



NATIONAL INSTITUTE OF IMMUNOLOGY
ARUNA ASAF ALI MARG
NEW DELHI-110067

NII/IMP/CCA/2018-19

Date: 06/09/2018

NOTICE INVITING TENDER

Sealed tenders are invited, on behalf of Director, National Institute of Immunology, New Delhi, in two bid systems (I- Technical Bid and II- Price Bid) for the empanelment of registered, reputed and financially sound **Custom Clearing Agents on annual contract basis for clearance of imported consignments from the customs at Indira Gandhi International Airport, New Delhi & ICDN Patparganj/Tuglakabad, Delhi.** Detailed NIT for the same can be downloaded from website www.nii.res.in/www.eprocure.gov.in. Last date for submission of Bid is 27/09/2018 up to 11:30 hrs.

Interest bidders may go through the tender document before participating and in case of any query related to the document, the same should be addressed to Section Officer (S/P) at his email ID **mahender@nii.ac.in**. Query, if any, should be sent through email before 10 days of last date of submission of tender. Reply of query shall be sent to the respective party through email well within the time.

Care should be taken by the interested parties in furnishing all details and documents required in the tender enquiry for making the Technical & Price Bid absolutely responsive.

Bids received after the due date and time shall be rejected outright.

Section Officer (Store & Purchase)

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NATIONAL INSTITUTE OF IMMUNOLOGY

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NOTICE INVITING TENDER

NII/IMP/CCA/2018-19

Date: 06/09/2018

Subject: Sealed Tenders (**in Two Bid System**)—(I) **Technical Bid** and (II) **Price bid** are invited for empanelment of Registered, reputed and financially sound Custom Clearing Agents for availing CHA services for the clearance of imported consignments from the air cargo/customs at Indira Gandhi International Airport, New Delhi & ICDN Patparganj/Tuglakabad, Delhi, on annual contract basis.

Tender publication date	06/09/2018
Cost of Tender document	To download from NII website at no cost.
Last date and time for submission of Tenders	27/09/2018 (up to 11:00 AM)
Date & Time of Tender Opening (Technical bids)	27/09/2018 (11:30 AM)
Opening of Price Bid	Date and Time to be intimated later
Earnest Money Deposit (EMD)- Refundable to unsuccessful bidders	Rs.50,000/-(Rupees Fifty Thousands only) to be submitted along with the Technical Bid in the form of *DD/Pay Order

*DD/Pay Order shall be in favor of “Director, NII, and New Delhi-110067 payable at Delhi”. Please mention your Company name and address on the back of DD/Pay Order.

Bid Security (EMD) of the successful bidder shall be adjusted against the Performance Security. For remaining amount of Performance Security, separate BC/DD shall be collected from the successful bidder. EMD of unsuccessful bidders shall be returned after decision on tenders.

Bid Security shall be forfeited if the successful bidder refuses or neglects to execute the Contract or fails to furnish the required Performance Security within the time frame specified by the Institute.

The Technical bids will be opened on the scheduled date and time, in the presence of representatives of those tenderers whose tenders are received, in case they wish to be present. **If the date of opening happens to be a holiday, the bids shall be opened on the next working day at the same time.** Requests for postponement will not be entertained. Fax/email bids or late/delayed tenders shall not be considered.

Director, NII reserves the right to accept/reject any or all tenders either in part or in full without assigning any reasons thereof.

Section Officer (Store & Purchase)

Scope of work

National Institute of Immunology (**an autonomous body under the administrative control of Department of Biotechnology, Ministry of Science & Technology, Govt of India**) intends to import consignments of about 300 consumables/equipments annually (average 25 consignments per month). Out of the indicated consignments, nearly 180 consignments are of perishable nature, 5-7 sea consignments and 2-4 consignment of live mice annually.

The Institute intends to empanel registered clearing agents for **“Clearing the imported consignments from Customs at IGI Airport, New Delhi & ICDN Patparganj/Tuglakabad, Delhi”**. ‘Clearing Agents (CHAs)’ with adequate professional experience in the field of customs clearance, forwarding and consolidation relating to Hi-Technology Equipments, Consumables like reagents, highly perishables, dangerous and radioactive goods, etc. need to apply only giving details of their experience.

Bidder shall meet the following pre-qualification criteria and substantiate with documentary evidence in support thereof:

- (a) The headquarters of the Tenderer/Bidder has to be in Union Territory of Delhi or in the National Capital Region.
- (b) Tenderer/Bidder has to be a registered ‘Clearing Agent’ and possess license for the last 5 years which should further be valid for next 2 years. A copy of license valid at least up to December 2019 must be provided for consideration of tender/award of contract.
- (c) Tenderer/Bidder must have at least five years experience as a ‘Clearing House Agent (CHA)’ with the Govt. Departments/Govt. Autonomous Bodies/Institutions/PSUs in Delhi/NCR etc. Documentary evidence of relevant experience from the concerned organizations along with certificate of satisfactory service issued by such Deptts/organizations in support of the experience and satisfactory performance shall be provided in the tender.
- (d) Tenderer/Bidder must submit a list of their clients with address & contact details for the last 3 years along with satisfactory performance certificate provided by the clients. Details of volume of shipments and number & nature of Consignments/Shipments cleared/handled during the last 3 years must also be submitted.
- (e) Tenderer/Bidder shall submit last 3 years audited balance sheet and also ITR for the years 2015-16, 2016-17 & 2017-18.
- (f) Tenderer/Bidder shall submit Copy of PAN, GST registration.
- (g) Tenderer/Bidder shall provide the service as per contract directly to NII and no sub-letting or sub-contracting shall be allowed.
- (h) **Clearing Agent must submit an affidavit (duly notarized) on e-stamp paper of Rs. 50/- undertaking that :**
 - The documents/information furnished in the bid is genuine and undisputable. Later, if it is noticed that the documents/information are not genuine, the

contractor/bidder shall be liable for criminal/penal action and consequently compensation as may be decided by competent authority of NII which shall be on the bidder/contractor. An undertaking as per **Annexure-III** to be furnished with tender;

- I/We will not withdraw my/our tender after opening of technical bid and if it is done; my/our EMD can be forfeited.
 - My/Our Firm/Agency have not been black listed by any of the Govt. Deptts/Govt Institutions etc during last three years.
 - There is no complaint against my/our Company/Agency of any delayed supply, non-supply/non-completion of work, non-submission of performance bank guarantee and refusal of execution of work/supply etc. and for which no punishment of any type has been given by any of the Govt. Deptts/Govt Institutions etc.
 - I/We will not sub-let the contract of work, if contract awarded to me/us and in case, it is found, my/our SD/EMD may be forfeited.
- (i) Earnest Money of Rs.50,000/- (Rs. Fifty thousand only) in the form of DD/PO in the favour of 'Director, NII, New Delhi-110067 (payable at Delhi) must be submitted along with the Technical Bid of tender; failing which the tender will be summarily rejected.
- (j) The Bidder's Agency/Firm registered with DGS&D/National Small Industries Corporation (NSIC)/Ministry of Home Affairs for such services are exempted from depositing bid security. However, the bidder shall enclose valid registration certificate (s) with the Technical Bid of the tender to be placed in sealed envelope super scribed "BID SECURITY DEPOSIT".
- (k) Conditional Bids shall not be accepted.
- (l) Other Important instructions for Bidder:**
- (i) Each of the eligible empanelled Bidders shall have to submit a Performance Bank Guarantee of Rs. 2,00,000/- (Rs. Two Lakh only) for the entire contract period while entering into a Contract Agreement for the proper performance of the contract work. The detailed conditions will be included in the agreement to be signed after Award of the contract.
- (ii) Bidder/Tenderer shall furnish E-mail ID, Telephone (land-line & mobile/fax no. in the NII tender form titled as **Proforma-A**.
- (iii) Tenderer/Bidder documents must be clearly written or typed without any cutting or over-writing.
- (iv) The Copy of Tender document without the Price bid including 'General Terms and Conditions' duly signed by the tenderer/Bidder on each page should be submitted as an acceptance **along with Technical Bid of the Tender**.
- (v) The Tender received after the due date & time will not be considered and rejected.
- (vi) The Tender will be opened on the scheduled date at 11:30 AM in the office of the NII in the presence of representatives of the Bidders/Tenderers, who wish to be present.

- (vii) Tenderer/Bidder is required to quote rates against each item in the **'Price Bid-'A' (Annexure-V)**. Before quoting the rates, the bidder may refer **Criteria for Evaluation of 'Price Bid-'A'** at **Appendix-IV**. Tenderer/Bidder is also required to quote rates against each item in the **'Price Bid-'B' (Annexure-VI)**.
- (viii) **'Technical Bid'** envelope shall contain all the required documents stated under above **Technical Bid** {from Sl. no. (a) to (j)} and must be sealed. Similarly, **'Price Bid-'A'** and **'Price Bid-'B'** duly filled in must also be kept in a separate sealed envelope. Both the envelopes containing **'Technical Bid'** and **'Price Bid'** shall be super scribed in bold letters as under:
- Envelope-1: "Technical Bid for Appointment of Customs Clearing Agent"**
Envelope-2: "Price Bid (A&B) for Appointment of Customs Clearing Agent"
- (ix) **Both the Envelops detailed above are to be kept in a single 'Big size envelope' and the Big Envelope will have to be super scribed as "TENDER FOR ANNUAL CONTRACT FOR CLEARANCE OF IMPORTED CONSIGNMENTS".**
- (x) Before sealing the envelopes, it may be ensured that all the required information/documents are complete in all respect. Also **check-list** at **Annexure-I** must also be filled-in and kept in the envelope of **Technical Bid**.

Section Officer (Store & Purchase)

GENERAL TERMS AND CONDITIONS

1. Any of the empanelled/registered clearing agent shall act as a clearing agent for NII, New Delhi, for the stores, such as spare parts, consumable goods/mice, chemicals & reagents and equipments etc. imported from suppliers/manufacturers outside the country at Customs at 'Airport' or 'Air Cargo' at New Delhi, and ICDN at Patparganj/Tughlakabad, Delhi. **The number of CHAs to be empanelled will be decided by the Institute.**
2. **The tenderer shall be evaluated on overall L-1 basis, however, for any respective item (s), the L-1 bidder may be asked to match emergent L-1 rates/discounts. Bidders found technically qualified may be asked to match L-1 rates for empanelment as decided by the Institute.**
3. The choice of the empanelled/registered clearing agent who will be assigned to clear a shipment will be dependent solely on performance of the agent (that is how quickly the agent takes to bring the shipment to NII after receiving all the documents). This review of performance will take place on a monthly basis by NII Stores along with other concerned NII officials.
4. The Clearing Agent shall be required to perform under the Customs Act, 1962, as amended from time to time, and take such steps to ensure that the interests of the NII, New Delhi, are protected while clearing the consignment/shipments.
5. The Clearing Agent will depute his representative to the Institute on daily basis to collect the documents, such as, Duty Exemption Certificate, custom duty Cheques, Bank Release Orders and bank attested invoices and other related documents as required for customs clearance.
6. The Clearing Agent shall provide a list of the pending consignments for clearance on daily basis.
7. The Clearing Agent shall be responsible from the stage of filing Bill of Entry and to release the imported consignments from the Airport/ICDN within demurrage-free-period on arrival of the consignment or within 3 working days (inclusive of the date of receipt of documents and date of delivery of consignment) from the date of receipt of the documents from NII. In case the documents are handed-over to the agent in the afternoon, the 3 days shall be worked out from the next day. In case of any delay beyond 3 working days, the agent shall be liable to pay the demurrage/go down rent/warehousing charges etc. if any, in case the delay is attributable to the agent. Also, cost of damaged goods because of late clearance of consignment will be recovered from the clearing agent's bill. Further if the performance at the end of the review period is found to be unsatisfactory, another empanelled or registered Clearing Agent will be utilized by NII for the clearance of the shipment.
8. The clearing agent should be willing to enable accelerated clearance of shipments from custom of dry ice or cold chain shipments – including by carrying out the clearance of shipment by manual Bill of Entries.
9. In consideration of the various services to be rendered by the Agent, the Institute shall pay the commission/charges as per the contract.
10. The Clearing Agent shall inform the concerned officials of NII about the condition of the packages/stores found damaged/missing at the time of

examination/release of the consignment immediately and get it surveyed by an authorized surveyor. The fees and expenses incurred on conveyance for carrying out such survey, as and when necessary, will be reimbursed to the agent as per actual/bills provided by the agent.

11. If the consignment is not cleared within the stipulated time and found to be lost/damage in transit or otherwise, the clearing agent shall be held responsible for the same.
12. The Clearing Agent will arrange repacking of damaged packages where it is essentially required.
13. Whenever any short landing of cargo is noticed, the agent shall be required to promptly file "Not found" or Not Traceable" notice with the Airport Authorities and obtain a non-traceable certificate and intimate the facts to NII, New Delhi, immediately.
14. The Clearing Agent shall be held responsible for any delay on his part whenever he does not file the 'Bill of entry' with customs on time. The warehousing//demurrage charges (other than handling charges) will be recovered from the agent for any delay due to his negligence. Further the name of the clearing agent will be removed from the panel of registered Clearing agents and NII shall reserve the right to take penal action as deemed fit.
15. The transporting vehicle must be insured & cost of the transporting material should also be insured, for which an insurance policy must be obtained by the Clearing agent.
16. The Clearing Agent shall submit his bills on weekly basis and payment shall be made by NII to the agent within 30(thirty) days of the receipt thereof subject to scrutiny/verification by NII. The agent shall maintain day-to-day records of the activities (daily order sheet) for the clearances made and submit the report along with their bill. The decision of the Director, NII in this regard will be final and binding on both the parties.
17. The NII will be at liberty to get any consignment directly released by any of the empanelled/registered clearing agent or through the Indian Agents who represent their foreign principals, in India or by making its own arrangements or by any other agents if and when considered necessary. The agents will not have any right to clear all consignments and will be precluded from filing any claim for loss/damages on this account.
18. In the event of unsatisfactory service or stoppage of clearance work by the clearing agent, the Director, NII, New Delhi, reserves the right to get the work done from outside agency at their risk and cost. The Director NII shall have the power to terminate the contract at any time without assigning any reason. In case of any dispute about the interpretation of the clause, the decision of the Director, NII will be final and binding.
19. Director, NII may terminate the contract at any time by giving 30 days written notice by registered post with AD.
20. Both the parties would consider force majeure with adequate proof. The decision of the Director, NII, will be final.
21. Any claim, dispute or difference arising out of or in connection with this Contract and which cannot be settled by mutual consultations, shall be referred to sole

Arbitration or an Arbitrator who has the knowledge of customs and procedures of international trade to be appointed by Director, NII. The award of the Arbitrator shall be final and binding between the parties as per the terms and conditions of the contract to be executed on award of contract. The Arbitrator proceeding shall be governed by the Arbitration and Conciliation Ordinance dated 26th March, 1996 and shall be conducted in Delhi

22. The jurisdiction of all suits shall be in the courts at Delhi/New Delhi.
 23. The clearing agent will be paid for chain pulley for heavy consignments, which are high dimensional, or sophisticated in nature, for loading/unloading. The charge as per actual/receipt will be paid with production of bills.
 24. Clearing Agent will arrange the requisite logistic arrangements like Fork Lift, Crane etc., in bringing the goods at site.
 25. The agent shall also do all the customs formalities such as filing & processing of shipping bill with customs and get these examined and hand it over to the Airlines/Shipping Line, and for the damaged items to be sent abroad for replacement/repairs as and when required by the Institute on the same terms and conditions as in the case of import consignments.
 26. Any other information may be mentioned which may be inevitable from bidder's point of view.
 27. **VALIDITY OF TENDER:** The tender must remain valid and open for acceptance for a period of **90 days** from the date of opening of Technical Bid.
- 26. RIGHT TO ACCEPT/REJECT BIDS:-**
- A) The Institute is not to assign work to the lowest empanelled bidder, where rates of empanelled bidders are heterogeneous. Instead a panel of registered clearing agents will be made to assign the work at the discretion of purchaser to clear the shipments as described earlier.
 - B) The Institute may terminate the contract if it is found that the contractor is black listed on previous occasions by any of the Institutes/Institutions/Local Bodies/Municipalities/Public Sector Undertakings/Central Govt./State Govt., etc.
 - C) The Institute may also terminate the contract in the event the successful bidder fails to furnish the Performance Security or fails to execute the agreement.

Section Officer (Store & Purchase)

CHECK LIST FOR TECHNICAL BID

S. No	ITEM/CLAUSE	Yes/No	Page No.
1	Whether the rates have been quoted as per the formats enclosed with our tender document?		
2	Whether the attested copies of valid permanent custom license (CHA) in the name of quoting firm applicable in Delhi Airport/Seaport enclosed with your quotation?		
3	Whether the list of name and complete addresses of the freight forwarders/associates with Tel/Fax/Email/ enclosed.		
4	Whether the quoting firm has valid IATA or FIATA membership and copy of certificate has been submitted.		
5	Whether the quoting firm has valid ISO quality system certification and copy of certificate has been submitted.		
6	Is quoting firm registered with Indian custom house Delhi as consol/clearing agent?		
7	Whether the quoting party has enclosed a list of their clients for similar freight forwarding and custom clearance work during the last three years in any R&D Institutions/Govt. Deptt. /PSUs etc. Whether documentary evidence/ certificate about satisfactory completion of the work with these organizations enclosed with complete mailing address and telephone numbers.		
8	Whether the firm has submitted EMD of Rs. 50000/-in the form Demand Draft/ Bank's cheque along with the Technical Bid.		
9	List of overseas consolidators		
10	Copy of the PAN card		
11	Copy of the GST registration		
12	Membership Certificate of WCA and MTO		
13	Copy of RTA License		
14	Proof of local address at Delhi		

Price Bids of only those firms will be opened who fulfill our terms & conditions for technical bid and attach documentary proof as per the eligibility criteria and checklist.

(Signature of the bidder)

Name and Address (with seal)

UNDERTAKING

(TO BE TYPED ON A LETTER HEAD OF THE AGENCY)

To

The Director
National Institute of Immunology
Aruna Asaf Ali Marg
New Delhi-110067

Subject: Submission of undertaking for providing Services of C&F/CHA in NII, New Delhi vides tender notification no. NII/IMP/CCA/2018-19dated 06/09/2018

Dear Sir,

We, the undersigned, are submitting our bid for providing services of C&F/CHA in your Institute in accordance with your Tender Enquiry No. NII/IMP/CCA/2018-19 dated 06/09/2018

We hereby declare that all the information and statements made in this bid are true and we accept that any misrepresentation or false information /documentation contained in it may lead to our disqualification.

We accept all the terms and conditions of this tender document and are bound with them. We understand that NII, New Delhi is not bound to accept any bid.

Yours sincerely,

Authorized Signature [*In full and initials*]

Name and Title of Signatory: _____

Name of Bidder: _____

Address: _____

Telephone (Office): _____

Fax: _____

Email: _____

UNDERTAKING
(on e-stamp paper of Rs.50/- and attested by notary public)

I/We, M/s _____ having head office at _____ hereby to undertake that

1. The documents/information submitted by me/us are genuine and undisputable and in the event of it coming to notice at a later date that the documents are not genuine , the contractor/bidder shall be liable for criminal action and such compensation payable to NII as may be decided by its competent authority.
2. I/We will not withdraw my/our Tender after opening of technical bid and if done so; my/our EMD may be forfeited.
3. My/Our Company/Agency has not been black listed by any of the Govt. Deptts./Govt. Institutions etc. during last three years.
4. There is no complaint against my/our Company/Agency, such as 'delayed supply, non-supply/non-completion of work, non-submission of performance bank guarantee and refusal of execution of work/supply etc. and for which 'no punishment of any type' has been given by any of the Govt. Deptts/Govt Institutions etc.
5. I/We will not sublet or sub-contract the work, if contract awarded to me/us and in case, it is found, my/our SD/EMD may be forfeited.

Signed on behalf of

M/s.....

Place:

Seal:

Date:

Appendix-I

Criteria for evaluation of Price Bid –‘A’

Sl. No.	Items of Price Bid	Criteria for evaluation of price bid
1.	Agency Commission (Non-perishable)	For Average Purchase Value of Rs. 3.00 Lakh <u>per consignment</u>
2.	Agency Commission (Perishable/Live Mice)	For Average Purchase Value of Rs. 1.50 Lakh <u>per consignment</u>
3.	Sea Freight Charges	As per quote
4.	Documentation Charges	For ‘Two copies’ of per <u>consignment</u>
5.	IAAI Charges	As per Actual
6.	Conveyance charges	As per Quote
7.	Loading & Unloading	For <u>per consignment</u> - with weight <u>up to 20 kg.</u> For <u>per consignment</u> - with weight <u>above 20 kg.</u>
8.	Unloading/loading by Crane per consignment	As per Quote by bidder
9.	Custom Examination Fee	As per Quote by bidder
10.	Cartage transportation charges of consignment of different weight :	--
	From 0.1 - 20 KG	As per Quote by bidder
	Above 20 to 50 KG	As per Quote by bidder
	Above 50 to 100 KG	As per Quote by bidder
	Above 100-200 KG	As per Quote by bidder
	Above 200-500 KG	As per Quote by bidder
	Above 500-1000 KG	As per Quote by bidder
	Above 1000 KG	As per Quote by bidder
11.	Sealing and Stapling Charges (per Package/Package)	As per Quote by bidder

Signature of the Bidder:
Business & Office Address:
Seal:

Date:

Price Bid- "A"**[Before quoting the rates, criteria for evaluation of Price Bid may be seen at Annexure-III]**

Sl. No.	Items (against which rate is to be quoted)	Rate quoted by the Bidder/Clearing Agency (In Rs.) : For consignment imported <u>through Air and to be cleared from 'Customs/ Air Cargo' at Airport, Delhi</u>
1.	Agency Commission (Non-perishable)	
2.	Agency Commission (Perishable/Live Mice)	
3.	Documentation Charges	
4.	IAAI Charges	
5.	Conveyance charges	
6.	Loading & Unloading (For upto 20 Kg . and above 20 kg)	
7.	Unloading/loading by <u>Crane per consignment</u>	
8.	Custom Examination Fee	
9.	Cartage transportation charges of consignment of different weight :	
	From 0.1 - 20 KG	
	Above 20 to 50 KG	
	Above 50 to 100 KG	
	Above 100-200 KG	
	Above 200-500 KG	
	Above 500-1000 KG	
	Above 1000 KG	
10.	Sealing and Stapling Charges (per Package/Package)	
11.	Service Tax (on Item at Sl. Nos. (Mention Sl. No.)	
12.	Discount, if any (Pl. mention)	

**Signature of the Bidder
Business & Office Addresses:
Seal:**

Date:

Annexure-VI

Price Bid - "B"		
Sl. No.	Items (against which rate is to be quoted)	Rate quoted by the Bidder/Clearing Agency (In Rs.)
		For consignment imported through : Sea/Ship and to be cleared from Yard at 'Tuglakabad'/'Patparganj' in Delhi
1.	Agency Commission (Non-perishable)	
2.	Documentation Charges	
3.	ICDN Charges	
4.	Conveyance charges	
5.	Loading & Unloading	
6.	Endorsement Charges	
7.	Line Delivery Order Fee	
8.	Washing Charges	
9.	Interim CAF Fees	
10.	LCL Service Charges	
11.	Terminal Handling Charges	
12.	Congestion Surcharges	
13.	De-stuffing Charges	
14.	Consol Fees	
15.	Bunker Adjustment Factor	
16.	Import Other Charges	
17.	Rupee Depreciation Surcharge	
18.	GST- BSS@_____	
19.	GST- BAS@_____	
20.	Unloading/loading by Crane per consignment	
21.	Custom Examination Fee	
22.	Cartage transportation charges of consignment of different weight :	
	Up to 200 kg.	
	Above 200 kg. & up to 500 Kg.	
	Above 500 kg. & up to 1,000 Kg.	
	Above 1,000 kg. & up to 2,500 Kg.	
23.	For full small Container with weight above 2,500 kg & below 5,000 Kg.	
24.	For full big Container with weight above 5,000 kg & below 10,000 Kg.	
25.	Sealing and Stapling Charges per Package/Package (with bill as a actual proof for work)	
26.	GST (on Item at Sl. Nos. (Mention Sl. No.)	
27.	Discount, if any (to mention)	

Signature of the Bidder
Business & Office Addresses:
Seal:

Date:

Tender Enquiry Ref No.: NII/IMP/CCA/2018-19 Date:06/09/2018

1	PROCUREMENT GROUP NAME (as mentioned in tender enquiry)	Empanelment of Custom Clearing Agents (CHAs)
2	Name of the Firm/Manufacturer/Principal	
3	Complete Correspondence Address	
	Status of Firm whether / Manufacturer / Principal / Manufacturer's authorized agent	
	Phone	
	Fax	
	e-mail ID	
4	Factory/Setup Address - if manufacturer /principal (In case there is more than one factory, write as Unit-1, Unit-2 so on)	
	Phone	
	Fax	
	e-mail ID	
	CONTACT PERSON (Name & Designation)	
	CONTACT PERSON NO. (MOB.)	
5	Name & Address of authorized Agent, if like to incorporate in Rate contract. (in case applicable)	
	Phone	
	Fax	
	e-mail ID	
	CONTACT PERSON (Name & Designation)	
	CONTACT PERSON NO. (MOB.)	

6	Delivery Period (write specifically Day/Week/Month)	
7	Ex-Works Supplies Discount (Mention NA, in case not applicable)	
8	Status of the Firm (SMALL/MEDIUM/LARGE SCALE)	
9	Registration with NSIC (Registration No. & date and validity date with a copy of evidence)	
10	Brand (Name)	
11	Total turnover for preceding 3 Financial Years (in Rs.)	
12	Warranty/Guarantee (specify as per terms of tender)	
13	Details of your Bank for payment transfer through RTGS/NEFT	To furnish below
i	Contact person name of Firm with Phone, Fax No. & Email ID	
ii	Name of Bank & Branch	
iii	Bank address and contact number	
iv	9 digit code number of Bank and Branch	
v	IFSC code of the Bank branch for fund transfer via RTGS	
vi	Type of Bank Account (Saving, Current or Cash Credit Account)	
vii	Complete Bank Account number as printed in cheque book	
14	Name of Person along with contact no. & email ID authorized by the Firm to sign tender and deal with NII for all post tender activities.	
15	Any other discount offered (at the option of the Firm) - mention details of such discount, if any	
16	GST registration No. & Date (copy of registration to be enclosed with Technical Bid)	
17	PAN No. (copy of PAN to be enclosed with the Technical Bid)	
18	Earnest Money Deposit (EMD) payment details (in case not registered with NSIC) - Registration of NSIC regd Firms should be valid as on the date of tender)	To furnish below
	DD/PO No. & Date	
	Bank Name	
	Amount	

19	UAM number (if the firm is MSE)	
20	Remarks, if any	
	Signature of Authorized signatory & Seal	
	Name of Person signed	
	Designation	
	Place:	
	Date:	

(TENDER COVER PAGE)

(On letterhead of the Bidder & to be submitted along with Technical Bid in envelop-1 as a cover letter on top of Bid)

Ref. No.

Date:

From

To

The Director
National Institute of Immunology
Aruna Asaf Ali Marg
New Delhi-110067

Subject:- Empanelment of Custom Clearing Agents (CHAs)

Dear Sir,

With reference to your above mentioned notice inviting tenders, I/We hereby offer for **Empanelment of Custom Clearing Agents (CHAs)** with National Institute of Immunology, Aruna Asaf Ali Marg, New Delhi-110067.

I/We shall supply & provide the material and services truly, faithfully and to your entire satisfaction as set forth in the attached terms and conditions. I/We shall be responsible for all complaints as regards to the quality of product/services and in case of any dispute; the decision of the Director, National Institute of Immunology shall be final and binding on me/us.

A Demand Draft / Pay Order No. _____ Dated _____ drawn on _____ intended for the prescribed amount of **Rs.50000/- (Rupees Fifty Thousands Only)** in favour of Director, National Institute of Immunology, payable at New Delhi is enclosed, as earnest money (**EMD**) as per requirement of your tender enquiry.

I/We shall have no claim to the refund of EMD prescribed against this tender in the event of my/our non compliance of the contract, provided such contract is implemented within the period of validity of my/our tender.

I/We further understand that my/our earnest money shall stand forfeited in case of unsatisfactory supply of material/CHA services/violation of any term, or if I/We withdraw my tender at any stage during the period of validity.

My/our tender shall remain valid for a period of **90 Days** from the date prescribed for opening of the tender against the above mentioned notice.

My/Our tender along with terms and conditions with relevant columns and annexure duly filled in under my/our attestation and with each page of the tender paper including the enclosed terms and conditions signed by me/us (in the capacity of sole owner/general or special attorney attached) is submitted for your favorable consideration.

I/We have read the enclosed terms and conditions carefully and have signed the same in token of our absolute and unqualified acceptance.

Thanking you,

Yours faithfully,
Signatures with stamp
Name of person signed
Designation

Place:

Date: