furnished above for imports and exports through CPP portal only.

SECTION 2 – ELIGIBILITY CRITERIA

The agency should provide the following documents, failing which their applications shall be summarily rejected:

1. Copy of valid CHA License and other essential licenses for custom clearance and FIATA membership. Freight forwarding offers through third party etc. will not be accepted.
2. Copy of the PAN of the firm.
3. GST Registration Certificate of the firm.
4. The CHA should have Certificate of Registration of firm for a minimum period of 10 years – Certificate of Incorporation/Registration Certificate of the firm. Preferably registered office situated in Goa/Mumbai for more than 10 years. (Supporting documents to be enclosed)
5. Copy of IATA Registration Certificate to be enclosed.
6. Copy of Break Bulk Certificate/Console Certificate to be enclosed.
7. IIT Goa will not pay any demurrage and penalty for any Ex-work, FOB, FCA, CIP and CIF. If demurrage is charged on consignment, then it will not be paid except the delay is on the part of IIT Goa or any Force majeure. An undertaking to the effect that the CHA will provide DEMURRAGE AND PENALTY FOR SUBMITTING LATE BILL OF ENTRY to IIT Goa. Annexure A1.
8. The Bidder should accept Tender Terms & Conditions- Annexure A2
9. Custom House Agents must not be blacklisted/Suspended or any service-related dispute or no legal case pending with any organisation/Govt. Organisations/ Banks in India or abroad. Self declaration- Annexure A3
10. Declaration for not exceeding IATA Rates and also mention the percentage of discount on IATA rates - Annexure A4
11. Experience: The CHA must have experience in its own name in the field of customs clearance, freight forwarding and consolidation relating to Hi-Technology Equipments, Consumables like reagents, highly perishables, dangerous and radioactive goods, etc. In any similar Educational Institution like IIT, NIT, ICMR, CSIR, TIFR and University etc., especially clearing consignments under Notification No.51/96-Customs and its subsequent amendments. List of educational Institutes handled during the last five years with their name, telephone no. and the contact person. Annexure A5
12. At least two certificates of successful running/completion of the contracts for the said services with Govt. Institutes/organizations/Educational institutes during the last 5 years. These certificates must bear the name and telephone nos. of the authorized signatory. Annexure A6
13. The CHA should have a minimum Rs. 5 crores Annual Turnover during last three financial years i.e. F. Y. 2021-22, 2022-23 & F. Y. 2023-24. Annexure A7
14. The CHA should have submitted filed ITR for last three years i.e. F. Y. 2021-22, 2022-23 & F. Y. 2023-24. Annexure A7 (Copy of Audited Accounts to be submitted.)
15. Bidder's Information. Annexure A8
16. List of overseas consolidators. Annexure A9
17. Format of PBG. Annexure A10

SECTION 3 – AWARD OF CONTRACT

1. Award of Contract:

- 1.1 The Contract will commence from the Award of Contract for a period of one year and extendable up to two years on yearly basis if performance is found satisfactory.
- 1.2. You shall render all assistance to "IIT Goa" in filing claims towards consignments short shipped or damaged, during transit, or misplacement and non-traceable cargo at Airlines Go down/Port Trust Go down.
- 1.3. Contract will be awarded to only those agents providing both services i.e. Freight Forwarding and Custom Clearing.
- 1.4. Only the L1 bidder will be awarded the contract.
- 1.5. The Empanelled agent will abide by all the Terms & Conditions of the Tender Document.
- 1.6. At actual rates will not be allowed. If the agent quotes at actual rates then the tender will be disqualified.
- 1.7. Bidders are requested to quote all-inclusive charges in Commercial Bid. No other charges should be quoted separately. No other charges will be paid extra.
- 1.8. For the import of perishable, precious, and hazardous goods, quotations will be taken separately.
- 1.9. The Performance of the empanelled agent will be reviewed by the committee during the contract period and IIT GOA reserves the right to terminate the rate contract based on performance if necessary, without intimation.

2. Nature of Work

- 2.1. You shall render all services as and when necessary and as directed by IIT Goa, you shall also perform all such auxiliary and incidental services and operations as may be necessary in the course of performing the Contract and as indicated by IIT GOA.
- 2.2. Handle and clear imports of all cargo and articles of all kinds including components, consumables, scientific instruments, equipment, spares, chemicals, hazardous & dangerous cargo, etc., and any other cargo which may be imported by IIT GOA from time to time.

3. Volume Of Work

- 3.1. No guarantee is given as to any definite volume of work which will be trusted to you at any time or throughout the Contract period.
- 3.2. IIT Goa reserves the right:
 - 3.2.1 of placing the Contract simultaneously or at any time during its tenure with one or more other Clearing agents as they may think fit, even by calling fresh tenders and/or by negotiations and appointing some other Clearing agents accordingly, at the sole discretion of IIT GOA.
 - 3.2.2 of appointing a clearing agent for services rendered to in the Contract to meet emergencies if IIT GOA is satisfied that CHA is not able to render specific services within the period in which their services are required.
 - 3.2.3 To retain full discretion to allocate work among the Clearing Agents in case of (a) and/or (b) above and CHA will not be entitled to make any representation on this account.

SECTION 4 – TERMS AND CONDITIONS

1. Duties And Responsibilities of Clearing Agent:

1.1. IMPORTS:

1.1.1 Instructions for clearance will be issued by IIT GOA giving particulars of the cargoes to be cleared, name of the steamer/AWB details, Customs Call notice, and place of delivery or dispatch details along with all the relevant dispatch documents.

1.1.2 On receipt of the instructions and subject to availability of all dispatch documents as required by Port, Carriers, and Customs and filling of manifest by Carriers/their agents, CHA will prepare the Bill of Entry and all the necessary papers and file the same with Customs and Port Trust/Airport authorities for expeditious clearance of the consignment. If the particulars relating to the cargo furnished in the instructions are not sufficient CHA will take steps that are necessary for obtaining the required particulars from the authorities or bodies concerned. In the event of non-availability of any document or any document being inadequate, CHA will execute, at the cost of IIT GOA, the necessary Indemnity bond or guarantee or other documents as may be necessary for immediate clearance and obtain delivery of the cargoes in the shortest possible time.

1.1.3 CHA shall be fully responsible for the finalization of the Bills of Entry from the time they are filed with the Customs, Bill of Entry assessed provisionally should be finalized within 24 hours of flight/vessel arrival and any hold up for want of documents, etc. for such finalisation should be promptly brought to the notice of IIT GOA. IIT GOA will not be responsible for the penalty levied by the customs (as per Customs Notification) for late filing of a Bill of Entry. CHA will be responsible for late filing Bill of Entry. If a penalty is charged on consignment then it will not be paid by IIT Goa. An undertaking should be submitted to the effect that the CHA will not charge PENALTY to IIT Goa. (Annexure A1).

1.1.4 CHA shall maintain close day-to-day liaison with IIT GOA with regard to the processing of the Bill of Entry, CHA shall get done any amendments required for Marks and Numbers on the Bill of Entry. Regarding finalization, any difficulty experienced by CHA or any queries raised by Customs requiring clarifications by IIT GOA should be immediately brought to the notice of IIT GOA. Where Customs issues instructions for the drawl of samples before assessment for further test and analysis or requirements of catalog/literature, write-up or any other data, the same should be done within 3 days keeping IIT GOA informed of the action and subsequent progress.

1.1.5 Whenever any short landing of cargo is noticed, CHA shall be required to file a "Not found" notice with the Port authorities and apply within the stipulated period to obtain and lodge claims on Steamer/Airline agents with necessary documents within the prescribed time. If landing charges/Customs duty in respect of shortlanded packages/ bundles/cargoes has already been paid, CHA shall automatically apply for a refund of proportionate/whole landing charges and/or Customs duty and the matter will be perused by CHA, till the claim is finally settled. CHA will have to make good to IIT GOA any loss incurred due to negligence or failure on their part to take any of the above actions.

1.1.6 It is incumbent on CHA to examine carefully all packages of each consignment landed from Steamer/Aircraft/Post Office with the respective Invoices and measurement /Packing list and whenever, during landing/unloading or clearance or at the time of delivery, any damages or loss of goods or discrepancies are noticed, CHA shall inform IIT GOA and promptly apply for survey to the Port Authorities/Steamer Agents/Airline/Post Office agents, as the case may be, within the prescribed time limit and pursue action to obtain Survey Report and lodge the claim for obtaining compensation for the damage/losses. IIT GOA representative whenever necessary should be associated with the Survey.

1.1.7 Where cargoes have landed from Steamer/Aircraft, but are subsequently not traceable/missing in the godowns, CHA shall be required to file "Not found" Notice with the Port authorities within the statutory period. The Steamer/Airline should also be notified simultaneously. When CHA are unable to locate such "Not found" cargoes within a week, CHA shall employ with IIT GOA's consent and cost, specialized firms for locating such cargoes in the godown. If the cargoes are found later with damages/losses/discrepancies, Airline surveys and arrange for repacking as enumerated in relevant clause. If the cargoes are not found within one months, CHA shall automatically apply for refund of proportionate/whole landing charges and/or Customs duty, if already paid, and the matter will be perused by CHA till the claim is finally settled.

1.1.8 Where the consignment is insured by IIT GOA apart from the survey enumerated above, the Insurance Survey with IIT GOA coordination, would also be arranged by the bidder.

1.1.9 After obtaining delivery, CHA will either move the cargoes to CHA's godown or deliver the same to IIT GOA, Stores & Purchase section at Farmagudi, Ponda – Goa through the appropriate Transport Carrier and obtain receipt for having safely delivered.

1.1.10 CHA will be responsible for all losses or damages to cargoes, direct or consequential for negligence or failure to exercise due care in the matter of dispatch/ delivery of the cargo, CHA shall be held responsible in case delivery/dispatch is effected wrongly, i.e. contrary to IIT GOA instructions and for all losses or damages to the cargo or infructuous expenditure, direct or consequential, as a result thereof.

1.1.11 Where consignments are bulky and heavy, CHA will inform IIT GOA and the Transport Carrier specified by IIT GOA, of the probable date of delivery at least a day or two in advance, so that the cargo can be cleared and dispatched directly from the Dock/Airport unless otherwise advised by IIT GOA in writing to be moved to CHA's godown.

1.1.12 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 CHA to IIT GOA within fifteen days from the date of effecting clearance.

1.1.13 Follow-Up of Shipments: A copy of the order placed by IIT GOA on a foreign supplier will be forwarded to CHA. It is the sole responsibility of the CHA to follow up the matter with its foreign associates and foreign suppliers to ship the goods within the delivery schedule.

1.1.14 If the Supplier sent a consignment through DDU, the CHA has to clear the consignment.

2 Mode of Payment:

2.1. GST will be as applicable.

2.2. CHA will have to pay all inspection, landing, handling, carting, postal charges, warehouse rent/demurrage charges, freight charges, etc., and all other allied Port Trust/Airport charges to the concerned authorities.

2.3. CHA will then claim the amounts, so paid, in their bills duly supported by the receipts issued by the authorities concerned.

2.4. Necessary payment receipts should be promptly submitted by CHA in the settlement of advances. The warehouse/demurrage charges will however be reimbursed by IIT Goa provided there is no fault of the Clearing Agent & provided he has taken all measures to see that items are cleared within the free time allowed by Air India/Airport Authority of India/Port authority of India.

2.5. The Clearing Agent will pay Customs duty up to Rs. 5,00,000/- per consignment. If the customs duty exceeds this limit, IIT GOA will give entire amount in advance towards customs duty.

3. Customs Duty & Refund Claim:

3.1. As per Govt. of India Notification No. 51/96 Custom dtd. 23rd July 1996, IIT Goa is exempted from Customs duty on case to case basis for all research equipment. IIT Goa shall provide all documents necessary as per this notification. In the cases, where such documents are not available CHA shall try their best to clear the consignment against the Indemnity Bond to be provided by us. In cases where Customs are not accepting the bond, IIT GOA shall pay the Customs duty "under protest". In such case, IIT GOA shall apply for a refund & CHA will have to assist us & peruse our claim with the concerned authorities at the Office of Collector of Customs/Appellate Tribunal of Customs.

3.2. CHA shall make every effort to clear consignments within the free period without payment of warehouse/demurrage charges. However, in case of payment warehouse/demurrage charges, justification for the same (including date-wise action taken by CHA) with explanatory data shall be given by CHA.

3.3. Demurrage/Warehouse charges can however be reimbursed only if there is absolutely no fault of the agent in the speedy clearance of the items and only in case of situations beyond the control of the agent.

3.4. In case of short landed and untraceable packages/cargoes, CHA shall automatically apply for a refund of all charges, including Customs duty.

3.5. In case of freight charges, IIT GOA will arrange to register refund claims with Steamer/Airline agents where excess freight has been charged on account of excess declaration of weight/measurement or for any other reason such as wrong declaration of class of goods, status of freight etc.

3.6. In case of port charges, where amounts have been paid by CHA in excess of what is actually due, IIT GOA will have the right to admit and reimburse only such amounts that are actually due and restrict the bill amounts accordingly. The responsibility to claim refund of such amounts, i.e. amounts paid in excess of actual dues and not admitted by IIT GOA, from the concerned authorities shall rest entirely with CHA.

4. Submission of Bills for Payment

4.1. The rates for payment to CHA for services rendered will be paid as per Schedule of Rates under Section 5.

4.2. Bills for the other work done will be submitted by CHA to IIT GOA as per the terms of agreement with documentary proof.

4.3. In respect of all CHA's bills, payment will be made within one month of receipt if bills are in order and complete in all respects.

5. Earnest Money Deposit (EMD)

5.1. Nil. However, bidders should submit "Bid Securing Declaration Form" on company letter head as per Annexure-A2.

6. Security Deposit

6.1. Within fifteen (15) days of the award of contract, the bidder shall furnish a Security Deposit amounting to Rs. 2,00,000/- in the form of Bank Guarantee (Annexure – A10) or DD in favour of IIT GOA MAIN ACCOUNT payable at Goa.

6.2. IIT Goa will forfeit the security deposit if bidder fails to execute the contract as per the terms and conditions of the contract or if any recovery is to be made from the agency.

6.3. The Security Deposit will be valid for contract period + 60 days.

6.4. This Security Deposit will be returned/refunded to the bidder only on satisfactory completion of all contractual obligations as per this tender and Contract/Agreement against this Tender.

7. Validity of the Bid

120 days.

8. Maintenance of Records, Submission of Statements Etc.

8.1. CHA shall maintain the following register and any other record according to the instructions of IIT GOA from time to time.

8.2. A register giving full particulars of consignments entrusted to CHA for import clearance, cleared, and dispatched/delivered.

8.3. CHA will have to furnish to IIT GOA Monthly Progress Report giving details such as (i) Our Purchase Order No. (ii) Brief description of item and quantity (iii) Airway Bill No. and (iv) Date when documents are handed over to CHA and date of landing in Mumbai (v) Date of clearance and delivery to IIT GOA (vi) Remarks; in case of inordinate delay in clearing the consignment, the reason for the same.

9. General

9.1. CHA will have to arrange complete clearance and dispatch of cargoes for imports for which instructions/documents have been issued to CHA up to and including last date of contract including finalisation of all Customs and Port formalities relating to Vessels/Aircraft arrived or landed or sailed on last date of contract. You will be paid upto the point of completion of all outstanding/assigned work in terms of the Contract.

9.2. You shall be fully conversant with the relevant provisions of the carriage of goods by Sea-Air Act, the Port Trust/Airport Authorities Act, the Customs Act, and other Acts/Rules/Procedures etc. and all amendments thereto as are obtained and in force at the time of effecting clearance and take such steps as are necessary and perform all the duties which they are bound to do under the above Acts to ensure that the interests of IIT GOA are fully protected in the clearance of cargoes entrusted to them.

9.3. In the case of strikes/riots/fire/civil commotions etc. in and around Mumbai Sea Port/Airport causing disputes/stoppage of work, you will endeavour to clear all the consignments immediately when such cause is over within the free period permitted by the concerned authorities. In exceptional cases, it will be matter for submission by you which will be considered on merits.

9.4. For the purpose of operation of this Contract, only the holidays as observed by Port Trust/Airport and Customs authorities shall be recognized as closed holidays of you, and all other holidays declared by you on your own shall not be recognized.

9.5. The Director, IIT GOA, reserves the right to accept or reject any offer without assigning any reasons thereof in public interest.

10. Arbitration

10.1. All disputes arising out of or in connection with the contract shall be settled by a three-member committee constituted by the Director, IIT Goa, comprising two members from IIT Goa and one from the CHA. If the disputes are not settled at the committee level, the decision of the Director, IIT Goa shall be final and binding on all.

10.2. All disputes are subject to Goa jurisdiction only.

SECTION 5 – COMMERCIAL BID

1. PERCENTAGE OF DISCOUNT ON IATA RATES:

Sr. No.	Description	%
1	Percentage of Discount on IATA rates (irrespective of weight slabs)	

Note:

- a. A copy of IATA TACT book is to be submitted to IIT Goa every six months.
- b. Rates quoted are for CIP/CIF shipments.**
- c. In case of any shipment on EXW/FCA/FOB basis and Over Dimensional cargo/ Dangerous goods/ Perishable/ Back-to-Back cargo, prior approval shall be taken for pick-up charges which will be payable on actual basis.
- d. Rate/ discount quoted above is only on basic air freight charge.
- e. Insurance survey, if required, shall be arranged and charges for the same shall be reimbursed at actual as per surveyor bill.

2. Custom Clearance Charges:

a. AIR CONSIGNMENT (For Import - CIP shipments)

(Including Agency Charges, Transportation Charges up to IIT Goa campus, Packing & Repacking, Loading at port & Unloading at IIT Goa site / lab/ location, Crane/Forklift Charges, labor charges, handling fee, Terminal Charges, Airline/Forwarders DO and all other charges. Goods & Service Tax (GST) & any other government taxes enforced by the Government will be paid at actuals)

Sr. No.	Description (per shipment basis)	Value in INR
1	Up to 50 kg	
2	From 51 to 100 Kg	
3	From 101 to 250 kg	
4	From 251- 500 kg	
5	Above 500 kg (Per kg rate)	

b. SEA CONSIGNMENT (For Import - CIF shipments)

Including Agency Charges, Transportation Charges up to IIT Goa campus, Packing & Repacking, Loading at port & Unloading at IIT Goa site/lab/ location, Crane/Forklift Charges, labor charges, handling fee, Terminal Charges, Shipping line DO, CFS charges and all other charges. Goods & Service Tax (GST) & any other government taxes enforced by the Government will be paid at actuals)

Sr. No.	Description (per shipment basis)	Value In INR
	From Mumbai Port/Nhava Sheva	
1	Up to 2 MT vehicle carrying capacity	
2	Up to 7 MT vehicle carrying capacity	
3	Up to 9 MT vehicle carrying capacity	
4	20 FT vehicle carrying capacity (returnable basis)	
5	40 FT vehicle carrying capacity (returnable basis)	

3. INSURANCE CHARGES

Sr. No.	Description	%
1	Insurance charges in % of Purchase Order Value/Export Invoice Value	

NOTE:

- Any deviation in the Commercial Bid will not be accepted.
- For Exports, rates quoted for Air Freight Charges will be considered.
- Consignments will have to be delivered, as far as possible, during OFFICE HOURS (9:30 AM to 5.30 PM, Monday to Friday)
- Urgent consignments etc. (as intimated by IIT GOA) will have to be delivered even beyond office hours and on holidays, etc. to ensure their ACTIVITY/SAFETY. All items should be handled following proper safety precautions.
- Manpower for loading/unloading will have to be arranged by CHA. Equipment/items may be required to be moved at specified lab/locations/site. Handling of heavy items may require a larger labour force. Safety of the equipment and the persons involved in doing so will be CHA's responsibility. CHA has to arrange location survey in advance.

CRITERIA FOR CALCULATION OF L1

Each bidder, depending upon his quoted rates will be given marks as per the below mentioned criteria. Bidder with maximum total marks shall be selected.

Sr. No	Category	Maximum Marks	Criteria for calculating marks
1	Percentage of discount on IATA rates	40	Bidder with highest discount percentage will get maximum marks. Rest of the bidders will be given marks proportionately depending upon their respective discount percentage. Marks = (Bidder's percentage/ Highest percentage)*Max marks
2	Custom Clearance Charges (Air Consignment)	Up to 50 kg	Bidder with lowest rate/percentage will get maximum marks. Rest of the bidders will be given marks proportionately depending upon their respective rate/percentage. Marks = (Lowest rate/Bidder's rate)*Max marks For Insurance charges, Marks = (Lowest percentage/Bidder's percentage)*Max marks
3		From 51 to 100 Kg	
4		From 101 to 250 kg	
5		From 251 to 500 kg	
6		Above 500 kg (Per kg rate)	
7	Custom Clearance Charges (Sea Consignment)	Up to 2 MT vehicle carrying capacity	Bidder with lowest rate/percentage will get maximum marks. Rest of the bidders will be given marks proportionately depending upon their respective rate/percentage. Marks = (Lowest rate/Bidder's rate)*Max marks For Insurance charges, Marks = (Lowest percentage/Bidder's percentage)*Max marks
8		Up to 7 MT vehicle carrying capacity	
9		Up to 9 MT vehicle carrying capacity	
10		20 FT vehicle carrying capacity (returnable basis)	
11		40 FT vehicle carrying capacity (returnable basis)	
12	Insurance charges in % of Purchase Order Value/Export Invoice Value	10	
Maximum Total Marks		100	

Note:-

1. The lowest bidder (L1) in the financial evaluation will be declared on qualifying marks, as decided by the Purchase Committee.
2. The financial bid rank, showing in the BOQ comparative chart generated by Central Public Procurement Portal (CPPP), will not be considered for evaluation.

SECTION 6 - ANNEXURES

ANNEXURE - A1

**DECLARATION OF DEMURRAGE, PENALTY AND INSURANCE
(On Company / firm's Letterhead)**

Date :

To,
The Registrar,
Indian Institute of Technology Goa,
At GEC Campus, Farmagudi,
Ponda – Goa – 403 401.

Sir,

Re: Tender No. _____ dated _____ for "Empanelment of Custom Clearing & Freight Forwarding Agent".

I/we carefully gone through the Terms & Conditions contained in the above referred Tender.

I/we hereby declare that my company / firm will provide DEMURRAGE FREE SERVICE to IIT Goa for any Ex-work, FOB, FCA, CIP, CIF shipments. I agree that, If demurrage is charged on these consignment then it will not be charged to IIT Goa except if the delay is on the part of IIT Goa or any Force Majeure.

I/we hereby declare that my company / firm shall be fully responsible for the finalization of the Bills of Entry from the time they are filed with the Customs I agree that, if penalty is charged on this consignment, then it will not be charged to IIT Goa except if the delay is on part of IIT Goa or any Force Majeure.

I/we hereby declare that my company / firm shall be fully responsible to arrange insurance for the consignments and will submit insurance policy along with the bill.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

UNDERTAKING/SELF-DECLARATION FOR BID SECURITY
(To be issued by the bidder on company's letterhead in lieu of EMD)

Date :

To,
The Registrar,
Indian Institute of Technology Goa,
At GEC Campus, Farmagudi,
Ponda – Goa – 403 401.

We, M/s (name of the firm), with ref. to tender no. dtd
hereby undertake that:

- 1) We accept all the terms and conditions of the tender document.
- 2) We accept that, we will not modify our bid during the bid validity period, submit performance guarantee within the stipulated period and honor the contract after award of contract.
- 3) In the event of any modification to our bid by us or failure on our part to honor the contract after final award or failure to submit performance guarantee, our firm may be debarred from participation in any tender/contract notified by Indian Institute of Technology, Goa for a period of one year.

Yours faithfully,

(Signature of the Bidder)
Printed Name
Designation
Seal

DECLARATION REGARDING CLEAN TRACK BY BIDDER
(On Company / firm's Letterhead)

Date :

To,
The Registrar,
Indian Institute of Technology Goa,
At GEC Campus, Farmagudi,
Ponda – Goa – 403 401.

Sir,

Re: Tender No. _____ dated _____ for “Empanelment of Custom Clearing & Freight Forwarding Agent”.

I/we carefully gone through the Terms & Conditions contained in the above referred Tender.

I/we hereby declare that my company / firm is not currently debarred / black listed or no legal case pending by any Government / Semi Government Organizations / Institutions in India or abroad. I/we further certify that I am competent officer in my company /firm to make this declaration.

Or

I/we declare the following

No.	Country in which the company is debarred /blacklisted / case is pending	Black listed / debarred by Government / Semi Government Organizations / Institutions	Reason	Since when and for how long

(NOTE : In case the company / firm was blacklisted previously, please provide the details regarding Period for which the company / firm was blacklisted and the reason/s for the same)

Yours faithfully

(Signature of the Bidder)
Printed Name
Designation
Seal

DECLARATION FOR NOT EXCEEDING IATA RATES
(On Company / firm's Letterhead)

Date :

To,
The Registrar,
Indian Institute of Technology Goa,
At GEC Campus, Farmagudi,
Ponda – Goa – 403 401.

Sir,

Re: Tender No. _____ dated _____ for "Empanelment of Custom Clearing & Freight Forwarding Agent".

I/we hereby confirm that quoted rates in Commercial Bid are not exceeding IATA Rates and the percentage of discount offered by us on IATA rates is _____.

Yours faithfully,

(Signature of the Bidder)
Printed Name
Designation
Seal

LIST OF EDUCATIONAL INSTITUTES HANDLED
(On Company / firm's Letterhead)

Date :

To,
The Registrar,
Indian Institute of Technology Goa,
At GEC Campus, Farmagudi,
Ponda – Goa – 403 401.

Sir,

Re: Tender No. _____ dated _____ for "Empanelment of Custom Clearing & Freight Forwarding Agent."

I/we hereby mention following list of Educational Institutes where our firm had provided services:

Sr.No	Name of Educational Institute	Description of work done	Contact Person & Telephone No.

Yours faithfully,

(Signature of the Bidder)
Printed Name
Designation
Seal

Encl : As above

DECLARATION FOR COMPLETION OF CONTRACTS WITH GOVERNMENT INSTITUTES
(On Company / firm's Letterhead)

Date :

To,
The Registrar,
Indian Institute of Technology Goa,
At GEC Campus, Farmagudi,
Ponda – Goa – 403 401.

Sir,

Re: Tender No. _____ dated _____ for "Empanelment of Custom Clearing & Freight Forwarding Agent".

I/we hereby declare that, our firm M/s _____ was completed contract in same services with following Government Institutes/Govt. Organizations/PSU in past five years: (supported by copy of completion certificates)

I/We also enclosed these certificates which bear the name and telephone nos. of the authorized signatory.

Yours faithfully,

(Signature of the Bidder)
Printed Name
Designation
Seal

Encl : As above

DECLARATION OF ANNUAL TURNOVER AND
INCOME TAX RETURN
(On Company / firm's Letterhead)

Date :

To,
The Registrar,
Indian Institute of Technology Goa,
At GEC Campus, Farmagudi,
Ponda – Goa – 403 401.

Sir,

Re: Tender No. _____ dated _____ for "Empanelment of Custom Clearing & Freight Forwarding Agent".

- 1) I/we hereby declare that, our firm's Annual Turnover as follows, and I/we have also supported an Audited Accounts for your references:

F. Y. 2021-22	F. Y. 2022-23	F. Y. 2023-24

And,

- 2) I/we hereby declare that, our firm had filed Income Tax Returns for last year's i.e. 2021- 22, 2022-23 & 2023-24 supported by copy of ITR of three years.

Yours faithfully,

(Signature of the Bidder)
Printed Name
Designation
Seal

Encl : As above

BIDDER'S INFORMATION

Details of the Bidders:		
1	Name of the Bidder	
2	Address of the Bidder	
3	Status of the Company (Public Ltd./ Pvt. Ltd.)	
4	Details of the Incorporation of the Company	Date:
		Ref. Document-
5	GSTIN No.	
6	State of GST Registration	
7	Permanent Account No. (PAN)	
8	IATA registration details	
9	Name & Designation of the Contact person to whom all references shall be made regarding this tender	
10	Telephone No. (with STD Code) / Mobile No.	
11	Email Address of the contact person	
12	Website	

LIST OF OVERSEAS CONSOLIDATORS
(On Company / firm's Letterhead)

Date :

To,
The Registrar,
Indian Institute of Technology Goa,
At GEC Campus, Farmagudi,
Ponda, Goa – 403 401.

Sir,

Re: Tender No. _____ dated _____ for “Empanelment of Custom Clearing & Freight Forwarding Agent”.

I/we hereby mention the following List of Overseas Consolidators with our firm:

Sr. No.	Name of Overseas Consolidators	Address of Overseas Consolidators with country name	Name of Contact Person	Tel No., & Email ID

Yours faithfully,

(Signature of the Bidder)
Printed Name
Designation
Seal

Encl: As above

FORMAT FOR PERFORMANCE BANK GUARANTEE

(To be typed on Non-judicial stamp paper of the value of Indian Rupees of One Hundred) (TO BE ESTABLISHED THROUGH ANY OF THE NATIONAL BANKS (WHETHER SITUATED AT GOA OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT GOA OR ANY SCHEDULED BANK SITUATED AT GOA. BONDS ISSUED BY CO-OPERATIVE BANKS ARE NOT ACCEPTED.

To,
The Registrar,
Indian Institute of Technology Goa,
Farmagudi, Ponda,
Goa – 403401

LETTER OF GUARANTEE

WHEREAS Indian Institute of Technology Goa (Buyer) have invited Tenders vide Tender No..... Dt. for purchase of

AND

WHEREAS the said tender document requires that any eligible successful tenderer (seller) wishing to supply the equipment / machinery, etc. in response thereto shall establish an irrevocable Performance Guarantee Bond in favour of "Registrar, Indian Institute of Technology, Goa" in the form of Bank Guarantee for Rs and valid till one year plus sixty days or up to warranty period whichever is later from the date of issue of Performance Guarantee Bond may be submitted within 15 (Fifteen) days from the date of Order Acknowledgment as a successful bidder.

NOW THIS BANK HEREBY GUARANTEES that in the event of the said tenderer (seller) failing to abide by any of the conditions referred in tender document / purchase order / performance of the equipment / machinery, etc. this Bank shall pay to Indian Institute of Technology, Goa on demand and without protest or demur Rs..... (Rupees.....).

This Bank further agrees that the decision of Indian Institute of Technology, Goa (Buyer) as to whether the said Tenderer (Seller) has committed a breach of any of the conditions referred in tender document / purchase order shall be final and binding.

We, (name of the Bank & branch) hereby further agree that the Guarantee herein contained shall not be affected by any change in the constitution of the Tenderer (Seller) and/ or Indian Institute of Technology, Goa (Buyer).

Notwithstanding anything contained herein:

1. Our liability under this Bank Guarantee shall not exceed Rs. (Indian Rupees only).
2. This Bank Guarantee shall be valid up to(date) and
3. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if IIT Goa serve upon us a written claim or demand on or before (date).
4. This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office at situated at (Address of local branch).

Date:

Yours truly,

Signature and seal of the Guarantor:

Name of Bank:

Instruction to Bank: Bank should note that on expiry of PBG Period, the Original PBG will not be returned to the Bank. Bank is requested to take appropriate necessary action on or after expiry of PBG period.

CHECKLIST

The following items must be checked before the Bid is submitted online on www.eprocure.gov.in :

1. Envelope "A"
 - a) Eligibility Criteria Responses (each page duly sealed and signed by the authorized signatory)
 - b) Annexure A1 : Declaration of Demurrage, Penalty and Insurance
Annexure A2 : Undertaking/Self Declaration for Bid Security
Annexure A3 : Declaration Regarding Clean Track by Bidder
Annexure A4 : Declaration for not exceeding IATA Rates
Annexure A5 : List of Educational Institutes Handled
Annexure A6: Declaration for completion of Contracts with Government Institutes
Annexure A7 : Declaration Of Annual Turnover And Income Tax Return
Annexure A8 : Bidder's Information
Annexure A9 : List of Overseas Consolidators
Annexure A10 : Format for PBG
 - c) Copy of this Tender document duly sealed and signed by the authorized signatory on every pages.
2. Envelope "B"
 - a) Commercial Bid :