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Indian Institute of Technology Jodhpur

***TENDER (E-PROCUREMENT) FOR
HIRING THE SERVICES OF CUSTOM HOUSE AGENT***

**Bids to be submitted online (CPPP)
For
(Technical and Financial bid as per schedule of requirement)**

NIT No: IITJ/SPS/2020-2021/86 dated 19 December 2020

**Office of Stores & Purchase
IIT Jodhpur, Administrative Building (East),
NH-62, Nagaur Road, Karwar,
Jodhpur-342037, Rajasthan
Phone: 0291 2801 101, Email: sps@iitj.ac.in**

SCHEDULE

Name of Organization	Indian Institute of Technology Jodhpur
Open Tender Notice No. (NIT)	IITJ/SPS/2020-2021/86 dated 19 December 2020
Tender Type (Open/Limited/EOI/Auction/Single)	Open
Tender Category (Services/Goods)	Services
Type/Form of Contract (Supply/ Auction/ Service/ Buy/ Empanelment/ Sell)	Supply
Product Category	HIRING THE SERVICES OF CUSTOM HOUSE AGENT
Is Multi Currency Allowed	No
Date of Issue/Publishing	19/12/2020 (11:00 Hrs)
Document Download/Sale Start Date	19/12/2020 (11:00 Hrs)
Document Download/Sale End Date	11/01/2021 (15:00 Hrs)
Last Date and Time for Uploading of Bids	11/01/2021 (15:00 Hrs)
Date and Time of Opening of Technical Bids	12/01/2021 (16:00 Hrs)
No. of Covers (1/2/3/4)	2
Bid Validity days (180/120/90/60/30)	90 days
Performance Bank Guarantee (PBG)	Rs. 5,00,000/-
Address for Communication	Office of Stores & Purchase, Administrative Building (East), IIT Jodhpur, NH-62, Nagaur Road, Karwad, Jodhpur-342037
Contact No.	0291-2801 101
Email Address for Correspondence	sps@iitj.ac.in

Indian Institute of Technology Jodhpur (hereinafter referred to as the “Institute”), an Educational Institute of National Importance, invites online Bids in two-bid format for “**HIRING THE SERVICES OF CUSTOM HOUSE AGENT**”, for a period of one year extendable on yearly basis based on performance of the services by the service provider and subject to cost/rates basis for the import/export of consignments, to and from all over the world by air- freight, air post parcel, courier and sea shipment under consolidation from the parties dealing in Custom Clearance, Import and Export handling and International freight forwarding under consolidation. The INCOTERMS should be Ex-works/FOB/FCA/CIF/CIP/C&F etc. POSSESSION OF CUSTOM HOUSE AGENT (CHA) LICENCE AND CONSOLIDATION LICENCE IN THEIR OWN NAME IS A COMPULSORY QUALIFICATION FOR THE APPLICANTS.

Tender forms can be downloaded from the CPP Portal (<http://eprocure.gov.in/eprocure/app>) & Institute website <http://www.iitj.ac.in/tenders/index.php?id=services>. The bidders are requested to read the tender document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/instructions by the bidders with respect to this document may disqualify them from the tender exercise. The Director, IIT Jodhpur reserves the right to select the item (in single or multiple units) or to reject any quotation wholly or partly. Incomplete tenders, amendments and additions to tender after opening or late tenders are liable to be ignored and rejected.

1. Scope of the Contract shall be as under:

I. Customs Clearance of imported consignments from IAAI/ ICD/ Foreign Post Office at New Delhi/ ICD Delhi/ Sea port Mumbai/Any other airport/ port in India.

- Customs Clearance of the consignment including all the stages of customs clearance.
- Obtaining Non-delivery certificate/short landing certificate in case the materials are short delivered by IAAI, or Airlines and lodging of claims with them immediately on behalf of IIT Jodhpur.
- Arranging insurance survey at airport/IAAI/ICD Delhi in case of damages/shortage to the consignment or partial delivery certificate.
- Immediate delivery of consignment at IIT Jodhpur after custom clearance within 5 days from the date of clearance of the consignment.
- Any other job in connection with the clearance of goods like customs clearance of IPP parcels from customs/foreign post office, New Delhi

II Consolidation of the consignments being imported from throughout the world:

- Complete monitoring and supervision of the movement from date of order/Letter of Credit and regular feedback on the progress of order to IIT Jodhpur. In case the same is not received before landing of the consignment, the delay in clearance will be on the part of the clearing agent. No demurrage shall paid by IIT Jodhpur.
- To provide timely information (pre-alert) regarding dispatch and other relevant information to IIT Jodhpur.
- Transportation and Storage of special materials including live animals, radioactive material, sensitive material and hazardous materials.
- Transportation and Storage of voluminous and heavy packages,.
- Any other service needed regarding consolidation from time to time.

III Exports to various countries

- Export of defective/damaged items to the countries of import.
- Export of consignment imported temporarily for inter comparison of standard & other purposes.
- Export of items for repair, calibrations and other scientific work.

- Any other export shipment.

2. Instructions for Online Bid Submission:

2.1 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 publishing on the CPP Portal.

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

2.3 Bidder will 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.

2.4 The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in .pdf format. All bids both Technical and Financial should be submitted in the eProcurement portal.

2.5 Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <http://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link “Information about DSC”.

2.6 The Institute will not be responsible for any type of technical issue regarding uploading of Tender on website.

3. Searching for Tender Documents

3.1 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.

3.2 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.

3.3 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.

4 Preparation of Bids

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

4.2 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.

4.3 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 formats. Bid documents may be scanned with 100 dpi with black and white option.

4.4 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" 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.

5 Submission of Bids

5.1 Bidder should log into the site well in advance for bid submission so that he/she 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.

5.2 The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

5.3 Technical Bid should be submitted in PDF format.

5.4 Financial Bids can be submitted in .XLS format.

5.5 The bidder may add rows to include the prices of all components & warranties, installation etc. whichever applicable.

5.6 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.

5.7 The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

5.8 Upon the successful and timely submission of bids, 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.

5.9 The printed literature and catalogue/brochure giving full technical details should be included with the technical bid to verify the specifications quoted in the tender. The bidders should submit copies of suitable documents in support of their reputation, credentials and past performance in .pdf format.

5.10 Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

6 Assistance to Bidders

6.1 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.

6.2 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 Helpdesk. The contact number for the helpdesk is 0120-4200462, 0120-4001002, 0120-4001005, 0120-6277787.

6.3 The technical and financial bids should be submitted online through portal <http://eprocure.gov.in/eprocure/app> in original. The financial bid should include the cost of main equipment/item and its accessories. If there is any separate cost for installation etc. that should be quoted separately.

7. Instructions to Bidders

7.1 Each bidder should be marked with the following reference on the top bids submitted online: "IITJ/SPS/2020-2021/86 dated 19 December 2020".

7.2 Amendment of Bidding Documents: At any time prior to the deadline for submission of bids, IIT JODHPUR may, for any reason, whether on its own initiative or in response to the clarification request by a prospective BIDDER may modify the bid document. All prospective BIDDERS who have downloaded the bidding document may visit IIT JODHPUR website [/https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app) for amendments / modifications which will be binding on them.

8 Eligibility Criteria:

8.1 The bidding agents should have valid consolidation & Custom House Agent (CHA) License in their own name (single name). Firms not having these qualifications need not apply.

8.2 The tenderer should have overseas associates operating in all the major exporting countries (20-25) of the world (list of such associates / agents along with their names, address, contact person, telephone nos., fax nos. & e-mail ids to be submitted with offer). Tenderer should have associates in the following countries:-

Australia, Austria, Bangladesh, Belgium, Brazil, Canada, China, Czech Republic, Denmark, Dubai, Finland, France, Germany, Holland (The Netherlands), Hong Kong, Ireland, Israel, Italy, Japan, Malaysia, New Zealand, North Korea, Singapore, South Korea, Spain, Sweden, Switzerland, Taiwan, Thailand, UAE, UK and USA, and more.

8.3 Since most of the consignments will be shipped to and cleared at Delhi Airport only, therefore, the firm must have customs clearance operations in Delhi during at least past two years.

8.4 The Tenderer must have water proof covered stage for storing the consignment of the Institute for the transit period.

8.5 The CHA should have Certificate of Incorporation/Registration Certificate of the firm for a period of minimum 10 years under the respective Laws from the competent authorities appointed under in the relevant Acts.

8.6 The bidder should be registered with the Income Tax Department and have its Permanent Account Number.

8.7 The bidder should have minimum turnover of not less than 2 crores per annum (details to be furnished) in the business of freight forwarding in the last three years. Balance sheet of previous three financial years (i.e.2017-18, 2018-19 & 2019-20) duly audited or certified by the Chartered Accountant be enclosed along with a statement showing three years' turnover separately. Turnover should be given in the following format duly certified by the Chartered Accountant : -

Financial Year	Turnover Exclusive of Custom Duty	Custom Duty (Rs.)	Total Turnover (Rs.)
A	B	C	D = B + C
2017-18			
2018-19			
2019-20			

8.8 The tenderer should furnish a list of their clients with special reference to Govt. / Educational / Research Institute and R&D Departments indicating their complete postal addresses along with details of telephone / fax number, name & designation of the person to whom the Institute may contact for information.

8.9 The Bidder should have successfully executed minimum 200 shipments or more each year during the last three financial years (i.e. 2017-18, 2018-19 & 2019-20) with any Govt. Departments/Public Sector Undertakings/ CSIR Labs/ ICAR / ICMR / DRDO / Educational Institutes/ Central Universities / IITs/ Centrally funded Technical Institutes (CFTIs), and

a. In support of the aforesaid criteria, the Bidders have to enclose satisfactory performance certificates from their clients providing year wise number of shipments executed in 2017-18, 2018-19 & 2019-20. The certificate must bear the name, telephone nos. and e-mail ID of the issuing authority to whom the Institute may contact for information.

Or

b. The Bidder may submit a self-declaration on its letter head describing Name of the client, Contact person, designation, its telephone nos., e- mail ID and details of year wise shipments executed in 2017-18, 2018-19 & 2019-20 failing which, the bids will be summarily rejected.

8.10 The Firm should be a member of IATA, FIATA and MTO copy of membership should be enclosed.

8.11 The Firm should be an ISO certified company.

8.12 The Firm should have a valid Goods and Services Tax (GST) Registration Certificate/ Number.

8.13 The firm/company should not have been banned or suspended or Blacklisted or put on any holiday nor should presently be facing any service related dispute due to any reasons including adopting corrupt and fraudulent practices by them.

8.14 The contract would initially be awarded for one year, which may extended on annual basis based on satisfactory performance.

8.15 The tenderer shall submit the copy of the tender document and addenda thereto, if any, with each page of this document signed and stamped to confirm the acceptance of entire terms & conditions of the tender by the tenderer.

8.16 The bid of any tenderer(s) who has not complied with one or more of the conditions of eligibility criteria and / or fail to submit the required documents as required / or mentioned in tender document are liable to be summarily rejected.

8.17 The Institute reserves the right to reject any or all tenders, wholly or partly or close the tender at any stage prior to award of contract without assigning any reason whatsoever.

8.18 The bidder is required to scan Annexure-C with sign and stamp.

8.19 All Annexures and undertaking has to be signed and stamp.

9. Tender is required to be submitted in Two Bid System as follows:

Envelope-I: Should contain scan copy of all the documents as per Eligibility Criteria and other document as mentioned in Tender Document.

Envelope-II: Should contain online Financial Bid in the form of .xls format. The financial bids of the qualified parties shall be opened at a later date which shall be notified separately. Rates should not be mentioned/indicated in technical bid, failing which your offer shall be liable to be rejected.

10. Terms & Conditions

10.1 Copies of documents as mentioned in the eligibility criteria must be enclosed. Separate freight forwarding offers through third party/sister concerns etc. shall not be entertained.

10.2 Some of our job involves clearance and delivery of highly perishable CIF consignments from Delhi airport and sometimes parcels from New Delhi Foreign Post Office. The firm will have to arrange for the Dry-Ice Stuffing of perishable consignments at Delhi Airport and perishable/Dangerous Goods shipments will have to be delivered at IIT Jodhpur immediately after clearance from the airport.

10.3 The perishable consignment will have to be got cleared from Customs within 24 hours from the date of arrival of the consignment. In addition, it must be ensured that sufficient dry ice is available for Storage and transporting to IIT Jodhpur. In case, the perishable consignment is damaged on account of insufficient dry ice during clearance, CHA will be held responsible for the complete loss and money will be recovered from the payments due.

10.4 The firm may also be required to export certain items for repairs or replacement, which will be re-imported after repairs. The firm should do all the procedural formalities with customs for this purpose. Similarly the firm will also required to actively follow cases of recovery of excess duty paid to customs.

10.5 The yardstick for judging the efficiency of custom agency will be as follows:

- a) Minimizing/ Altogether eliminating payment of demurrage charges.
- b) Coordinating with customs/carrier and obtaining Cargo Arrival Notice within a day and forwarding to the Purchase Section of IIT Jodhpur. Agency is expected to intimate the Institute the arrival of consignment within one day.
- c) After the receipt of all the documents from IIT Jodhpur, how fast a clearing agent can clear the consignment from customs and deliver it to IIT Jodhpur Stores.

10.6 It is desirable that the customs agency should have good reputation in the market and must have good rapport with the customs authorities so that unnecessary delay in customs clearance of Institute consignments can be avoided and petty matters are immediately sorted out. All statutory/government charges and payment for Dry Ice etc. will only be paid/reimbursed on production of the receipts/vouchers for the same.

10.7 FCA/FOB SHIPMENTS: Many orders will be placed with foreign suppliers on FOB / FCA basis.

Your console Air freight rates must be based on FOB /FCA shipments i.e. from shipping Airports in the exporting country to Delhi Airport. Inland handling / forwarding charges in the exporting country shall not be payable separately by us.

- 10.8 EX-WORKS SHIPMENT: In case the foreign supplier only agree to supply the goods on Ex-works basis, the consignment shall be lifted by the agent from the foreign suppliers end for onward shipment to IIT Jodhpur.
- 10.9 The order copy will be sent to you / your foreign associates who will follow up with the foreign supplier to ship the goods with in delivery schedule.
- 10.10 The agency should have network of cargo forwarding/consolidating agents in at least 20–25 countries viz USA, UK, Germany, Japan, France, Switzerland, Hong Kong, Canada, Norway, Sweden, Austira, Ireland, Singapore, Denmark, Italy, Netherlands (Holland), Australia etc. Rates for forwarding / consolidation should be specified with reference to the Air-India IATA rates from respective countries of import. Where Air India Flights are not available, then IATA rates of the national Airline of that country would be considered. Consignment will be required to be shipped in the first available consol of any Airline. Under no circumstances should these rates exceed than those specified in latest issue of the IATA TACT Book. The firm should submit an undertaking to this behalf on its letterhead.
- 10.11 Inspection Facility: The firm may also be required to carry out or arrange to carry out the inspection (arrangement of third party inspection reports) of the ordered material at the country/port of shipments/supplier's premises and also the inspection of the packing/labeling/markings etc. (as per international packing standards & norms) on behalf of the IIT Jodhpur if required in case of certain shipments.
- 10.12 Consolidator will be responsible for the safety of the cargo in all circumstances and handling complete & proper whether it may be the import or export consignment. In the event of non-availability of invoice or other relevant papers, if consignment incurs demurrage or penalty, the consolidator shall be solely responsible.
- 10.13 Pre-shipment advice must be intimated well in advance. A weekly statement showing consignment shipped during last week & the proposed shipments during the next week should be submitted invariably.
- 10.14 Consignment must be cleared from custom within three days by the consolidation cum clearing agent. The documents to this effect should be collected from the Institute forthwith or in advance. The objective of consolidation cum clearance contract is to eliminate the demurrage charges. The quoting party should confirm that they will not allow any demurrage to incur. IIT Jodhpur will not be responsible for any type of demurrage charges.
- 10.15 The successful tenderers will have to give an undertaking that no consignment of IIT Jodhpur will be detained/ withheld by them or after the clearance under any circumstances.
- 10.16 Bids of firms who have not executed any contract satisfactorily/failed to execute any such contract/ have poor track record shall not be considered. Misrepresentation or suppression of facts will lead to cancellation of the bid.
- 10.17 Whenever any Short landing Cargo is noticed, the Agent shall be required to file "Not found: or "Not traceable" notice with the Airport Authorities and obtain Not Traceable Certificate and also lodge formal claim on Airport Authorities/Concerned Airlines with all necessary documents under intimation to IIT Jodhpur.

- 10.18 It is incumbent on the Agent to examine carefully all packages marked for customs examination of each consignment arrived at the airport with respective invoices and measurement/packaging list etc. if at the time of physical examination of the consignment any damage or loss of goods is noticed, the same shall be brought to the notice of IIT Jodhpur immediately for arranging an Insurance Surveyor for surveying the consignment. The Surveyor's actual fees and expenses incurred on conveyance for carrying on the survey will be reimbursed to the Agent on submission of valid receipt.
- 10.19 The Agent shall maintain close liaison regularly with IIT Jodhpur. He shall be required to collect the documents whenever called over phone to do so and shall take immediate steps for the finalization of the Bill of Entry from time to time and shall see that they are filed with the custom authorities.
- 10.20 The Agent shall be held responsible for any delay on his part where he does not file the Bill of Entry with customs or does not confirm any discrepancy in documents furnished by IIT Jodhpur. The demurrage charges (other than handling charges) for particular period of delay due to his negligence will be recovered from the Agent. Similarly the Agent shall have to make good to IIT Jodhpur any loss incurred due to negligence or failure on his part to take prompt action in finalization of Bill of Entry and clearance of consignments.
- 10.21 The Agent shall be responsible for safe custody and proper use of Import Duty Exemption Certificate provided to him by IIT Jodhpur.
- 10.22 The cleared consignments will have to be delivered during office hours only as far as possible and practicable and manpower/laborers for unloading/shifting/moving of consignments will have to be arranged. The agency must have the facility for storing the consignment, which could not be transported to IIT Jodhpur as soon as the custom clearance is made.
- 10.23 Though it will be our endeavor to make the payment at the earliest after the receipt of the pre-receipted bills with all the relevant papers but sometimes release of payment could also take up to 30 - 45 days from the submission of the bill.
- 10.24 The Director, IIT Jodhpur, reserves the right to accept or reject any offer, without assigning any reasons thereof.
- 10.25 All disputes to be settled under Jodhpur Jurisdiction only.

11 **Performance Security:**

The successful tenderers will have to submit a bank guarantee for Rs.5.00 lacs from any bank as security, which should be valid at least for 14 months (One year of contract + 60 days) from the date of contract in the form of fixed deposit receipt (FDR) / irrevocable bank guarantee issued by any nationalized bank in prescribed format. The said BG will be refunded/returned after completion of contract. However, the Director IIT Jodhpur will have the discretion of order for the forfeiture of bank guarantee in case of breach of contract by the contractor. The performance security as furnished by the Agent shall remain valid for a period of sixty days beyond the date of completion of all the contractual obligations.

12 **Tender Evaluation:**

The Institute will evaluate the entire tenders, strictly on the basis of the terms & conditions

incorporated in the tender enquiry document and terms, conditions etc. as stipulated by the tenderer(s) in their tender to determine whether these are compliance in all respects, as specified in the tender enquiry document.

During the evaluation / scrutiny of the tenders, at any stage, if it is found that any of the tenderer(s) terms and conditions are not compliance with tender enquiry document, Institute may seek the clarification within the specified time and if the tenderer fails to reply / or do not agree / accept the terms and conditions, their tender will be treated as unresponsive and it is liable for rejection.

Evaluation of the proposals shall be done in two stages as:

(a) Stage - I (Essential pre-qualification criteria (Annexure-I)):

- Institute will examine all the bid(s) to determine whether they qualify the essential pre-qualification criteria, whether all the documents as mentioned / or required in the tender to be submitted with technical bid, has submitted, whether all the documents are in prescribed format and has been properly signed & stamped and whether the bid are completed and generally in order.
- Tender(s) which will not qualify Stage-I or conditional tender are to be treated as unresponsive and it may be rejected.
- The financial bid(s) of the only qualified tenderer(s) will be opened.

(b) Stage - II (Financial Evaluation):

The financial bid(s) shall be evaluated on the basis of the percentage of the discount as quoted by the tenderer, as per BOQ.

(PRICE BID)
(RATES SHOULD BE QUOTED IN THE PRESCRIBED FORMAT ONLY)

NUMBER #	TEXT #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Discount offered on standard IATA rates (a single flat discount for each category to be offered irrespective of weight slabs) in %	Discount Offered in %	Discount Offered in Words
1	2	3	4	5
1	DISCOUNTED RATES OF AIR FREIGHT FOR FORWARDING CASES Part-1 of Financial Bid			
1.01	For forwarding cases		0.00	Zero Percent Only

SIGNATURE OF THE AUTHORIZED PERSON

WITH THE SEAL OF THE FIRM

Important Note:

- The Institute will pay the Custom Duty on submission of Challan and GST, if applicable.
- No other charges will be made by the Institute except the discount quoted on IATA rates, Custom Duty, Bill of Entry Charges. The charge quoted by the supplier shall include all expenses towards Handling Charges (Unloading/ loading at all points of handling the consignment), Attendance charge/ agency commission at port of entry in India, charges towards repair/ replacement/ returnable cases, custom examination, ceiling, repacking, crane/forklift charges at all points of handling, door delivery charges of consumables/ non consumables/ perishable items/ DGR/Odd -Dimensional Cargo, charges towards dry/gel ice for highly perishable and sensitive items/ radioactive materials, Transportation and Warehouses Charges, Courier/ postal charges and any other charges applicable.
- Consignments will have to be delivered during office hours between 9 AM to 5.30 PM as far as possible and practicable. Perishables/Radioactive etc. consignments can be delivered even after office hours or during holidays, etc. to ensure their ACTIVITY/SAFETY. Radioactive items should be handled with proper safety precautions.
- Manpower for loading/unloading at IIT Jodhpur Campus will have to be arranged by the clearing

agent. Safety of the equipment and the persons involved in doing so will be responsibility of the clearing agent. Location survey may have to be arranged in advance. If arrangement of special equipments (crane, pulley chain etc.) is required for unloading/shifting of items no separate charges will be paid for them and it will be deemed inclusive in the charges quoted above.

- We also offer sea freight consol services from worldwide destinations.
- The shipment should not be transported through courier to IIT Jodhpur. It should be transported in safe cargo mode i.e transporter.
- GST as per Govt. rules will be billed where applicable.

Please do not leave any column blank. If there are no charges, the word NIL must be specified in the relevant column.

SIGNATURE OF THE AUTHORIZED PERSON
WITH THE SEAL OF THE FIRM

Certificate for Non Black Listing

(On non-judicial stamp paper worth Rs. 50/-)

We..... (Name of firm) do hereby certify that our company/firm has not been black listed by any Govt. Department/Govt. Educational/Research Institute.

Place:

Date:

Signature of Authorized Signatory

.....

.....

Name of Signatory Designation
with seal

Bid Security Declaration

I/we certify that If I/we withdraw or modify our bids during the period of validity, or if awarded the contract to us and I/we fails to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, I/we will be suspended for the period of time specified by the Institute from being eligible to submit Bids for contracts with the entity that invited the Bids.

Signature of Authorized Signatory

.....
.....

Name of Signatory Designation with seal

UNDERTAKING

WE HEREBY DECLARE THAT NO CONSIGNMENT OF IIT JODHPUR WILL BE DETAINED/
WITHHELD AFTER THE CLEARANCE UNDER ANY CIRCUMSTANCES

**SIGNATURE OF THE AUTHORIZED PERSON WITH THE
THE SEAL OF THE FIRM**