



Advertisement No: BHU/CPO/CHA/2017-18/11

Dated: 26-09-2017

# BID DOCUMENT

## (e - Procurement)

Rate Contract for hiring the services of CHA for Clearing and Freight Forwarding  
Banaras Hindu University

Varanasi



Issued On:

26-09-2017

**CENTRAL PURCHASE ORGANIZATION**

BANARAS HINDU UNIVERSITY  
VARANASI-221005, INDIA



 <b>BANARAS HINDU UNIVERSITY VARANASI</b>	
<i>Ref. No.: BHU/CPO/CHA/2017-18/11</i>	<i>Dated: 26-09-2017</i>
<b><u>NOTICE</u></b>	
<p>Banaras Hindu University invites online tenders, in two-bid system for hiring the services of Custom House Agents as per following terms and conditions :</p> <p>The interested bidders are requested to submit the bid online by uploading all the relevant documents through e-procurement portal of Govt. of India latest by 27.10.2017 upto 3.00 P.M.</p>	
<b>JOINT REGISTRAR (PURCHASE)</b>	

CENTRAL PURCHASE ORGANIZATION



## List of Contents

S.N.	Particular	Page No.
1	Notice Inviting Tender	1
3	List of Contents	2
4	Instructions to Tenderers	3-5
5	Prequalification Criteria <i>(To be submitted along with offer)</i>	6-7
6	Proforma for Price Bid <i>(To be submitted along with offer)</i>	8

CENTRAL PURCHASE ORGANIZATION



## SECTION I: NOTICE INVITING TENDERS (NIT)

1. Online tenders in two bid system are invited through Central Public Procurement Portal [www.eprocure.gov.in](http://www.eprocure.gov.in) for hiring the services of Custom House Agents for Clearing & Freight Forwarding. **Banaras Hindu University (BHU) will enter into rate contract with at-least two** Custom House Agents for Clearing & Freight Forwarding on the lowest rate received from the bidders. Further, the University reserves the right to award the work to any Custom House Agents as may think fit.  
Bidders /Tenderers would be required to register on the Central Public Procurement Portal at [www.eprocure.gov.in](http://www.eprocure.gov.in), using a valid Digital Signature Certificate (DSC) and valid email address to be able to participate in the bidding process. On registration with the Portal they will be provided with a user id and password by the system through which they can submit their bids online.
2. Digital Signature Certificate (DSC) may be obtained from any authorized agencies registered with the Certifying Authority (CA), through National Informatics Center (NIC) in India.
3. Bidders /Tenderers can download the bid document from Central Public Procurement Portal website at [www.eprocure.gov.in](http://www.eprocure.gov.in) Bidders /Tenderers are required to submit the bid online by scanning and uploading all the relevant documents through [www.eprocure.gov.in](http://www.eprocure.gov.in)
4. Tender document can also be downloaded from the University website at [www.bhu.ac.in](http://www.bhu.ac.in) For further details regarding Amendment /Addendum /Extension please visit website: [www.eprocure.gov.in](http://www.eprocure.gov.in) and [www.bhu.ac.in](http://www.bhu.ac.in)
5. Non –Refundable Tender Fee of **Rs 5000.00 (Rupees Five thousand only)** in the form of Banker's Cheque or Demand Draft, drawn in favour of Registrar, BHU, Varanasi, shall be scanned and submitted online, along with the Techno-commercial bid (Un-priced Bid), within the period of tender online submission date and time and the original (hard copy) should be sent to Joint Registrar, Central Purchase Organisation, Office of the Registrar(Finance), Banaras Hindu University, Varanasi – 221 005 within the stipulated date and time.
6. Earnest Money Deposit (EMD) for an amount of Rs. 5.00 Lacs in the form of Call deposit, Banker's Cheque, Fixed deposit or Demand draft, drawn in favour of Registrar, Banaras Hindu University, Varanasi or Bank Guarantee of any Scheduled Bank, shall be scanned and submitted online, along with the Techno-commercial bid (Un priced Bid), within the period of tender online submission date and time and the original (hard copy) should be sent to Joint Registrar, Central Purchase Organisation, Office of the Registrar(Finance), Banaras Hindu University, Varanasi – 221 005 within the stipulated date and time. EMD of unsuccessful bidders will be returned within three months of finalisation of tender.
7. However, the firms registered under MSME/SME/NSIC will be provided tender documents free of cost and are exempted from payment of Earnest Money Deposit, subject to furnishing of relevant valid certificate for claiming exemption within the monetary limits so prescribed, as also for the category of registration.
8. Bidders/Tenderers need to scan and upload the required documents like IATA/ FIATA/ WCA Licence, GST registration, PAN Number/Card, valid document regarding the existence and registration of the firm along with the with Techno-commercial bid, as per Check List.
9. The technical bids will be opened online by a committee of members duly constituted for the purpose at the time and date as specified in the tender document. All statements, documents, certificates, proof of EMD /Tender fee /Affidavits, etc uploaded by the bidders will be verified and downloaded for technical evaluation and the result of technical bid evaluation will be displayed on the [www.eprocure.gov.in](http://www.eprocure.gov.in) which can be seen by all bidders who participated in the tender.
10. In the event of the date being declared as a closed holiday for purchaser's office, the due date for submission of bids online and opening of bids online will be the following working day at the appointed times.
11. The bidders should download the **Price Bid format** from CPP Portal and filled in the blank spaces provided for mentioning the name of bidder and rates. Bidders need not modify any other text or background shown in or replace it with any other copy of same **Price Bid format**.



12. The Financial bid (price bid) of only technically qualified bidders will be opened online by a committee and the result will be displayed on the [www.eprocure.gov.in](http://www.eprocure.gov.in) which can be seen by all bidders who participated in the tender.
13. Tenderers should indicate whether the prices quoted are exclusive or inclusive of tax. They should indicate the rate(s) of tax. In case, the firm is exempted from payment of tax, a copy of the Exemption Certificate issued by the appropriate authority may be furnished. The tenderers/ bidders are advised to note that in case bidders indicate higher Tax Rates in their offer compared to what is actually payable, necessary administrative actions such as deregistration, suspension of business dealing and/or banning of business dealing, in addition to recovery against the firm may be taken.
14. Cartel Formation and Quoting Prices in Pool-Tenderers may note that Offers of such firms who resort to unethical practice of cartel formation and quote prices in a pool shall be rejected and their offers shall also not be considered for award of any contract for the next two years.
15. The firm has to give an affidavit duly attested by the Notary Public (in original) on a non-judicial stamp paper of Rs. 10/= that the firm is not providing its services at lower rates quoted in this tender to any Government/Private organization or any other institution during past one year, as per "FALL CLAUSE" adhered by DGS & D/GeM and other Government agencies. Further, If at any time during the currency of contract period, the firm reduces the price or offers such services to any person (s) /organization (s) / body etc including the purchaser or any Department of Central Government or any Department of State Government or any statutory undertaking of the Central or a State Government as the case may be, at a price lower than the price chargeable under the contract, it shall forthwith inform such reduction to the Joint Registrar – Purchase and the price payable under the contract for services rendered after the date of coming into force of such reduction shall stand correspondingly reduced. However, if it is discovered later on that the firm failed to inform the University about the reduction in the service price and continues to charge higher rates, **is liable to be deducted from E.M.D. Furthermore, such firm is liable to be debarred from doing any business with the University in future.** The firm has to give self declaration as per **ANNEXURE-1**.
16. The firm has to give self declaration as per **ANNEXURE-2** that there is no vigilance/CBI /FEMA case pending against the firm/supplier.
17. At any time prior to the date of submission of bid, Registrar, BHU, may, for any reason, whether at his own initiatives or in response to a clarification from a prospective bidder, modify the bidding documents by an amendment. All prospective bidders/ tenderer who have received the bidding document will be notified of the amendment in writing and the amendment shall be binding on them. In order to provide reasonable time to take the amendment into account in preparing the bid. Registrar, BHU, may at his discretion, extend the date and time for submission of bids.
18. The tendered rates and the validity of bids shall be for a minimum period of two years from the date of finalisation of the contract. However, performance of the firm will be evaluated after completion of one year. After satisfactory performance of the firm beyond one year extension will be considered.
19. Payments shall be made after satisfactory delivery of the material / execution of the order on bill basis.
20. If the services received do not conform to the description, the University will be entitled to reject the contract. On such rejection penalty will be imposed to the firm.  
*If the terms of the quotation etc. are vague, incomplete, contradictory and confusing, the offer will summarily be rejected without any information.*  
**In case of sub-standard services/ non-execution of services within the stipulated time, the University reserves the right to impose penalty on the concerned firm.**
21. Printed conditions of tender including there on to reserve or otherwise sent alongwith the tender, if any shall not be binding upon us.
22. The Tenderers are advised to submit the **ANNEXURE-3** alongwith other desired enclosures necessarily to ensure the eligibility criteria. Hard copies of all enclosures should reach to Joint Registrar, Central Purchase Organisation, Office of the Registrar(Finance), Banaras Hindu University, Varanasi – 221 005 within the stipulated date and time.



23. BHU reserves all rights to make any changes in terms and conditions of the tender and also to reject any or all bids without assigning any reason thereof.
24. The Vice Chancellor, B.H.U. or his authorized representative shall be the final authority in all disputes and decision will be binding on all concerned.

For any clarification and further details contact Telephone No: 0542 -2366865 or contact in person during office hours.

CENTRAL PURCHASE ORGANIZATION



## **PREQUALIFICATION CRITERIA**

- i. The tenderers should have average turnover of not less than Rs. 1.00 Crore during the last three financial years i.e. 2014-15, 2015-16 & 2016-17. For this purpose audited balance sheet of the firm should be enclosed with the tender. In addition to this Income Tax Return of the firm for the last three financial years i.e. 2014-15, 2015-16 & 2016-17 should be enclosed with the tender.
- ii. The tenderers should have a valid IATA / FIATA licence. The tenderers should be a member of International Air Transport Association (IATA) or International Federation of Freight Forwarder Association (FIATA). Copy of membership certificate must be enclosed with the tender.
- iii. The tenderers should have valid consolidation and Custom House Agent (CHA) licence in their own name (single name). Copy of valid CHA licence duly attested by the Custom Officer / Notary must be submitted with the tender.
- iv. The tenderers should have an organized and established setup for collection and movement of cargos from the overseas vendor to the IGI airport, New Delhi.
- v. The tenderers should have overseas associates operating in all the major exporting countries of the world (list of such associates/ agents alongwith their name, address, contact person, telephone number, fax nos., email ids must be enclosed).
- vi. The tenderer should have an experience of at least 5 years continuously from the date of closing of the tender for providing the Custom House Agent Services to the Government / Universities / R&D Institutions. At least three (03) latest satisfactory work completion / experience certificates issued from the firm(s) to whom the services were rendered by the tenderer indicating the period of service and total number of consignment(s) cleared during the contract period, duly certified copies must be enclosed with the technical bid. In addition to that, a list of clients alongwith complete postal address may also be provided.
- vii. The successful tenderers need to submit the Performance Bank Guarantee for an amount of Rs. 5.00 Lacs in the form of Call deposit, Banker's Cheque, Fixed deposit receipt or Demand draft, drawn in favour of Registrar, Banaras Hindu University, Varanasi or Bank Guarantee of any Scheduled Bank on or before signing of the contract. The performance Bank Guarantee furnished by the tenderers should remain valid for a period of sixty days beyond the date of completion of all the contractual obligations.
- viii. The University is exempted from payment of Customs duty as per Notification No.51/96customs dt. 23.7.96 and its subsequent amendments from Ministry of Science & Technology.
- ix. No advance payment shall be given for clearance of the consignments. The successful tenderers will required to pay all the charges occurred during the transaction of the consignment(s) on submission of documentary proof in original, the same will be reimbursed by the University after verification, as per the agreement. The bills with all documentary proof should be submitted for reimbursement within 15 days from the date of handing over of the consignment to the department. Further, payment of demurrage charges if any, resulting due to late collection of the documents / delayed action and fails to get the consignment cleared within stipulated time, the same will be borne by the agent. The University in no case will pay demurrage charges in said condition.
- x. After clearance of the consignment it should be delivered to the University within seven working days. In case of perishable items it should be delivered within minimum required period with proper arrangements. The perishable consignments should be cleared immediately on landing, and stored at proper temperature and condition till delivery at BHU. Clearance process for such consignment should begin well in advance. In case a perishable consignment is damaged due to insufficient dry ice during clearance and transportation upto University, the agent shall be held responsible for the complete loss.



Following jobs shall fall under the scope of the custom clearing–cum-forwarding contract :

(A) Custom clearance of consignments from AAI (Airport Authority of India)/Foreign courier Post Offices / Indian container depot/Any seaport :

- Receipt of clearance documents from BHU.
- Timely custom clearance of the consignment including all stages.
- Obtaining non – delivery certificate / short landing certificate / damage certificate in the case of materials are short delivery by Indian Airport Authority of India (IAAI), or airlines and lodging of claims with them immediately on behalf of BHU.
- Arranging insurance survey at Airport/IAAI in case of damages / shortage of the consignment and get the certificates.
- Clearing of consignments from Indian Container Depot (ICD) Delhi and dispatching to the BHU.
- Clearance of sea shipment from any port of India and delivery of consignment at BHU after custom clearance.
- Clearance of Post Parcels Intimation / formalities from Customs / Foreign Post Office, New Delhi and delivery to the BHU.
- Immediate delivery of consignment to the specified site as per purchase order in BHU after custom clearance.
- Follow-up of cases of recovery if any excess duty paid to Indian custom.
- Clearance for consignment through courier mode.
- Any other job in connection with the clearance of goods from customs.

(B) Consolidation of the consignments being imported from all over the world:

- Complete Monitoring and supervision of the movement from the date of order / letter of credit and regular feedback on the progress of order to the BHU. In case the pre Alert / Advance Shipping Document is not received before landing of the consignment, the delay in clearance will be on the part of Clearing Agent and the respective amount of demurrage shall be recovered from the bill.
- BHU shall not liable to pay any amount on account of demurrage charges, if intimation & documents received in advance.
- To provide timely information / pre-alert regarding dispatch and other relevant information to BHU.
- Clearance & transportation of special materials, voluminous and heavy packages, Radioactive, sensitive, hazardous and perishable materials.
- To facilitate specialized packing for all kinds of materials as per IATA specifications and international packing standards.
- Extensive communication through telephone, tele-fax, e-mail etc.  
If, any nearby International Airport agent's associates not available, then he will also be responsible for making arrangements for smooth shipment.  
(for Ex. Work/FOB/FCA) from any country to India Airport / Seaport, for that, agent will not claim any extra charges.

(C) Export of items/ equipments for repairs or replacement

- Export of certain items for repairs, which will be re-imported after repairs.
- Export of equipments for replacement.
- All procedural formalities with customs will be required to be done by the CHA.

For Foreign Consignments (FOB, CIF etc.), Clearing Agent shall be fully responsible for taking following steps before dispatch of goods from foreign countries :-

- Finalisation of bill of Entry
- Finalisation of custom duty,





- The consignments shall be cleared from Custom without any demurrage charges. For any reason if demurrage is imposed then it will be totally borne by the Clearing Agent only.
- All the consignments to be delivered at the user's specified site.
- Delivery Order should be collected from the forwarder on same day when informed by the BHU.
- The Bill of Entry and Custom duty should be finalized and BHU is to be informed within 2 days.
- The consignment should be cleared within one day after taking over all the documents i.e. Custom Duty Certificate, Custom Duty Cheque etc. failing which demurrage imposed on BHU will have to be borne by Clearing Agent.
- All the consignments to be delivered at the user's specified site.
- Bill should be accompanied with relevant supportive vouchers and both the copies (Exchange Control Copy and Importer's Copy) of the Bill of Entry in original.
- For shipments moving under consolidation Customs House Agent (CHA) must have their own Global network of agents to follow-up on picking up of BHU consignments. List of console associate situated in foreign countries with complete address, phone number, fax number, e-mail address, contact person should be enclosed.
- Clearing Agents shall be responsible for safe custody of Custom Duty Exemption Certificate under GOI Notification No.: 15/96 Custom being provided to them by the University from time to time for duty free clearance of imported consignments.
- The agent shall maintain close liaison regularly with the concerned department of the University on phone / fax / email / courier and shall take steps for finalization of bill of entry filed with the customs and shall ensure that the same are finalized as early as early possible. Any holdup for documents etc. for such finalisation should be promptly brought to the notice of the University.
- Jurisdiction in all disputes suits will be in court of Varanasi.
- Note all Desired Hard Copy of Document before Bid Opening Date/Time



**PROFORMA FOR PRICE BID**

1.	Agency charges pertaining to release of shipments	
2.	Documentation charges, opening, examination, sealing and repacking charges, loading and unloading with labour, transportation charges upto BHU, Varanasi (charges in Rupees per/kg.)	
3.	Discount upon IATA rates irrespective of countries, sizes, slabs, types (over-dimensional and voluminous etc.) in case of FOB consignment	
4.	Taxes (all leviable taxes should be clearly mentioned)	

CENTRAL PURCHASE ORGANIZATION



**DECLARATION REGARDING THE FIRM IS NOT PROVIDING ITS SERVICES AT LOWER RATES**

(Affidavit of Rs. 10/- duly attest by the Notary Public)

Date: .....

The Joint Registrar  
Central Purchase Organisation  
R. O. Finance  
Banaras Hindu University  
Varanasi – 221 005

Sir,

Re.: Tender Enquiry No. BHU/CPO/CHA/2017-18/11 Dated 26.09.2017 for 'Rate Contract of agents for Custom Clearing & Freight Forwarding'.

I/we hereby declare that my company / firm is not currently providing its services at lower rates quoted in the tender to any government / private organisation or any other institution during past one year. Further, if at any time, our firm / company reduces the price or offers such services to any persons / organisations / bodies etc. at a price lower than the price chargeable under the contract, I / We shall inform such reduction to the university immediately. I / We hereby give our consent that if it is recovered later on that our firm failed to inform the University about the reduction at service price and continues to charge higher rates then our firm / company should be debarred from doing any business with the University in future.

Yours faithfully

(Signature of the Bidder)  
Printed Name  
Designation  
Seal

CENTRAL PURCHASE ORGANIZATION



**DECLARATION REGARDING CLEAN TRACK BY BIDDER**  
(on Company's / Firm's letterhead)

Date: .....

The Joint Registrar  
Central Purchase Organisation  
R. O. Finance  
Banaras Hindu University  
Varanasi – 221 005

Sir,  
Re.: Tender Enquiry No. BHU/CPO/CHA/2017-18/11 Dated 26.09.2017 for 'Rate Contract of agents for Custom Clearing & Freight Forwarding'.

I/we carefully gone through the Terms & Conditions contained in the above referred Tender Document. I/we hereby declare that my company / firm is not currently debarred / blacklisted or no legal case pending by any Government / Semi Government Organizations / Institutions in India or abroad. In addition to this there is no vigilance/CBI /FEMA case pending against the firm/company. I/we further certify that I'm 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	Vigilance/CBI /FEMA case pending	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



**LIST OF DOCUMENTS ENCLOSED**  
(on Company's / Firm's letterhead)

Date: .....

The Joint Registrar  
Central Purchase Organisation  
R. O. Finance  
Banaras Hindu University  
Varanasi – 221 005

Sir,  
Re.: Tender Enquiry No. BHU/CPO/CHA/2017-18/11 Dated 26.09.2017 for 'Rate Contract of agents for Custom Clearing & Freight Forwarding'.

I/we are enclosing following documents :

- |  |          |
|--|----------|
| 1. Non – refundable Tender Fee of Rs. 5,000/-                            | YES / NO |
| 2. Earnest Money Deposit (EMD) for an amount of Rs. 5.00 Lacs            | YES / NO |
| 3. MSME / SSI / NSIC Certificate, if available                           | YES / NO |
| 4. CHA Licence duly attested by Custom Officer / Notary                  | YES / NO |
| 5. Copy of membership of IATA / FIATA / WCA                              | YES / NO |
| 6. GST registration certificate  | YES / NO |
| 7. Documents regarding the existence and registration of the firm        | YES / NO |
| 8. PAN Card  | YES / NO |
| 9. Copy of Income Tax Return of last three financial year                | YES / NO |
| 10. Audited Balance Sheet of firm / company of last three financial year | YES / NO |
| 11. Original Affidavit on a non – judicial stamp paper (Annexure – 1)    | YES / NO |
| 12. Declaration regarding Clean Track Record (Annexure – 2)              | YES / NO |
| 13. Client List where the firm is providing its services                 | YES / NO |
| 14. Name, address, email id & contact details of overseas associates     | YES / NO |
| 15. Price Bid. However, the same will be opened online only.             | YES / NO |

Yours faithfully

(Signature of the Bidder)  
Printed Name  
Designation  
Seal



## INVITATION FOR BIDS

### Notice Inviting Tender (NIT)

BANARAS HINDU UNIVERSITY  
CENTRAL PURCHASE ORGANIZATION  
VARANASI-221005

#### e-Procurement Notice

**Ref: BHU/CPO/CHA/2017-18/11**

**Dated: 26.09.2017**

Online tenders are hereby invited in **two cover system** for :-

- Rate Contract (for hiring the services of Custom House Agents for Clearing & Freight Forwarding)

Bidders can download complete set of bidding documents from e- procurement Platform <https://eprocure.gov.in/eprocure/app> from 26.09.2017 onwards. Bidders need to submit the bids online for the interested items by uploading all the required documents through <https://eprocure.gov.in/eprocure/app>.

**Last Date/ Time for receipt of bids through e-procurement is: 28-10-2017 upto 05:00PM.**  
(Server time). Late bids shall not be accepted.

For further details regarding Tender Notification & Detailed terms & conditions please visit website: <https://eprocure.gov.in/eprocure/app> and [www.bhu.ac.in](http://www.bhu.ac.in).

#### CRITICAL DATE SHEET

<b>Published Date</b>	<b>26-09-2017 (06:00 PM)</b>
<b>Bid Document Download Start Date</b>	<b>26-09-2017 (06:00 PM)</b>
<b>Clarification Start Date</b>	<b>26-09-2017 (06:00 PM)</b>
<b>Clarification End Date</b>	<b>04-10-2017 (06:00 PM)</b>
<b>Bid Submission Start Date</b>	<b>05-10-2017 (10:00 AM)</b>
<b>Bid Document Download End Date</b>	<b>28-10-2017 (05:00 PM)</b>
<b>Bid Submission End Date</b>	<b>28-10-2017 (05:00 PM)</b>
<b>Bid Opening Date</b>	<b>31-10-2017 (03:00 PM)</b>