

NOTICE



Banaras Hindu University invites offer for engagement of Custom House Agent for clearing its imported consignments at New Delhi/ Mumbai/ Kolkata Airports / Seaports For complete Tender document contact Assistant Registrar (Purchase), Central Purchase Organisation, Banaras Hindu University or it can be downloaded from the website www.bhu.ac.in

The Last Date of Submission of offer is 10.04.2010

Asstt. Registrar (Purchase)

BANARAS HINDU UNIVERSITY

(CENTRAL PURCHASE ORGANISATION)

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ENGAGEMENT OF CUSTOM HOUSE AGENT FOR CLEARING OF CONSIGNMENTS AT DELHI, MUMBAI & KOLKATA AIRPORT AND SEAPORT

Banaras Hindu University imports equipments, chemicals and other materials worth approximately Rs. 4 crores every year. These materials are used for teaching and research work and include sometimes perishable items and chemicals. As per current policy of Government of India, imports of the University are exempted from custom duty on producing 'Custom Duty Exemption Certificate' issued by the Registrar, BHU against the Registration number allotted to University by the Department of Scientific & Industrial Research, Ministry of Science & Technology, Govt. of India.

For immediate clearance of its consignments, the University proposes to engage a Custom House Agent (CHA). CHAs having infrastructure for clearance of consignments on aforesaid airports/Sea Ports and having arrangement for immediate delivery of consignments to the Departments of the University may apply.

Before submitting the offer, kindly read following terms and conditions carefully. Compliances of these terms and conditions are important, failing which your offer may not be considered.

TERMS AND CONDITIONS:

1. The engagement of CHA shall be for a period of one year initially. However, the University may at its discretion to extend/terminate the term of engagement.
2. CHA should be able to provide all the services which are essential for clearing the consignments with no demurrage charges at various Custom stations, Foreign Post Office/Sob-foreign post office and arrange for its safe delivery to the concerned Dept. of the University. It should be clearly indicated whether or not the CHA shall be able to provide service/assistance at Varanasi, if required.
3. All perishable consignments need to be delivered/ transported immediately after clearance through special messenger or air freighted to Varanasi.
4. The offer should clearly indicate whether the CHA has the capability to handle the import on FOB/FCA basis. *The involvement of Consolidator/Freight forwarder and charges payable to them be specified separately. Similarly, the offer should provide details for clearing import on CIF basis as well.*
5. The CHA should have a valid License issued by the competent authority. An attested photocopy of CHA license, identity card issued by the Custom Dept. and a copy of the registration as consolidators be enclosed with the offer.

6. The CHA must have an experience of not less than 10 years as on the last date of submission of offer. A complete list of Govt. organizations/ research establishments/ Institutes/ Universities served by them be enclosed with the offer. Details of Godown/Warehousing facility be also indicated.
7. On acceptance of offer, the CHA shall be required to sign an agreement with the University for providing their services. They will also be required to deposit a security of appropriate amount (to be decided by the University).
8. The cost of Tender Document and Tender Processing Fee of Rs.200/- and Rs.2000/- respectively in the form of Demand Draft drawn separately in favour of the Registrar, Banaras Hindu University should be submitted along with offer.
9. The offer should be submitted along with an earnest money deposit (EMD) of Rs. 20,000/-in the form of a D/D drawn in favor of “The Registrar, Banaras Hindu University”.
10. All consignments must be insured up to Banaras Hindu University.
11. CHA must ensure deploying local agent at Varanasi.
12. Receipt in Original of transporter must be submitted while submitting final bill of clearing the consignment.
13. Submission of final bill along with adjustment of advance, if any, should be submitted within a week after the delivery of consignment.
14. The Rate should be offered in the following format:
15. Firm will pay the Custom duty and the same will be reimbursed to them on bill basis.
16. THE UNIVERSITY RESERVES THE RIGHT TO REJECT THE QUOTATION WITHOUT ASSIGNING ANY REASON THERE OF.

17. The following questionnaire should be duly filled in, signed and submitted with the offer.

1.	<i>Name and Address of the CHA with registration number</i>	
2.	<i>Telephone/Fax/Email ID</i>	
3.	<i>Approximate time required for clearance of consignment after the receipt of the documents</i>	
4.	<i>Can you get the consignment cleared at your cost initially and raise the bill later on (which will be cleared with in 25-30 days)</i>	
5.	<i>Whether you will be able to arrange the transportation of cleared goods from port of clearance to BHU, Varanasi.</i>	
6.	<i>Whether you will be able to provide full time assistance/service/ liaison office at Varanasi.</i>	
7.	<i>Can you get the Insured Consignment checked by the concerned authorized Insurance Authority at your end?</i>	
8.	<i>Whether you have storage/warehousing facilities for equipment, instruments, and perishable chemicals.</i>	
9.	<i>Would it be possible for you to deliver the perishable consignments by courier/special messenger?</i>	
10.	<i>What strategy do you adopt for avoiding demurrage charge on consignments imported on FOB/FCA basis</i>	
11.	<i>What strategy do you adopt for avoiding demurrage charge on consignments imported on CIF basis</i>	
12.	<i>Is the rate list enclosed(in the format specified at Para9)</i>	
13.	<i>Have you enclosed necessary documents as per Para 5 & 6.</i>	
14.	<i>Have you enclosed the D/D of Cost of tender document And tender processing fee.</i>	
15.	<i>Have you enclosed the D/D of EMD</i>	

THE LAST DATE OF SUBMISSION OF OFFER IS 10.04.2010

Asstt. Registrar (A/Cs-Purchase)
Central Purchase Organization
Banaras Hindu University
Varanasi- 221005