

## **TENDER ENQUIRY DOCUMENT**

FOR APPOINTMENT OF TOTAL LOGISTIC AGENT(S) FOR  
CUSTOM CLEARING AND TRANSPORTATION

**HLL/PCD/TLA/05/12-13**



**BY**

**HLL Lifecare Limited**

*(A Government of India enterprise)*

**Procurement & Consultancy Services Division**

**B-14A, Sector-62,**

**Noida-201 307**

**PHONE: 0120-4071500**

**FAX: 0120-4071579**

**URL: [www.lifecarehll.com](http://www.lifecarehll.com)**

**Email: [pcd@lifecarehll.com](mailto:pcd@lifecarehll.com)**

**TENDER ENQUIRY DOCUMENT(TED)**

**HLL Lifecare Limited**  
**(A Government of India Enterprise)**  
**Procurement & Consultancy Services Division**  
**B-14A, Sector-62, Noida-201 307**  
**URL: [www.lifecarehll.com](http://www.lifecarehll.com)**  
**Email: [pcd@lifecarehll.com](mailto:pcd@lifecarehll.com)**  
**Phone: 0120-4071500**

**Tender Enquiry No.: HLL/PCD/TLA/05/12-13**

**31/12/2012**

Appointment of Total Logistic Agent (s) for custom and port clearing, handling and storing of Air/Sea consignments from various custom authorities in India and transportation of the same to the consignees' site.

1. HLL Lifecare Ltd. (HLL) is a Government of India Enterprises – a Mini Ratna Company, having it's Corporate & Head Office at Thiruvananthapuram. Procurement & Consultancy Service Division of HLL has been appointed as procurement consultant for various Medical equipments, Laboratory/Research equipments, pharmaceuticals etc. under various projects/programmes by Ministry of Health & Family Welfare, Ministry of External Affairs, Ministry of Labour & Employment of Govt. of India and various state govts. On behalf of the clients and under their respective programmes HLL imports equipments/pharmaceuticals which arrive at various international air ports / Seaports/Dryports in India where international cargos are handled. The weight of equipments may vary from 1 kg to 20,000 kg. Since these are very sensitive and high-end medical equipments, these require utmost care during handling & transportation. The tenderer must have sufficient experience and infrastructure in handling and transportation of such kind of equipments across the country, which will be judged from the documents submitted by the tenderer. The tenderer/agent will be responsible for any loss/damage caused by their any negligence/incompetence/in expertise/mishandling etc. and will be liable to make good the financial loss caused to HLL or it's clients.
2. Accordingly, HLL invites tender enquiry from tender enquiry from Licensed/Recognized Custom House Agents for getting the consignment cleared from Custom authorities at various airports/seaports located across the country and their transportation to different consignees' end in India. A notarised copy of the Valid Registration Certificate as on the date of tender opening issued by the Custom Department should be enclosed with the Tender Document along with PAN number of the tenderer.

The tenderer should essentially possess requisite infrastructure of their own or should have a valid collaboration with a Transporting Organisation for carrying out successful execution of the entire job enquired for and who in turn is having the required infrastructure. The tenderer shall furnish documentary evidence in this regard along with the tender otherwise the offer shall not be considered as complete and liable for rejection. **However the tenderer shall be totally responsible for successfully carrying out the complete job as a Total Logistic Agent (TLA).** The tenderer should also be submitting the notarized copy of permits issued by

statutory authorities in their or their collaborator's favour as carrying out transportation activities with required infrastructure.

3. Details of clients and annual financial turn over of the clearing agent should be attached along with copy of the work order/agreements/performance certificates from their respective clients during the last five years as per the requirements given in **Eligibility Criteria**. However, the collaborator's performance credentials as above need be submitted by the tenderer along with the tender.
4. This Tender is a two-tender system i.e. Commercial Tender and Price Tender. The interested parties may send their sealed offers meeting eligibility criteria/ commercial & price quotations in two separate envelopes duly marked, placing the same in a single bigger envelop. Price Tenders/Quotations will be opened only when the firm /company fulfils the eligibility and commercial conditions mentioned in this tender enquiry document.
5. Deleted
6. Deleted
7. Tenderers may also download the tender enquiry documents from the web site [www.lifecarehll.com](http://www.lifecarehll.com) and submit their tenders by utilizing the downloaded document, along with the required non-refundable fee as mentioned in Para 5 above.

Other useful details in this tender are indicated below:-

Sl. No.	Description	Schedule of activities
i.	Pre Tender Meeting Date & Time	22 <sup>nd</sup> Jan, 2013 at 11: 30 Hrs
ii.	Pre Tender Meeting Venue	HLL Lifecare Ltd. (A Government of India Enterprise), Procurement & Consultancy Services Division, B-14A, Sector-62, Noida -201 307. Ph: 0120-5071500
iii.	Closing date & time for receipt of Tender	11 <sup>th</sup> Feb, 2013 at 14: 00 Hrs
iv.	Time and date of opening of eligibility criteria of tenders.	11 <sup>th</sup> Feb, 2013 at 14: 30 Hrs
v.	Venue of Opening of quotations Commercial/price Tender.	HLL Lifecare Ltd. (A Government of India Enterprise), Procurement & Consultancy Services Division, B-14A, Sector-62, Noida -201 307. Ph: 0120-5071500

8. Tenderers shall ensure that their tenders, complete in all respects, are dropped in the Tender Box located at **HLL Lifecare Ltd.**, Procurement and Consultancy Services Division, B-14A, Sector-62, Noida -201 307, Uttar Pradesh on or before the closing date and time indicated in the Para 7 above, failing which the tenders will be treated as late and rejected.
9. All prospective tenderers may attend the Pre Tender meeting. The venue, date and time are indicated in the Para 7 above.

10. In the event of any of the above mentioned dates being declared as a holiday in the organisation, the tenders will be received/opened on the next working day at the appointed venue & time.
11. The Tender Enquiry Documents are not transferable.
12. The quotation should be super scribed "Quotation for Appointment of Total Logistic Agent(s)". The quotations received after due date and time, shall not be considered. HLL reserves the right to accept or reject all/or any of the quotations in full or part without assigning any reason thereof.

**Head (P & CD)**  
**HLL Lifecare Ltd.**  
**Procurement and Consultancy Services Division**  
**B-14A, Sector-62, Noida -201 307., UP**

**SECTION-1**

**DETAILED SCOPE OF WORK  
AND  
TERMS & CONDITIONS**

The following terms and conditions will be applicable:-

1. That the Agent shall act as Total Logistic Agent covering clearing, handling, storage, transporting and all the related activities, for and on behalf of the HLL/it's Client from port of entry to the consignees site of packages of machine tools, medical equipments, software etc. (Hereinafter referred to as "Stores/goods") received from foreign countries at various sea ports in India at Kandla, Mumbai, Cochin, Chennai, Vishakhapatnam, Paradeep, Kolkata, other dry ports in India etc. and airports in India namely Kolkata, Amritsar, Mumbai, Chennai, Delhi, Bangalore, Ahmedabad, Trivandrum, Cochin, Guwahati , Hyderabad etc.
2. The Clearing Agent shall be required to perform all the duties which they are required to do under the Customs Act 1962 and amended, if any, and take such steps as necessary to ensure that the interest of HLL/it's CLIENT is protected on the clearing of its stores/goods.
3. The Agent shall be fully responsible for the filling & finalization of BoEs from the time the shipment arrival information is provided to them. All the BoEs should be finalised within reasonable time. Any discrepancy for want of documents shall be promptly brought to the notice of the HLL by the Agent regarding the exact amount of Custom Duty considering all best possible waivers and exemption provisions in force in respect of the relevant Bill of Entry.
4. The Consignments shall be cleared from Customs/AAI within two days from the date of handing over the documents to the Agent complete in all respects, failing which demurrage charges shall be borne/paid by the Agent. However, if the delay is attributable not to the agent due to specific reasons, the same shall be reimbursed.
5. Whenever any short landing cargo is noticed, the Agent shall be required to file "Not found" or "Not traceable" notice with the airport authorities and obtain Not Traceable Certificate and lodge formal claim on airport authorities/ concerned airlines with necessary documents under intimation to HLL and will do all the necessary acts to protect the interest of HLL or its clients.
6. It is incumbent on the Agent to examine carefully all packages marked for customs examination of each consignment that arrived at the Airport with the respective invoices and measurement/packing list etc. If at the time of physical examination of the consignment any damage or loss of goods is noticed, the same shall be brought to the notice of HLL with required photographs/evidence immediately as well as arranging a surveyor for surveying the consignment for assessment. If at the time of physical examination of the consignment, any wrong marking is noticed, the same shall be brought to the notice of HLL with required photographs/evidence immediately.
7. The agent is responsible for onward transportation of consignment immediately after customs clearance to the consignee's site/their warehouse/storage. Agent shall be responsible for storing the consignment in their warehouse free of charge.

However, if the storage period is more than a week and extended under written instruction from HLL, the warehouse charges shall be borne by HLL as per govt. approved rate. In such cases the bidder may quote the charges on Gross weight basis only, as optional activities in their tender.

8. Handling of the consignment strictly as per the instructions indicated on the packing of the consignment. Loading of the consignment on the vehicle should be commensurate to the nature of cargo. Agent shall be responsible for all handling activities involved during transportation and storage upto consignee site/stores/ warehouses/installation sites.
9. The Agent shall utilize suitable transport and handling equipment, engage sufficient labour & supervisory staff and fully responsible for the safe handling of consignment in the entire clearing, storage and forwarding operations and shall indemnify and absolve HLL/it's client of any consequences thereof by way of damage/loss of consignments, accident, damage to vehicle and handling equipment either own or hired by him, public properties as well as in injuries or otherwise to the personnel under his command or to the public. The Agent shall take all possible precautionary measure towards safety of all consignments.
10. The Agent shall maintain records and submit status of consignment in hand on daily basis. However a weekly report should be forwarded to HLL for the work done by them and in the format given from time to time by HLL.
11. The Agent will arrange repacking of damaged packages where it is essentially required in consultation with the representative of HLL. Expenses so incurred will be reimbursed based on certificate issued by the representative of HLL.
12. Deleted
13. It is incumbent on the Agent to examine carefully all packages marked for customs examination of each consignment that arrived at the Airport with the respective invoices and measurement/packaging list etc. If at the time of physical examination of the consignment any damage or loss of goods is noticed, the same shall be brought to the notice of HLL with required photographs/evidence immediately as well as arranging a Surveyor for surveying the consignment for assessment. If at the time of physical examination of the consignment, any wrong marking is noticed, the same shall be brought to the notice of HLL with required photographs/evidence immediately.
14. The Agent shall maintain a close liaison with HLL. They shall collect documents from HLL/it's clients whenever called for and shall take steps for finalization of the BoE from time to time and shall see that these are filed with the Customs Authorities. BoEs should be finalized as early as possible and if held up for want of documents etc., for such events, Agent should promptly bring this to the notice of HLL.
15. Agent should Lodge of claims like customs duty refund/custom duty drawback/ appeal etc. by well within the prescribed time limits so as to avoid rejection of claims at a later date by the customs, Airlines or other agencies. Effective follow up action till the claims are finally settled and amount received by HLL. The Agent shall also assist HLL in filing appeal and subsequent follow-up towards final settlement.
16. The Agent shall maintain proper receipts and dispatches of materials and be fully responsible for the safe custody of such cargoes.

17. Tenderer shall quote for the complete scope of work otherwise their tender shall be liable for rejection.
18. An amount of Rs. 50,000/- (Rupees fifty thousand only) as Earnest Money Deposit (EMD) in the form of Banker's Cheque/Bank Draft in favour of HLL Lifecare Ltd, payable at New Delhi is required to be submitted along with quotation. Tenders without EMD will be summarily rejected. EMD of unsuccessful tenderer will be returned, without any interest, immediately after finalization of the Tender. Successful bidder's EMD will be retained until receipt of Performance Bank Guarantee (PBG) as per point no. 35 in this section.

Earnest Money is required to protect HLL against the risk of the Tenderer's conduct, which would warrant the forfeiture of the EMD. Earnest money of a tenderer will be forfeited, if the tenderer withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender or if it comes to notice that the information/documents furnished in its tender is incorrect, false, misleading or forged without prejudice to other rights of HLL. Successful tenderer's earnest money will be forfeited without prejudice to other rights of HLL if it fails to furnish the required performance security (Performance Bank Guarantee) within the specified period.

19. This Tender is a two-tender system i.e. Commercial Tender and Price Tender. The interested parties may send their sealed offers meeting Eligibility criteria/ commercial & price quotations in two separate envelopes duly marked as below, placing the same in a single bigger envelop. The bigger envelop also need be super scribed with the Tender enquiry No. , due date of opening and tenderers name & address.

- a) **Envelope-A:-** The Eligibility Criteria and commercial tender (Unpriced tender) should have all documents without price quotations but including the EMD.

**Documents to be enclosed in the Eligibility criteria/Commercial Tender**

- i) Deleted
- ii) EMD of Rs 50,000/- as per point no. 1 of Eligibility Criteria.
- iii) Power of Attorney in favour of Signatory of the Tender document submitted
- iv) Performance Statement as per point no. 2 & 3 of Eligibility Criteria & as per the format given therein
- v) Financial Statement for last 5 financial years as per point no. 4 of Eligibility Criteria
- vi) Statement/declaration w.r.t. Storage infrastructure as per point no. 5 of the Eligibility Criteria
- vii) Duly notarized documentary evidence of Collaboration, if any, as per point no. 6 of the Eligibility Criteria
- viii) Statement/declaration w.r.t. transportation infrastructure of the tenderer or their collaborator, if any, as per point no. 7 of the Eligibility Criteria

- ix) Duly notarized documentary evidence of Statutory Permits of Tenderer or their collaborator, if any, as per point no. 8 of the Eligibility Criteria
  - x) Duly notarized valid CHA Registration Certificate of Tenderer as per point no. 9 of the Eligibility Criteria
  - xi) Copy of self attested Income Tax Certificate/PAN No.
  - xii) Copy of self attested Service Tax Registration Certificate
  - xiii) Undertaking to be submitted that the tenderer has not been blacklisted / banned/de-registered/de-barred by any of the Government authorities
  - xiv) Undertaking to be submitted that the tenderer shall abide by all the terms & conditions of the Tender
- b) The validity of the offer/tender should be 90 days from the date of the opening of the tender. Any tender having lesser validity shall be liable for rejection. A declaration in this regard should be submitted along with eligibility tender.
- c) **Envelope-B:-** Price Quotations/Price Tender for both Sea & Air cargo and transportation charges are to be submitted in the recommended format only, failing which the tender will be liable for rejection.
- d) Price Quotations/Price Tenders will be opened only when the tenderer fulfils the eligibility and commercial conditions.
- e) The tender currency should be only in Indian rupees.
20. HLL reserves the right to enter into similar agreements simultaneously or afterwards with any other Contractor(s)/Clearing Agent(s), as it may deem fit at any time during the period the agreement is in force. The Agent on panel will not be entitled to make any representation/suggestion/complaint on this account.
21. HLL may request Agent to open P.D. Account with Airport Authority of India (AAI) New Delhi or else where, if required, for payment of statutory charges. These charges relevant to the Bill of Entries (BoEs) shall be debited to the concerned P.D. Account. Cheques/DD for payment of Custom Duty will be issued on receipt of information from the Agent.
22. The surveyor's actual and reasonable fees and expenses, if applicable incurred for carrying out the survey of imported consignments, as and when necessary, will be reimbursed to the Agent on submission of valid receipt with the prior approval letter from the HLL.
23. The original bills completed in all aspects should be submitted in triplicates by the Agent on fortnightly basis and shall be paid/reimbursed by HLL within 30 days of submission of bills as per terms of Letter of Award (LOA). The bills submitted should include AAI Charges/Seaport Charges, Transportation charges, agency charges, other statutory charges (if any) upto original delivery challan duly sealed and signed with date of delivery.
24. The Agent shall be responsible for any delay on their part where they do not file the BoEs with Customs or do not confirm any discrepancy to HLL. Filing of BoE and clearance of consignment shall be done within demurrage free period as stipulated from time to time by



- AAI. In case of delay beyond the free period and due to the negligence by agent, the demurrage charges for the delayed period shall be borne by the agent only.
25. Even in case of any dispute, the consignment shall be cleared by the Agent and handed over to HLL or its representatives pending the settlement thereof.
  26. The Agent shall have to make good to HLL any loss incurred due to negligence or failure on his part to take prompt action in initialization of BoEs and clearance of consignments.
  27. The Agent shall be responsible for safe custody of Customs Duty Exemption Certificates (CDEC) to be provided to them by the Institute/Consignee/HLL from time to time for Duty free clearance of Imported Consignments. For this purpose the agent shall approach the concerned authority sufficiently in advance and keep such exemption certificates and other requisite documents ready with them for submission to the appropriate authority at the time of clearance of goods.
  28. It is to be confirmed that the consignment are being imported on CIP/CIF basis and the goods are covered with the extended insurance up to the consignee's site.
  29. The Tenderers must have tracking facility in the system to enable to find out the status of delivery.
  30. The agent shall ensure correct rate of duties as applicable from time to time after taking into account the best possible duty waiver notification etc. suitable for the imports/exports if any, as per customs tariff and obtain concurrence of HLL before payment of duty for each case. In case of wrong assessment, the responsibility of refund of such customs duty shall lie on the Agent.
  31. Statutory charges and other Government levies will be reimbursed on actual against submission of original documents by the agent on prior approval.
  32. The tenderer must have their own or leased or hired warehouses/depots/ storage facility at various airports/ seaports cities in India duly insured, so that goods may be cleared and stocked secured & protected in such warehouse/depots/stores after customs clearance, if required. List of Depots/warehouses/ Stores at various locations in India for delivery & storage of goods must be enclosed along with addresses.
  33. The tenderer or their collaborator must possess sufficient transport infrastructure to meet the requirement for satisfactory execution of onward transportation of the consignments across India covering all ports of entry as mentioned earlier.
  34. The tenderer shall furnish as part of its tender relevant details and documents establishing its eligibility to quote & its qualification to perform the contract if its tender is accepted, as per the eligibility criteria given below.
  35. The Agent shall furnish a Performance Bank Guarantee (PBG) for Rs. 10,00,000/- (Rupees Ten lakh only) in favour of the HLL Lifecare Ltd, Noida for the due performance of the agreement within 15 days of issue of Letter of Award failing which the EMD will be forfeited. An agreement will be executed with the successful tenderer after obtaining the PBG. The PBG will be forfeited for failure of the successful bidder to perform the contract.
  36. On receipt and acceptance of Letter of Award (LOA), the Agent shall prepare and sign all

- necessary papers of Agreement between them and the HLL Lifecare Ltd. within 15 days from the date of issue of LOA.
37. The contract shall be valid for one year from the date of LOA, which may be extendable for further period upto one year on the same terms & conditions depending upon the performance of the Agent.
  38. HLL reserves a right to accept or reject all or any number of quotation(s) without assigning any reason therefore.
  39. The contract can be terminated any time during the currency of the contract by HLL if the work is not found satisfactory. The decision of HLL in this regard will be final & binding .
  40. The Agent shall submit an indemnity bond in favour of HLL or as advised to indemnify for loss of consignment for any reasons during his possession. i.e. from the point of custom clearance to the delivery at the consignee's site.
  41. HLL/it's client reserve the right to assign only custom clearing or only transportation or both custom clearing & Transportation work to the successful bidder in relation to a particular consignment.
  42. a) If dispute or difference what so ever arising under the contract or in connection therewith including any question relating to existence, meaning and interpretation of the contract or alleged breach thereof if any arise between the Agent & HLL, the parties shall make every effort to resolve the same amicably by mutual consultations.  
b) If the parties fail to resolve their disputes of differences by such mutual consultation within 21 days of it's occurrence, the same shall be referred to the sole arbitration of the Chairman & Managing Director of HLL or to a person appointed by him for that purpose. The arbitration shall be conducted in accordance with the provision of the Arbitration and conciliation Law 1996 and the decision/judgment of arbitrator shall be final and binding on both the parties.
  43. The Jurisdiction in all dispute suits shall be in courts at New Delhi.
  44. Airline (Delivery order) Charges will be reimbursed on actual basis on submission of original documents as the proof of payment.
  45. Any variations in statutory charges during the currency of contract shall be payable based on the approval from HLL.
  46. All the pages of the tender submitted should be duly page numbered.
  47. Checklist duly filled up with reference page no. at respective columns.

**SECTION-2****ELIGIBILITY CRITERIA  
FOR TOTAL LOGISTICS AGENT (TLA)**

1. The tenderer must enclose a sum of Rs. 50,000/- (Rs. fifty thousand only) as Earnest Money Deposit (EMD) by way of Demand Draft in favour of **HLL Lifecare Limited**, Payable at New Delhi failing which the tender will not be considered. No interest shall be allowed on EMD deposited by the tenderer. The EMD of the unsuccessful tenderer will be refunded within a reasonable period of time without any interest after finalization of the tender.
2. The tenderer as well as thier collaborator (incase of transportation only) must possess minimum five completed financial years of experience prior to the date of tender opening in the similar fields and in support of the same a performance statement in the following format must be submitted along with the certified copies of the agreement / work orders executed :

Sl No.	Work Order No.	Work Order date	Name & Address of the Client	Assessable value of the work order	Status – whether work completed satisfactorily	Remarks, if any

3. The tenderer shall attach certificates of satisfactory performance issued by at least 5 clients out of those mentioned in the performance statement justifying their experience as per sl.no.2 above.
4. The average annual turnover of the tenderer from similar business must be at least Rs. 1.0 (One) Crore during last 5 completed financial years prior the date of tender opening in similar business i.e. as CHA/transport/logistics. A certificate from a Chartered Accountant must be attached to verify the same.
5. The tenderer must have their own or leased or hired warehouses/depots/ storage facility at various airports/ seaports cities in India duly insured, so that goods may be cleared and stocked secured & protected in such warehouse/depots/ Stores. List of offices/branches/Depots/warehouses/ Stores at various locations in India for delivery & storage of goods must be enclosed along with addresses & contact nos.
6. The tenderer should essentially possess requisite infrastructure of their own or should have a valid ongoing collaboration with a Transporting Organisation for carrying out successful execution of the entire job enquired for and who in turn is having the required infrastructure. The tenderer shall furnish notarized documentary evidence in this regard along with the tender otherwise the offer shall not be considered as complete and liable for rejection
7. The tenderer or their collaborator must posses sufficient transport infrastructure to meet the requirement for satisfactory execution of onward

transportation of the consignments across India covering all ports of entry. With this regard the tenderer need to submit a joint declaration/statement w.r.t. the complete details infrastructure and facilities available with them for transportation of the consignments to the various consignees' sites.

8. The tenderer shall submit the notarized copy of permits issued by statutory authorities in their or their collaborator's favour as carrying out transportation activities with required infrastructure.
9. Notarized copy of CHA Registration Certificate valid as on the date of tender opening is required to be submitted.
10. Copy of self attested Income Tax Certificate/PAN No. is to be submitted.
11. Copy of self attested Service Tax Registration Certificate is to be submitted.
12. Undertaking to be submitted that the tenderer has not been blacklisted / banned / de-registered/de-barred by any of the Government authorities.
13. Undertaking to be submitted that the tenderer shall abide by all the terms & conditions of the Tender.
14. All the pages of the tender should be duly numbered (as x of y) & signed by the tenderer on every page.
15. Tenderer not meeting above eligibility criteria shall be treated as non-responsive and will not be treated further.

**SECTION-3****COMMERCIAL/PRICE - TENDER**

Consignments are being imported on CIP/CIF basis.

The tenderers should give their quotes under two heads as per details given below:-

1. Custom Clearing Charges - to be quoted as % of Net Assessable Value (NAV) in each slab and also maximum rate per Bill of Entry. (All the charges for custom clearing, handling, documentation, loading & unloading etc. must be included in the Agency charges.). NAV means the assessable value as mentioned in Bill of Entry.

(a) Custom Clearing Charges as Percentage (%) of Net Assessable Value (NAV) and maximum rate per Bill of Entry must be quoted in the format given below (For Air Cargo) :

Sl No:	Net assessable Value Per Bill of Entry (Rs.)	Rate in % of NAV	Maximum Custom Clearing Charges per Bill of Entry	Mean NAV (Rs) Per Bill of Entry	Weight age
I	II	III	IV	V	VI
1	1 to 10,00,000			5,00,000	40
2	10,00,001 to 25,00,000			17,50,000	50
3	25,00,001 to 50,00,000			37,50,000	40
4	50,00,001 to 1,00,00,000			75,00,000	40
5	1,00,00,001 to 2,00,00,000			1,50,00,000	25
6	2,00,00,001 to 3,00,00,000			2,50,00,000	10
7	3,00,00,001 to 4,00,00,000			3,50,00,000	10
8	4,00,00,001 to 5,00,00,000			4,50,00,000	10
9	5,00,00,001 to 6,00,00,000			5,50,00,000	5
10	above 6,00,00,000			7,00,00,000	10

(b) Custom Clearing Charges as Percentage (%) of Net Assessable Value (NAV) and maximum rate per Bill of Entry must be quoted in the format given below (For Sea Cargo) :-

Sl No:	Net assessable Value Per Bill of Entry (Rs.)	Rate in % of NAV	Maximum Custom Clearing Charges per Bill of Entry	Mean NAV (Rs) Per Bill of Entry	Weight age
I	II	III	IV	V	VI
1	1 to 10,00,000			5,00,000	40
2	10,00,001 to 25,00,000			17,50,000	50
3	25,00,001 to 50,00,000			37,50,000	40
4	50,00,001 to 1,00,00,000			75,00,000	40
5	1,00,00,001 to 2,00,00,000			1,50,00,000	25
6	2,00,00,001 to 3,00,00,000			2,50,00,000	10
7	3,00,00,001 to 4,00,00,000			3,50,00,000	10
8	4,00,00,001 to 5,00,00,000			4,50,00,000	10
9	5,00,00,001 to 6,00,00,000			5,50,00,000	5
10	above 6,00,00,000			7,00,00,000	10

2. **Transportation Charges** : Transportation charges from Custom Department (CIP/CIF Port of Entry/ Warehouse) to the warehouse of the clearing agent ( if necessary) and then transporting the same to the consignee's stores /warehouses/ installation sites including all expenses like all loading, unloading charges etc. must be quoted in the following format :-

SLABS	Total Charges (Rs)											
	1-25 Kms	26-50 Kms	51-100 Kms	101-200 Kms	201-300 Kms	301-400 Kms	401-500 Kms	501-600 Kms	601-700 Kms	701-800 Kms	801-900 Kms	901-1000 Kms
1- 50 Kg												
50 - 100 Kg												
101-250 Kg												
251-500 Kg												
501-1000 Kg												
1001-3000 Kg												
3001-5000 Kg												
5001-7500 Kg												
7501-10000 Kg												
10001-12500 Kg												
12501-15000 Kg												
15001-17500 Kg												
17501-20000 Kg												
TOTAL												

**Estimated Weight age table\* for calculation purpose only:-**

SLABS	Total Charges (Rs)											
	1-25 Kms	26-50 Kms	51-100 Kms	101-200 Kms	201-300 Kms	301-400 Kms	401-500 Kms	501-600 Kms	601-700 Kms	701-800 Kms	801-900 Kms	901-1000 Kms
1- 50 Kg	2	1	4	2	4	5	4	4	1	1	3	2
50 - 100 Kg	10	3	1	4	1	1	3	3	1	1	8	3
101-250 Kg	7	4	7	9	2	7	3	5	1	3	7	3
251-500 Kg	5	2	7	3	4	2	5	3	1	1	8	1
501-1000 Kg	11	2	4	2	1	1	4	5	1	1	2	3
1001-3000 Kg	9	1	2	5	4	2	5	4	1	4	3	1
3001-5000 Kg	1	1	4	3	2	1	2	1	1	1	2	1
5001-7500 Kg	4	3	3	2	2	1	2	1	1	2	4	1
7501-10000 Kg	1	1	1	1	1	1	1	1	1	1	1	1
10001-12500 Kg	1	1	1	1	1	1	1	1	1	1	1	1
12501-15000 Kg	2	2	2	1	1	1	1	1	1	2	2	1
15001-17500 Kg	1	1	1	1	1	1	1	1	1	1	1	1
17501-20000 Kg	1	1	1	1	1	1	1	1	1	1	1	1
TOTAL												

\* The Estimated weight age given above for no. of consignments/ shipments but this is merely an indication and no commitment is being made towards the same. Therefore, no representation will be entertained if the number of consignments/shipments is lower/higher.

3. Combined Comparison / Ranking will be made for both Custom Clearing charges and Transportation charges, taken together and work will be awarded to the lowest tenderer. The procedure for ranking will be as follows:

i) The quoted % rate of custom clearing charges will be multiplied by the mean value of NAV per B/E and weight age in the respective slab to arrive at the total custom clearing charges for the mean NAV in the each respective slab. Then the custom clearing charges so arrived will be summed up for both Air and Sea cargo separately as 'a' and 'b' respectively.

The final custom clearing charges shall be arrived by summing up both 'a' & 'b' by putting further weight age of 80% on Air cargo and 20% on sea cargo will be termed as 'e'.

ii) The quoted maximum custom clearing charges per bill of entry will be added to find out the total of maximum custom clearing charges for all the slabs.

Then the custom clearing charges so arrived will be summed up for both Air and Sea cargo separately as 'c' and 'd' respectively.

The final custom clearing charges shall be arrived by summing up both 'c' & 'd' by putting weightage of 80% on Air cargo and 20% on sea cargo will be termed as 'f'.

iii) The total of 3 (i) and 3 (ii) will be divided by 2 to find average thereof as 'g'  
 $\{(e+f)/2=g\}$

iv) Total Transportation Charges will be added after multiplying with respective weight age given in weight age table for all slabs of weight and distance for ranking purpose termed as 'h'.

v) The result of 3 (iii) and 3 (iv) will be added to find out the final ranking ( i.e. g+h).

**Very Important NOTE:**

- I. The Estimated Net Assessable Value of the goods to be custom cleared is approximately Rs. 100 Crores but this is merely an indication and no commitment is being made towards the same. Therefore, no representation will be entertained if the total actual NAV is lower/higher.
- II. For Transportation Quote Only total charges (not rate per km/kg) in each category of weight and Distance cell.
- III. Service Tax, if applicable, will be paid extra on actual basis.
- IV. No other charges will be admissible unless specifically mentioned in the tender document.
- V. The Price Tender must be submitted strictly in the format prescribed in commercial Tender & duly filled up in all columns in the given format. If Price Tenders are submitted in any other format, then it will be summarily rejected.
- VI. The actual payment of Custom Clearing charges will be made at the percentage rates quoted, for the actual NAV as per the BoE but will be restricted to the maximum rates quoted for per Bill of Entry in the respective slab.
- VII. The actual payment for transportation will be made on the basis of Gross Weight as mentioned in the BoE for the shortest possible road route.
- VIII. The transportation distance is not expected to be exceed than 1000 Kms. However, if it is more than 1000 Kms, the payment shall be made on pro-rata basis based on the charges applicable for the "901-1000 Kms." Slab.
- IX. Mean NAV is only for calculation purpose .
- X. Tenders send through fax, cable or electronically shall be ignored.

Date

Place

Signature, name & address of tenderer.



**SECTION-4****CHECK LIST**

Name of the tenderer:

Sl. No.	Activity	Compliance (Yes/No)	Reference Page No.	Remarks, if any
1	Have you enclosed EMD of required amount of Rs. 50000 as per Cl.1 of Section-2 ?			
2	Have you kept validity of your offer 90days from the Tender Opening date as per the Tender enquiry document?			
3	Undertaking to be submitted that the tenderer has not been blacklisted / banned/de-registered/de-barred by any of the Government authorities			
4	Have you enclosed Power of Attorney/ Authorisation in favour of the signatory?			
5	Have you submitted an undertaking that the tenderer shall abide by all the terms & conditions of the Tender ?			
6	Have you furnished Copy of self attested Income Tax Certificate/PAN No. ?			
7	Have you furnished a copy of self attested Service Tax Registration Certificate			
8	Whether all the pages of your tender submitted duly page numbered and signed by the tenderer?			
9	Have you submitted a duly notarized CHA Registration Certificate of Tenderer valid as on the date of tender opening ?			
10	Have you enclosed the Performance Statement as per point no. 2 & 3 of <u>Eligibility Criteria</u> & as per the format ?			
11	Have you attached certificates of satisfactory performance issued by at least 5 clients out of those mentioned in the performance statement justifying their experience ?			
12	Have you submitted Financial Statement for last 5 financial years duly certified by a CA for similar business as mentioned in the Eligibility criteria ?			
13	Have you submitted a Statement/ declaration w.r.t. Storage infrastructure as per point no. 5 of the <u>Eligibility Criteria</u> ?			
14	Do you have your transportation infrastructure ? If yes , Have you submitted a statement/ declaration w.r.t transportation infrastructure as required in the eligibility criteria ?			

15	If no, have you submitted a duly notarized documentary evidence of your Collaboration with any transport agency, along with a joint statement/ declaration w.r.t transportation infrastructure as required in the eligibility criteria			
16	Have you submitted a copy of duly notarized documentary evidence of Statutory Permits of Tenderer or their collaborator, if any, as per point no. 8 of the <u>Eligibility Criteria</u>			
17	Price bid submitted as per format given at (a) & (b) and format for transportation charges , all the columns duly filled up			

Date:

Seal & signature of the Tenderer