



**ICAR-National Bureau of Agriculturally Important Microorganisms**  
**Indian Council of Agricultural Research**

Kusmaur, Maunath Bhanjan 275103 UP  
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F.No.31/Store/2016-17

Dated: 06.06.2016

To,

Sub: Tender for appointment of Custom Clearing Agent for this Institute-reg.

Dear Sirs,

This Institute invites tender for appointment of Custom Clearing Agent for this Institute. Tender for which should reach to this institute by 11.00 a.m. on 30.06.2016 and the same tender will be opened on 30.06.2016 at 11:30 A.M. You are requested to submit your most competitive rates for the same.

All the relevant details are given below:

Sl. No.	Description	Only discount may be quoted
1.	For consolidation charges 1. Minimum Shipment for which the freight charges is nil. 2. For non voluminous shipment	1. Upto Kg.  2. Discount % on IATA rates
2.	For Voluminous shipment 1. Less than 20 cm (length, breadth & height) 2. More than 20 cm (length, breadth & height) 3. Perishable/DGR shipment for overall	1. Discount % on IATA rates 2. Discount % on IATA rates 3. Discount % on IATA rates
		Rate in Rs. may be quoted
3.	1. Fuel charges for overall 2. Security charges for overall	Rs..... Rs.....
	<b>CUSTOM CLEARANCE CHARGES</b>	Rate Rs.
1.	Agency & services charges for FOB/Wx works shipment	Rate Rs.
	Lifting charge for overall	Rate Rs.
	Photocopy charge for overall	Rate Rs.
	Cartage: 1. From Airport to Godown for overall 2. From New Delhi to Mau for overall (a) If the items are upto 10 kg. (b) If the items are upto 50 kg. (c) If the items are upto 100 kg. (d) If the items are more than 100 kg.	Rates Rs.  Rates Rs. Rates Rs. Rates Rs. Rates Rs.
	Computer charges at Airport	Rates Rs.
	Documentation charges at Airport	Rates Rs.
	Other Misc. charges, if any please specify	Rates Rs.

	Service tax	Rates Rs.
	D.O. Fee levies Airline/Gov. Levies/ AAI charges	Rates Rs.
	C.C. Fee	Rates Rs.
	Rate of dry ice	Rates Rs.

**Term & Condition:**

1. Your tender must be very specific and clear in terms of rates as we will not accept any hidden cost after the finalization of contract.
2. Your tender must be on your letter head with stating our reference number clearly on quotation as well as on envelope.
3. Your tender must reach to this Institute by 30.06.2016 till 11:00 A:M
4. Tender must be enclosed with following self attested copy of documents:
  - (i) Latest balance sheet of the company.
  - (ii) Latest income tax return.
  - (iii) Registration certificate of IATA/FIATA or authorized by IATA/FIATA agent.
  - (iv) Certificate for certified custom house agent.
  - (v) Name and address of the person with attested signature who will deal with ICAR-NBAIM, Mau.
  - (vi) List of console offices along with address, contact person with telephone number, fax no. and email address.
  - (vii) List of your client form where feedback about your performance may be taken
5. List of charges to be borne by you, which will be paid by ICAR-NBAIM, Mau after presentation of bill.
  - (i) Freight charges as Ex-works/FCA/FOB (from port of dispatch to port of landing) i.e. Delhi Airport.
  - (ii) Clearing charges at New Delhi Airport
  - (iii) Agency charges.
  - (iv) Min. & Max. cartage/freight/handling charges from cargo terminal to your destination/godown, if any.
  - (v) Godown rent at destination/godown, if any.
  - (vi) TSP & AAI charges (demurrage charges) at Delhi cargo terminal (only for other console agent/direct Airlines etc.), if any.
  - (vii) Custom duty of all consignments.
6. The company must have the contract of at least 3 Institute of ICAR with job satisfactory performance. The letter is required to be enclosed alongwith the tender.

**Other terms & Conditions:**

1. The L/C will be opened by ICAR-NBAIM, Mau on FOB/CIF basis and in respect of imports on FOB basis the charges of freight are to be paid by you in Indian currency at the time of clearance of documents, which will be reimbursed to you on production of final bill.
2. The consignment, after clearance from Airport, is to be sent to ICAR-NBAIM, Mau through approved and reliable courier/transport and the charges of freight to the courier/transport will be paid by you.
3. The consignment should be cleared within 3 days from the date of receipt of consignment at Airport, to avoid demurrage occurs towards consignment, the same amount will be deducted from final bill.
4. Insurance of all items will be made by this Institute.
5. Collection of documents will be the responsibility of the clearing agent from the Institute within one or two days after receiving the message.
6. It will be the responsibility of the clearing agent to clear the perishable items within 24 hours.
7. You will have to submit the documentary evidence in support of your customs clearing agency in this field.
8. Income Tax Clearance Certificate should be enclosed.
9. Current customers list should be enclosed.

10. You will have to deposit the earnest money of Rs. 20,000/- (Rs. Twenty thousand only) alongwith the tender fee of Rs.500/(five hundred only). The amount of earnest money will be deposited in the shape of DD/Banker's Cheque only issued by any nationalized bank in favour of "ICAR Unit, NBAIM, Mau" payable at SBI, Mau Nath Bhanjan
11. The Director will have full rights to reject or accept any or all the documents without assigning any reasons thereof.
12. If the amount of freight charges & customs duty come upto Rs. 1,00,000/- for clearance of consignment, will be borne by the firm and the payment will be made after receipt of the bill. Thus same come more than Rs. 1,00,000/- the advance will be allowed for payment and adjustment vouchers will be submitted within 15 days from the date of advance drawn.
13. Enclosed client list with full address & telephone number.
14. Registration certificate of the firm may also be enclosed.
15. If rates not be quoted as per our tender & receipt of the tender after due date will not be considered.
16. An amount of Rs. 50,000/- will have to deposit as security money within 07 days from the date of contract award letter.
17. The list of clearing Agent in foreign must be enclosed with the tender.

Your's faithfully,

Administrative Officer

Note: The tender can be downloaded from Institute's website [www.nbaim.org.in](http://www.nbaim.org.in) and [www.mgrportal.org.in](http://www.mgrportal.org.in) and cpp portal may be used as tender documents.