



बसु विज्ञान मन्दिर

**BOSE INSTITUTE**

( भारत सरकार के बिज्ञान ओर प्रोदयीगिकी  
मंत्रालय द्वारा वित्तपोषित सोसाइटी )

(An Autonomous Scientific Research Institute financed by  
the Ministry of Science & Technology, Govt. of India)

**(P-1/12, C.I.T. Scheme, VII-M, Kolkata – 700 054)**

**TENDER NOTICE**

Advertisement No. BI/T/05/CHA/2014-15 dated 11.8.2014

**Bose Institute, Kolkata invites sealed quotations in two bid system from reputed, experienced and recognized customs house clearing agent(s) for the clearance of imported consignments from customs authority consigned through Air and Ship. The last date of submission of quotation is 12.9.2014 upto 14.00 hrs. (IST). Bid documents with details may be downloaded from <http://www.boseinst.ernet.in>.(Contact Email ID: [bipurchase@jcbose.ac.in](mailto:bipurchase@jcbose.ac.in))**

**Place of submission of tender documents: In the tender box at Purchase Cell (Centenary building, 1<sup>st</sup> Floor, Annexe block), at the above address.**

**Date of opening of tender: 12.9.2014 (Friday) at 15.00 hrs. (IST).**

**Registrar**

**BOSE INSTITUTE**  
**P-1/12, C.I.T. Scheme, VIIM, Kolkata – 700 054**

**Tender notice No. BI/T/05/CHA/2014-15 dt. 11.8.14**

**ENGAGEMENT OF CUSTOM HOUSE CLEARING AGENTS (CHCA)  
FOR CLEARING OF CONSIGNMENTS AT KOLKATA AIRPORT &  
SEAPORT**

Bose Institute, Kolkata, an Autonomous Research Institute fully funded by the Department of Science & Technology (DST), Ministry of Science & Technology, Govt. of India having its offices/centres/firms situated at Centenary building at Kakurghachi, Main campus at Rajabazar, Madhyamgram experimental farm at Madhyamgram, Falta experimental farm at Falta, Shyamnagar experimental farm at Shyamnagar, Centre for Astrophysical Physics & Space Science (CAPSS) at Salt Lake (Sector V) & Darjeeling campus at Darjeeling respectively imports equipment, chemicals and other materials worth approximately Rs. 5.00 to 15.00 crores every year. These materials are used for teaching and research work and include various items including biochemical/chemicals. As per existing directive of Govt. of India, Bose Institute (BI) is exempted from customs duty on production of “**Customs duty Exemption Certificate**” issued by the competent authority for which Registration no. has been allotted to Bose Institute by the Department of Scientific & Industrial Research (DSIR), Ministry of Science & Technology, Govt. of India.

For immediate clearance of its consignments, Bose Institute proposes to engage one or more Customs House Clearing Agent(s). CHCA's having infrastructure for clearance of consignments at Kolkata airport/ Sea port and having arrangement for immediate delivery of consignments to various departments/divisions/ sections of Bose Institute may submit their bids.

The bidders submitting their offers for engagement as clearing agent(s) should have (i) Regular & valid Customs House Clearing & Forwarding Agency Licence issued by the appropriate authority applicable for both Air/Seaport. (ii) At least 10 years of experience in handling laboratory equipments and sophisticated scientific instruments (to be supported by authenticated documents), (iii) having material handling equipment for loading and unloading such sophisticated scientific equipments and (iv) proven financial capability and turnover of Rs. 8-10 lakhs at least in the last 2 years (to be supported by Balance sheet). Agents having experience of working with Research & Educational Institute will be given preference.

The technical bid have to be submitted duly filled up, sealed and signed along with enclosures in a sealed cover written PART-I (Annexure I) “Technical Bid” on top of the envelope:

The format of Price bid is also to be submitted separately, duly filled up, sealed & signed in a sealed cover written PART-II (Annexure II) “Price Bid” on the top of the envelope.

The above envelopes, PART-I & PART-II should be put into a large envelope mentioning Tender enquiry reference number and date on the top of the envelope.

**Cost of bid Document:** Tender documents are available at Bose Institute website <http://www.jcbose.ac.in>. The bidding documents may be downloaded from the site. No bidding documents will be issued/sold separately from the Institute. The cost of bidding documents is Rs. 1000/- (Rupees one thousand only), non-refundable by pay order / demand draft on any nationalized bank of India in favour of “**Bose Institute**”, payable at Kolkata ; bidder shall submit the same in a separate envelope with a cover letter indicating tender notice number on the top of the envelope.

**Bid security (Earnest Money Deposit):** (a) Earnest money of Rs. 10,000/- has to be deposited along with the bidding documents by way of demand draft/ pay order on any Scheduled / nationalized bank issued in favour of “**Bose Institute**”, payable at Kolkata. The bid security (EMD) shall be valid for a period of forty-five (45) days beyond the validity period of the tender. Bid submitted without EMD will stand rejected. EMD will not be accepted in the form of cash / cheque or any other form other than DD/Pay Order. No interest is payable on EMD.

(b) The EMD will be returned to the bidder(s)/Agents whose offer is not accepted by Bose Institute within one month from the date of the placing of the final order (s) on the selected bidder(s).

(c) The EMD shall be forfeited :

- (i) If the bidder withdraws the bid during the period of bid validity specified in the tender.
- (ii) In case of a successful bidder fails to furnish the security deposit.

The selected bidder(s) on award of contract / order must send the contract/ order acceptance in writing, within 7 days of award of contract / order failing which the EMD will be forfeited.

Interested agencies must submit their bids along with request for engagement on their agency's letter head along with all relevant documents to reach the Institute on or before 12<sup>th</sup> September, 2014 up to 14.00 hrs. (IST).

The Director, Bose Institute reserves the right to reject any or all tenders. The reasons behind rejecting the tender of a prospective bidder will be disclosed only when enquires are made.

#### **Job responsibility of the selected CHCA(s)**

- Receipt of shipment/ consignment documents.
- Preparation of documents for customs clearance formalities i.e., Bill of entry challan.
- Communication & liaison with Air carriers/ shipping line agents in India.
- To inform the Expected Time Arrival (ETA) of consignment and requirement of funds on account of customs duty, freight charge, terminal & storage charge, bank release order (BRO) etc.
- Customs clearance of perishable / dry ice consignments to be cleared immediately upon arrival through established procedure viz., Prior Bill of entry etc.
- Perishable consignments to be stored and maintained on specified required temperature and to be delivered without any delay.
- Arranging customs clearance/payment of duty / delivery order etc.
- Arranging customs examinations, as applicable.
- Arrangement of labour for loading/unloading equipments, transport etc.
- Delivery of all goods at the offices of the respective campuses of the departments/sections/divisions of Bose Institute premises with delivery challan duly signed by the Institute's security personnel safely in good condition.
- Obtaining broken certificate in case of materials are short delivered / broken by IAAI or Airlines or at port and lodging of claims with them immediately on behalf of Bose Institute. Suitable actions have to be taken by you and follow up till its settlement.
- Arraigning insurance survey at airport / IAAI in case of damages to the consignment.
- Road transport for delivery of consignments at different departments/ sections/divisions in the respective campuses of Bose Institute.
- Special care is to be taken by the Clearing & forwarding agents in handling hazardous/ perishable goods. All the statutory formalities, safety precautions, rules and regulations of Port and Customs must be complied with.
- The clearing agents shall invariably attend local agents/steamer agents or any other authority as and when required for collection of documents / particulars etc., for necessary processing of bills of entry and for the purpose of customs clearance.
- The clearing agents shall render all or any of the services stipulated and as directed from time to time by Bose Institute. If the clearing agents fail at any time to render all or any of the services under the contract satisfactorily in opinion of Bose Institute authority (whose decision shall be final and binding on the clearing agents) they may at their option get the work done by other parties at the risk and cost of the clearing agents.
- **The clearing agents shall make every endeavour to avoid demurrage or other fructuous expenses. Demurrage charges, if any would be to the clearing agent's account. No payment for demurrage charges will be made by the Institute, unless otherwise with justified reasons behind the demurrage.**
- The clearing agents shall arrange collection of documents, as directed by the Institute from time to time. They shall have to take all steps necessary to complete the handling and clearing work and all allied responsibilities thereto such as to produce the required certificates, papers or survey reports etc. In event of discrepancies / shortage, damages etc. which will enable the Institute to obtain compensation from the concerned parties. If they fail to do so such losses sustained by the Institute shall be to the account of the clearing agents.

- The institute will not be liable in any way in respect of the contractor's employees for claims arising out of workmen's compensation or other statutory obligations while carrying out the jobs.
- The clearing agents shall be fully responsible for the finalization of bill of entry from the time they are filed with the customs office and to see the proper tariff is applied in assessment.
- The clearing agents shall maintain close liaison with the Institute with regard to the processing of bill of entry and any difficulty experienced by them should be brought to the notice of the Institute promptly for any delay or other part without valid ground in submission or processing of Bill of Entry at Customs House.
- The clearing agents shall lodge refund claim and make appeals as directed by the Institute. They shall also file necessary duty drawback claims as required by the Institute.
- Any loss/damage sustained to the Institute due to any act or omission on the part of the contractor/CHCA(s) or his men will have to be made good to the Institute by the contractor/CHCA(s).

Before submitting the offer, interested agents may read the following terms and conditions carefully. Non-compliance of these terms and conditions may result in rejection of the offers of the bidders.

#### **TERMS & CONDITIONS:**

1. The engagement of CHCA shall be for a period of one year initially. However, Bose Institute may at its discretion extend/terminate the terms of engagement with one (1) months notice. If the CHCA(s) wants to terminate the contract, three (03) months prior notice is to be given to the Institute.
2. CHCA should be able to provide all the services which are essential for clearing the consignment with no demurrage charges at customs clearing stations.
3. All Perishable / Dry ice consignments need to be delivered / transported immediately after clearance through on urgent basis by special messenger.
4. The offer should be provided with details for clearing import on CIF/CIP basis.
5. Tenders have to be submitted only on in the format down loaded from the Institute website <http://www.jcbose.ac.in>.
6. All disputes arising out of this contract will be settled within Kolkata jurisdiction.
7. No conditional tender will be accepted even if their rates are found to be the lowest.
8. Receipt of original of a recognized transporters bearing valid registration number in original and TIN number must be submitted while submitting final bill of the clearing of the consignment.
9. Final bill along with adjustment of advance, if any, should be submitted within a week after the delivery of the consignment.
10. Firm will pay the customs & other allied charges on case to case basis depending on urgency and same will be reimbursed to them on bill basis.
11. **On acceptance of the offer, the selected CHCA(s) shall be required to sign an agreement with the Bose Institute for providing their services. They will also be required to submit a security deposit of Rs. 1, 00,000/- (Rupees one lakhs only) in the form of Bank Guarantee drawn in favour of Bose Institute. This security Deposit will be released after expiry of the tenure of agreement.**

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**BOSE INSTITUTE**  
**P-1/12, C.I.T. SCHEME VII M, KOLKATA – 700 054**

**PART - I**

1. **Application format of Techno Commercial Bid**

1.	Name of the Firm/ Business name	
2.	Address	
3.	Name of Proprietor/Owner/Partner to deal with (please attach copy of relevant certificates)	
4.	Name of the Authorized person other than at (3)	
5.	Contact telephone Nos.	
6.	Fax No.	
7.	Mobile No.	
8.	Valid and upto dated Trade License (to enclose certified photocopies)	
9.	Income tax Return : 2012-13, 2013-14 & 2014-15 (to enclose certified photocopies)	
10.	PAN (to enclose certified photocopies)	
11.	Service Tax details (to enclose certified photocopies)	
12.	Professional Tax Challans (to enclose certified photocopies)	
13.	Annual turnover and financial statement for the last 3 years (to enclose certified photocopies of profit & loss A/c and Balance Sheet)	

2. Time frame and other points :

Items	Time proposed	Delivery details	Remarks
General Cargo			
Perishable cargo			

3. The CHCA should have a valid licence issued by the competent authority for Air/Sea. An attested photocopy of CHA license, identity card issued by the Customs dept. should be enclosed with the offer in the following format :

4.

Sl. No.	Registration	Validity	Issuing Authority	Remarks

5. The CHCA must have an experience of customs clearance on behalf of in any Govt. organization/ scientific research establishments / Institute/ Universities for scientific research equipments/chemicals of not less than 10 years as on the last date of submission of offer. The credentials are to be enclosed as proof with the offer in the following format.

Sl. No.	Name of the centre / Institute with address	Period engaged(Copy of engagement letter to be given)	The total no. of consignments cleared year-wise, indicating implication of financial value of the consignments.	Remarks

I confirm that I will follow the relevant rules & regulations in force and applicable from time to time for the purpose of enlistment as CHCA(s) by Bose Institute, Kolkata.

I certify that the information furnished above is true and correct.

Date

Place

Full Signature of the applicant  
With Stamp of Firm/Company

**BOSE INSTITUTE**  
**P-1/12, C.I.T. SCHEME VII M, KOLKATA – 700 054**  
**PART – II**

1. **Schedule of charges**

- Price bid is to be submitted in the given below format.
- Statutory charges up to 20,000/- to be paid by CHCA (s) on behalf of Bose Institute, which will be reimbursed on submission of original receipt or the bill of clearance and beyond the above amount, shall be paid in advance on presentation of requisition/bill from CHCA (s) in time.
- Service tax will be paid as applicable.
- Advance payment required for payment on account of customs duty/freight charges, etc. is to be informed well in advance.
- Any other charges in addition to the above may be clearly mentioned.
- Where the amount of advance drawn is in excess, the excess amount shall be refunded to Institute by the clearing agent without any delay.
- All payment will be subjected to deduction of taxes as applicable.
- Copy of the challans through which service tax is deposited in the bank is to be deposited with the Institute.
- The bill should clearly mention total expenditure incurred for clearance of the consignment indicating the advance received and the net amount claimed.
- Proof of consignment clearance details have to be submitted.
- Submission of all other relevant documents such as customs attested / endorsed invoice, bill of entry, packing list, voucher/receipts for claim of reimbursement of actual expense and other documents as deemed fit.

2.

**FORMAT OF PRICE BID**

Sl. No.	Description/Head	Charge / Rate (Rs.)
1.	Bill of Entry Processing/ documentation Charges : (i) Air (ii) Ocean/Sea LCL (iii) Ocean/Sea FCL	To be quoted
2.	Transportation Charges: (a) Taxi / Small vehicles & (b) Medium Vehicles (TATA – 407 / TATA AXE etc.). From Airport, Kolkata & Dock yard to Bose Institute premises : 1. Centenary building : 2. Main Campus : 3. Salt Lake : 4. Madhyamgram Exptl. Farm: 5. Shyamnagar Exptl. Farm : 6. Falta Expt. Farm : 7. Darjeeling Campus:	Both are to be quoted for (a), (b), separately in respect of delivery to different premises.
3.	Labour charges for loading and Unloading 1. Upto 50 Kgs. 2. 51 Kgs to 200 kgs 3. 201 Kgs to 500 Kgs 4. Above 500 Kgs	To be quoted
4.	Agency commission : (i) Min. charges on Air Cargo & Ocean/ Sea Cargo (ii) Max. charges on Air Cargo & Ocean/Sea Cargo (iii) Agency Commission in % on Air cargo (iv) Agency Commission in % on Sea cargo	To be quoted
5.	Govt. formalities i.e., Guarantee/ Undertaking / Bond formalities and cancellation of the same for perishable goods	To be quoted
6.	Port Charges, Octroi, statutory charges, etc.	At actual against documentary evidence

I confirm that I will follow the relevant rules & regulations in force and applicable from time to time for the purpose of enlistment as CHCA(s) by Bose Institute, Kolkata.

I certify that the information furnished above is true and correct.

Date

Place

Full Signature of the applicant  
With Stamp of Firm/Company