



CSIR-National Aerospace Laboratories

No.1779, HAL Old Airport Road, Bengaluru – 560 017,
Karnataka, Republic of India

Email: purchasek@nal.res.in

Website: www.nal.res.in

Tender No. NAL/PUR/S&P/001/25

Date: 19/4/2025

Notice Inviting Tender (NIT) (Two Bid Tender)

CSIR–NAL, Bengaluru is one of the internationally reputed constituent laboratories of Council of Scientific & Industrial Research, under the aegis of Ministry of Science and Technology, Government of India, Bangalore, Karnataka. NAL import various hi-tech scientific and research equipment and chemicals and reference material(s) etc., from various countries on CIF/CIP EXW/FOB/FCA basis. NAL is interested in engaging the services of a competent, reliable, experienced and efficient Comprehensive Service Provider (CSP), for offering a fully integrated solution package that covers freight forwarding, consolidation, customs clearance and other allied logistic services to ensure smooth and demurrage free clearance of its consignments via air/sea (dry dock) modes.

The CSP should also have multi-model transportation capabilities, for the materials of CSIR-NAL, may be required to be cleared and transported to different centers in the country after customs clearance. Coordination with various international courier agencies for the purpose of efficient delivery after customs clearance of material(s) at Stores or Laboratory site is required. Post clearance, material handling and shifting at site in a professional manner by engaging modern equipment and competent manpower, as and when required and allied services is also required to efficiently handle the logistic activities of CSIR-NAL.

Description of the Services/Jobs Required	Fully integrated solution package that covers freight forwarding, consolidation, (for CIF/FOB/FCA/EXW), customs clearance, transportation, delivery, and allied services
Tender Document	Tender Document can be downloaded free of cost from our website – www.nal.res.in and from GeM portal
Earnest Money Deposit (EMD)	The bidder should submit the Bid Securing Declaration Form on their letter head.
Last day & time of submission	12/5/2025 (10:00 Hrs.)
Address for correspondence	The Controller of Stores & Purchase Purchase Division CSIR - National Aerospace Laboratories PB No.1779, HAL Airport Road, Kodihalli, Bengaluru:560017, Karnataka, Republic of India.

Controller of Stores & Purchase

Note: Instruction to bidders under MSME/Start-up India/Make in India Scheme

Any bidder seeking exemptions under MSME/Start Up India/Make in India or any other policy/scheme of the Government of India, which is currently in force must at the time of bidding should enclose all relevant documents/certificates etc., for claiming such benefits. The bidder must also clearly highlight the provisions of the policy and the kind of benefit being sought by it for which it meets the eligibility conditions. It may be noted that no other benefit/preference/concessions which is beyond the scope of the policy or the bidder's entitlement under the policy shall be considered by us. If the bidder fails to claim such benefits and/or fails to submit necessary documents/certificates in support its claim at the time of bidding, its claim shall not be entertained at a later stage in the bidding process and no opportunity shall be provided to it to submit any document/certificate later.

Schedule Cum Critical Data Sheet

1	Name of Organisation	CSIR-National Aerospace Laboratories, Bengaluru
2	Tender Reference No.	NAL/PUR/S&P/001/25
3	Tender Type (Open/Limited/EOI/Auction/Single)	Open Tender through GeM
4	Type/Form of Contract (Work/Supply/Auction /Service/Buy/Empanelment/Sell)	Services
5	No of Covers (One/Two/Three/Four)	Single Stage – Two bid System
6	Tender Category (Services/Goods/Works)	Services
7	Allow Resubmission (Only in online mode within scheduled period)	Yes
8	Allow Withdrawal (Only in online mode within scheduled period)	Yes
9	Allow Offline Submission	No
10	Supply Title	Appointment of CSP
11	Brief Description of Services	Appointment of Comprehensive Service Provider (CSP) for Freight Forwarding, Consolidation and Customs Clearance of Import/Export. Shipments
12	Product Category (Civil Works/Electrical Works/ Fleet Management/ Computer Systems)	Services

13	a) Tender Publishing Date & Time	19/4/2025 (18:55 Hrs.)
	b) Document Download Start Date & Time	19/4/2025 (18: 55 Hrs.)
	c) Seek Clarification Start Date & Time	19/4/2025 (18:55 Hrs.)
	d) Seek Clarification End Date & Time	01/5/2025 (16:30 Hrs.)
	e) Bid Submission Start Date & Time	19/4/2025 (18:55 Hrs.)
	f) Bid Submission End Date & Time	12/5/2025 (10:00 Hrs.)
	g) Bid Opening Date & Time	13/5/2025 (11:00 Hrs.)
14	Bid Validity	90 days from the date of Opening of Technical Bids
15	Address for Communication	CSIR - National Aerospace Laboratories PB No.1779, HAL Airport Road, Kodihalli, Bengaluru: 560017, Karnataka, India
16	Inviting Officer	Director, CSIR-NAL
17	Contact Nos.	080-25086040 & 080-25086041
18	E-mail Address	purchasek@nal.res.in & cosp@nal.res.in_

Instruction to the Bidders (ITB)

A. Introduction

1 Eligible Bidders

- 1.1 This Invitation for Bids is open to all eligible firms in logistics having valid CHA license in their own name with Freight Forwarding arrangements and meeting the requisite eligibility criteria of the tender document.
- 1.2 In this bid document the terms 'CSP' or 'Bidder' have been used interchangeably.

2 Cost of Bidding

- 2.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and "the Purchaser", will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

3 Code of Integrity

The bidders/suppliers should sign a declaration about abiding by the "Code of Integrity", for Public Procurement in bid documents. In case of any transgression of this code, is liable for other punitive actions such as cancellation of contracts, banning and blacklisting or action in Competition Commission of India, and so on.

3.1 Code of integrity for Public Procurement:

The Purchaser as well as bidders, suppliers, contractors and consultants should observe the highest standard of ethics and should not indulge in the following prohibited practices, either directly or indirectly, at any stage during the procurement process or during execution of resultant contracts:

- (i) **Corrupt practice:** Making offers, solicitation or acceptance of bribe, rewards or gifts or any material benefit, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process or contract execution;
- (ii) **Fraudulent practice:** Any omission or misrepresentation of facts that may mislead or attempt to mislead so that financial or other benefits may be obtained or an obligation avoided. This includes making false declaration or providing false information for participation in a tender process or to secure a contract or in execution of the contract;
- (iii) **Anti-competitive practice:** Any collusion, bid rigging or anti-competitive arrangement, or any other practice coming under the purview of the Competition Act, 2002, between two or more bidders, with or without the knowledge of the purchaser, that may impair the transparency, fairness and the progress of the procurement process or to establish bid prices at artificial, non-competitive levels;
- (iv) **Coercive practice:** Harming or threatening to harm, persons or their property to influence their participation in the procurement process or affect the execution of a contract;
- (v) **Conflict of interest:** Participation by a bidding firm or any of its affiliates that are either involved in the consultancy contract to which this procurement is linked; or if

they are part of more than one bid in the procurement; or if the bidding firm or their personnel have relationships or financial or business transactions with any official of purchaser who are directly or indirectly related to tender or execution process of contract; or improper use of information obtained by the (prospective) bidder from the purchaser with an intent to gain unfair advantage in the procurement process or for personal gain; and

- (vi) **Obstructive practice:** Materially impede the purchaser's investigation into allegations of one or more of the above mentioned prohibited practices either by deliberately destroying, falsifying, altering; or by concealing of evidence material to the investigation; or by making false statements to investigators and/or by threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or by impeding the Procuring Entity's rights of audit or access to information.

3.2 Obligations for Proactive disclosures

The Purchaser as well as bidders, suppliers, contractors and consultants, are obliged under Code of Integrity for Public Procurement to suo moto proactively declare any conflicts of interest (coming under the definition mentioned above – pre-existing or as and as soon as these arise at any stage) in any procurement process or execution of contract. Failure to do so would amount to violation of this code of integrity; and

The bidder must declare, whether asked or not in a bid document, any previous transgressions of such a code of integrity with any entity in any country during the last 3 (three) years or of being debarred by any other Procuring Entity. Failure to do so would amount to violation of this code of integrity;

To encourage voluntary disclosures, such declarations would not mean automatic disqualification for the bidder making such declarations. The declared conflict of interest would be evaluated and mitigation steps, if possible, taken by the purchaser. Similarly, voluntary reporting of previous transgressions of Code of Integrity elsewhere may be evaluated and barring cases of various grades of debarment, an alert watch may be kept on the bidder's actions in the tender and subsequent contract.

3.3 Punitive Provisions

Without prejudice to and in addition to the rights of the Purchaser to other penal provisions as per the bid documents or contract, if the Purchaser comes to a conclusion that a (prospective) bidder/supplier, directly or through an agent, has violated this code of integrity in competing for the contract or in executing a contract, the purchaser may take appropriate measures including one or more of the following:

- (i) If his bid is under consideration in any procurement
 - a) Calling off of any pre-contract negotiations; and
 - b) Rejection and exclusion of the bidder from the procurement process.
- (ii) If a contract has already been awarded
 - a) Cancellation of the relevant contract and recovery of compensation for loss incurred by the purchaser;

- b) Forfeiture or encashment of any other security or bond relating to the procurement;
 - c) Recovery of payments including advance payments, if any, made by the purchaser along with interest thereon at the prevailing rate.
- (iii) Provisions in addition to above:
- a) Banning/debarment of the bidder from participation in future procurements of the purchaser for a period not less than one year;
 - b) In case of anti-competitive practices, information for further processing may be filed under a signature of the Joint Secretary level officer, with the Competition Commission of India;
 - c) Initiation of suitable disciplinary or criminal proceedings against any individual or staff found responsible.

A. THE BIDDING DOCUMENTS

4 Cost of Bid Document

The complete bid document can be downloaded at free of cost from our website <http://www.nal.res.in> and from GeM portal under e-publish tender.

5 Amendment to Bid Document

- 5.1 NAL reserves the right to modify the Bid Document by issuing a corrigendum prior to the submission of bids, by our own initiative or in response to a clarification requested by a prospective bidder. Such amendments shall form an integral part of bid document and it shall amount to an amendment of relevant clauses of the Bid Document.
- 5.2 The prospective bidders are required to keep a watch on the NAL website/GeM Portal, for any amendment to the tender document or to clarification to the queries raised by the bidders until the submission of the tender. The Purchaser reserves the right to reject the bid(s) if the bid(s) are submitted without taking into account these amendments/clarifications. Further, bidder will be fully responsible for downloading of the tender document and amendments thereto, if any for their completeness.

B. PREPARATION OF BIDS

6 Language of Bid

- 6.1 The Bid prepared by the Bidder and all correspondence and documents shall be written in English language, provided that any printed literature furnished by the bidder may be written in another language but it is to be accompanied by an English translation of its pertinent passage(s) duly signed and verified as true English translation. The responsibility for the correctness of the translation will be solely and completely on the bidder and NAL shall not be responsible for any loss/likely loss due to error in translation whatsoever. In such cases, for the purpose of interpretation of the bid, the English translation shall only govern.
- 6.2 Bidder may find some of the points mentioned under ITB, Terms & Conditions, and

Service & Qualification Requirements part of this bid document repetitive in nature. All points must be replied consistently in the submitted bid.

7 Documents Comprising the Bid

The bid is required to be submitted in Two Parts. One part is the Techno-Commercial Unpriced Bid and the other part is the Financial/Price Bid.

7.1 The Techno-Commercial Unpriced Bid prepared by the Bidder shall include the following without indicating the price in the Bid Form.

- (i) Bid Securing Declaration Form as specified in the Invitation to Bids (ITB) – Annexure - A
- (ii) Self-Attested Copy of Details of the Offices with full details (format given in Annexure - J to this document)
- (iii) Compliance Form (Format given in Annexure - K to this document)
- (iv) Performance Statement Form (Details of 03 different existing clients - Format given in Annexure - D to this document)
- (v) Format for declaration by the Bidder for Code of Integrity & Conflict of Interest (On the Letter Head of the Bidder)
- (vi) Documentary evidence establishing that the bidder is eligible to bid and is qualified to perform the contract if its bid is accepted as per qualification requirements/criteria. Attach all such relevant documents (licenses, experience and membership certificates etc. Certificates/licenses/ professional membership/location documents should have been issued on dates prior to the date of publishing of this tender.
- (vii) Bidder's commercial terms

7.2 The Price Bid shall comprise the Techno Commercial Bid and include

- (i) Annexure - N 'Format of Rates'. And Price Bid submitted in any other format will be summarily rejected.

8 Bid Prices

- (i) Rates of services quoted.
- (ii) Taxes shall be paid at actuals at the applicable rates at the time of invoicing. Rates must be quoted exclusive of taxes.
- (iii) Rates should be quoted FOR at NAL basis, Bangalore, or any other named place

8.1 Except for the statutory charges, levies, and other receipt based charges, prices quoted by the bidder shall remain fixed during the currency of the contract and shall not be subject to variation on any account. No separate receipts shall be required for those quoted prices. A bid submitted with an adjustable price quotation will be treated as non-responsive and summarily rejected.

9 Bid Security/EMD

9.1 The Bidder shall furnish, as part of its bid, the Bid Securing Declaration Form as per the format in the tender document.

10 Period of Validity of Bids

10.1 Bids must remain valid for at least 90 (ninety) days after the date of bid opening prescribed by the Purchaser. A bid valid for a shorter period shall be rejected by the Purchaser as non-responsive and rejected summarily.

11 Format and Signing of Bid

11.1 The Bidder shall submit the bids in two separate modes i.e., technical & price bid. One envelop shall contain Techno commercial un-priced bid and the other shall contain the Priced bid.

11.2 The original and all copies of the bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person(s) duly authorized to bind the Bidder to the Contract. All pages of the bid, except for un-amended printed literature, shall be initialed by the person(s) signing the bid.

11.3 Any interlineations, erasures or overwriting shall be valid only if the person(s) signing the bid initial them.

C SUBMISSION OF BIDS

12 Sealing and Marking of Bids

12.1 The bidder shall submit their online bids in two bid format i.e., *Techno Commercial Unpriced Bid* and the *Price Bid*.

(i) The bids should be addressed to the following address:

The Controller of Stores & Purchase
CSIR- National Aerospace Laboratories
PB No.1779, HAL Airport Road,
Kodihalli, Bengaluru: 560017
Karnataka, Republic of India.

13 Deadline for Submission of Bids

The Purchaser may, at its discretion, extend this deadline for submission of bids by amending the bid documents in accordance with Clause B - 5, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

14 Late Bids

14.1 Any bid received by the Purchaser after the deadline for submission of bids prescribed by the Purchaser will be rejected.

15 Modification and Withdrawal of Bids

15.1 The Bidder may modify or withdraw its bid after the bid's submission and prior to the deadline prescribed for submission of bids as per the guidelines of GeM portal.

15.2 No bid may be modified subsequent to the deadline for submission of bids.

15.3 No bid may be withdrawn in the interval between the deadline for submission of bids

and the expiration of the period of bid validity specified by the Bidder on the bid form. Withdrawal of a bid during this interval may result in the Bidder's forfeiture of its bid security, pursuant to Clause 8.6.

D OPENING AND EVALUATION OF BIDS_

16 Clarification of Bids

16.1 To assist in the examination, evaluation and comparison of bids, the



Things That Will Result in summary rejection of the Bid at Any Stage of the Bidding Process

(Initial Evaluation after Opening/Technical Evaluation/Price Bid Evaluation stage)

Bidding is a serious process. We expect you to read through the bid document carefully. All the bids received will first be scrutinized to see whether the tenders meet the basic requirements as incorporated in this Bid Document. The bids which do not meet the basic requirements will be treated as non-responsive and ignored with due opportunity for clarifications or rectification of errors etc. The following are some of the points for which a tender will be declared as non-responsive and ignored during the initial scrutiny.

- a. The bid is un-signed or has not been submitted in the desired format as per this document.
- b. The requisite Bid Securing Declaration Form is not furnished or the bid validity is shorter than the required period.
- c. The Bidder has not agreed to give the required performance security.
- d. The bidder has not quoted for the entire requirement as indicated in the bid document.
- e. The bidder has not agreed to some essential conditions incorporated in the bid document.
- f. If there is inconsistency between the Techno-Commercial Bid and Price Bid information/details.
- g. If the bid is not submitted as per 'Format of Rates' or the format is changed in any way.
- h. If the bidder has suppressed any material information/fact having relevance to the submitted bid or bidder performance.
- i. Not meeting any of essential qualification/eligibility requirements.

Note: The other grounds of summary rejection are also mentioned in this Chapter under eligibility.

Purchaser may, at its discretion ask the bidder for any clarification(s) of its bid. The request for clarification and the response shall be in writing and no change in the price substance of the bid shall be sought, offered or permitted. However, no post Bid clarifications at the initiative of the Bidder shall be entertained.

17 Preliminary Examination

17.1 The Purchaser will examine the bids to determine whether they are complete, whether

required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order. Bids from suppliers, without proper documents shall be treated as non-responsive and rejected summarily.

- 17.2 Arithmetical errors in the priced bids will be rectified on the following basis. (i) If there is a discrepancy between the unit price and the total price is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected accordingly. (ii) If there is a discrepancy between the price quoted in words and figures, the amount in words shall prevail. If the supplier does not accept the correction of errors, its bid will be rejected.
- 17.3 The Purchaser may waive any minor informality/deviation in specifications, non-conformity, or irregularity in a bid, which does not constitute a material deviation, provided such a waiver, does not prejudice or affect the relative ranking of any Bidder.
- 17.4 Prior to the detailed evaluation, the Purchaser will determine the substantial responsiveness of each bid to the Bid Document. For purposes of these Clauses, a substantially responsive bid is one, which conforms to all the terms and conditions of the Bid Document without material deviations. Deviations from or objections or reservations to critical provisions such as those concerning Bid Security/Performance Security, Certifications, Performance Requirements, applicable Law and Taxes & Duties will be deemed to be a material deviation. The Purchaser's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.
- 17.5 If a bid is not substantially responsive, it will be rejected by the Purchaser and may not subsequently be made responsive by the Bidder by correction of the non-conformity.
- 17.6 After downloading, the language of standard clauses etc. mentioned in this 'Bid Document' should not be tempered with/changed/modified in any manner whatsoever. If any such modification etc. comes to our knowledge at any stage, the bid shall be rejected immediately.

18 Contacting the Purchaser

- 18.1 No Bidder shall contact or attempt to contact the Purchaser or anyone related to the Purchaser on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded. If the bidder wishes to bring additional information to the notice of the Purchaser, it should do so in writing.
- 18.2 Any effort by a Bidder to influence the Purchaser in its decisions on bid evaluation, bid comparison or contract award may result in rejection of the Bidder's bid.

19 Criteria to Award the Contract

- 19.1 The Purchaser will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.

20 Purchaser's Right to Accept Any Bid and to Reject Any or All Bids

20.1 The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Purchaser's action.

21 Notification of Award

2.1 Prior to the expiration of the period of bid validity, the Purchaser will notify the successful bidder in writing by registered letter or by cable or email that the bid has been accepted by way of a Purchase Order.

21.2 Upon the successful Bidder's furnishing of performance security, the Purchaser will promptly notify each unsuccessful Bidder and will discharge its bid security.

22 Performance Security

22.1 Within 21 (twenty-one) days of the receipt of notification of award/purchase order from the Purchaser, the successful Bidder shall furnish the Performance Security of Rs. 10 (ten) lakhs rupees as per the Performance Security Format provided in the Bid Document.

22.2 Failure of the successful bidder to accept the order shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security and call for new bids.

Qualification Criteria and Terms & Conditions

A. Scope of Contract

The scope of work includes everything related to the consolidation and clearance of Import/Export of various types of consignments of coming by air/sea/courier modes of transport from throughout the world. CSP should be capable of freight forwarding & consolidation of consignments. CIF/CIP etc., cases is to be arranged by the bidder and safe delivery of the consignments up to CSIR-NAL, Bangalore or any other named place after its clearance from customs authorities.

Broadly the jobs involved are as under:

1. To act as single point service solution for cargo consolidation, pickup, custom clearance, inland transport, freight & loading and unloading, engagement of labourers, forklift/crane wherever necessary etc.
2. Daily collection of clearance documents from CSIR-NAL, Bangalore.
3. Clearance of our all types of consignments from customs authorities including all the stages of custom clearance including green channel clearances.
4. Obtaining non-delivery certificate/short landing certificate in case the materials are found short delivered from IAAI or Airline or concerned authority and lodging claim to that affect with them immediately on behalf of the CSIR-NAL, Bangalore.
5. Arranging for insurance survey at the airport/IAAI in case of damages found to the consignment.
6. Immediate safe delivery of the consignment at CSIR-NAL, Bangalore or any other named place after its clearance from the customs authorities.
7. Clearance of consignments by coordinating with UPS/Blue Dart/Fed-Ex or any other courier agency at any city (Mumbai, Delhi, Chennai, Kolkata, Bengaluru and other places as the case may be.)
8. Clearance of consignments under temporary imports for further exporting to another country, if any.
9. The successful bidder will have to arrange shipment for all the import/export consignments of CSIR-NAL, Bangalore, as per the relevant INCOTERM mentioned in our order.
10. Consolidation of the consignments being imported from throughout the world by air/sea.
11. Copies of import purchase orders will be provided to the CSP and they have to do complete monitoring and supervision over the movement of consignment

from the date of our Purchase Order/Letter of Credit and regular feedback to CSIR-NAL, Bangalore on the progress of the consignment/order. In case there is any demurrage charges incurred on any consignment due to the delay in clearance process on the part of CSP, respective amount of demurrage will not be admitted for reimbursement to CSP. It excludes the cases not under CSP's control or where it can be clearly established that CSP had no fault in incurring the demurrage. However, CSP will give top priority to the custom clearance etc. to avoid any demurrage charges on the consignment not coming its console.

12. To provide timely information (pre-alert) regarding dispatch and other relevant information to the CSIR-NAL, Bangalore.
13. To facilitate specialized packing from all kinds of the materials as per the IATA and International packaging standards.
14. Smooth transportation of special type of projects materials i.e. voluminous and heavy packages, radioactive, sensitive and hazardous materials etc.
15. Re-export of defective/damaged items to the various countries for repair or replacement purpose (including items for calibration and other scientific work) by air or sea. CSP will have to complete all the related formalities related to these.
16. Import/Export of consignment Imported/Exported temporarily for inter comparison of standards, research and other purpose.
17. Import/Export of Containerised/individual cargo for international/national cruises by sea or air.
18. Any other job in connection with the consolidation & clearance of the consignments including free samples from customs authorities.

B Eligibility Requirements

Licenses: The bidder must have valid consolidation & Custom House Agent (CHA) License in their own name. Offers through third party/business partners and or sister concerns or those having different but similar names etc. will not be accepted and rejected summarily, CHA License registered with Customs at Bengaluru, Chennai, Kolkata, Mumbai and New Delhi is must. Copy of registration should be enclosed with the tender.

1. **Professional membership:** Bidder should be a member of International Air Transport Association (IATA), International Federation of Freight Forwarders Associations (FIATA), WCA and should have MTO registration. And bidder should enclose relevant documents along with technical bid.

2. **Experience:** The bidder must have minimum 5 (five) years of experience for the similar work (herein mentioned in the scope of work) in its own name in any of CSIR laboratories/Institutes or in other similar R&D government organisations like CSIR/DRDO/ISRO/IITs/Universities etc., and attach the documentary proof with their technical bid only. The Bidders who do not attach (with technical bid) related valid documentary proof of experience in government R&D departments/organization will be rejected. After opening of the technical bids no such document will be accepted at our end against the communication of rejection of reasons to the bidder.
3. **Bidder Office Location:** Most of NAL's consignments of CSIR-NAL arrive in Bengaluru. Bidder must have uninterrupted consignment clearance arrangements at Bengaluru airport/ICD. The bidder should be registered as CHA and consolidator in its own name at the Bangalore airport/ICD authorities for at least 5 (five) years or more and have office there. The bidder should have facilities to also undertake clearance and delivery of post parcels as and when required by CSIR-NAL, Bengaluru. Bidders must enclose proof of their office in Bengaluru, Chennai, Kolkata, Delhi and Mumbai failing which their offer shall be rejected.
4. **Financial turnover:** The bidder must have financial turnover of Rs. 5 (five) crores during the last three financial years, since the total value of export/import shipments of CSIR-NAL, Bengaluru, shall exceed approximately Rs.25 (twenty-five) crores annually, the bidder should submit audited financial documents for the last three financial years. Bidder should also attach a solvency certificate from its bank and the same should not be older than 6 (six) months.
5. **Forwarding & consolidation network:** The bidder should have network of cargo forwarding/consolidating agents in all the major countries such as USA, UK, GERMANY, JAPAN, FRANCE, SWITZERLAND, HONGKONG, CANADA, NORWAY, SWEDEN, AUSTRIA, IRELAND, AUSTRALIA, NEWZELAND, SINGAPORE, DENMARK, ITALY etc., (Kindly submit documentary evidence/proof to this effect)
6. **Warehousing facility in Bengaluru:** The bidder must have an all risk insured warehouse (minimum insurance value Rs. 50 lakhs) in Bengaluru where consignments cleared after the working hour can be stored safely for delivery on next working day. Proof of having registered such warehouse before the date of publishing this tender must be enclosed along with the technical bid.
7. **Payment of air freight charges:** The successful Bidder shall have to pay the applicable freight charges up to Rs. 2,00,000/- (two lakh rupees only) in each case on behalf of CSIR-NAL whether the shipment is through their consolidation

or otherwise, which will be reimbursed to the contractor at actuals along with the bill(s) against original supporting voucher(s).

8. In case the amount of freight charges is more than Rs. 2,00,000/- (two lakh rupees only) on any consignment, the CHA shall intimate CSIR-NAL about the amount involved in freight charges in advance on the basis of Purchase Order/Invoice so that the freight charges can be arranged well in advance. Any delay in intimating CSIR-NAL about the freight payable shall be to the account of the Agent. No plea on account of delay in arranging the freight amount shall be accepted. In case of excess payment of freight charges, CSIR-NAL, shall process for recovery in the Invoice submitted for claim.
9. The freight charges applicable for ocean freight shall be as per the charges of the liners and CHA should mention the percentage of discount offered, if any, against the rates of the liners.
10. **Payment of custom duty:** Successful bidder will have to pay custom duty up to Rs. 2,50,000/- (two lakhs fifty thousand rupees only) on behalf of CSIR-NAL, Bengaluru and get it reimbursed later from CSIR-NAL, Bengaluru, after clearance and delivery of the consignment. Custom Duty reimbursement bill(s) will be given priority against the submission of separate bill(s) by the CHA. Kindly, note that in the event of customs duty exceeding the foregoing limit, the same shall be paid as advance customs duty by CSIR-NAL, Bengaluru, on case to case basis against duty assessment document.
11. **Inspection facility:** CSP shall, if required by the CSIR-NAL, Bengaluru, carry out or arrange to carry out the inspection (arrangement of third party inspection reports) of the ordered materials at the country/port of shipment/supplier's premises and also inspection of the packing/labelling/markings etc. (as per international packaging standards and norms).
12. **Firm blacklisted or in legal dispute:** Any firm blacklisted (or being pending legal issue) by CSIR/Laboratories/Institutes or any of the Government organization(s), in customs, income tax need not apply for the current tender. If any such firm applies, its bid shall not be accepted. Bidder should also not have been involved in any kind of legal dispute with any client organization. An undertaking on non-judicial stamp paper of Rs. 100/- to this effect should be enclosed with the Technical Bid. Branch offices submitting bids on behalf of their Head Office must cross check for any such information. Non-disclosure of such information will result in disqualification at the bidding stage and termination of the contract (if awarded) without any notice with imposition of penalty to the extent of damage incurred during the currency of the contract, and also recovery of the outstanding amount.

13. **Fidelity bond:** CSP will be handling sophisticated and valuable consignments. Therefore, successful bidder will have to furnish a fidelity guarantee bond of Rs.50.00 (fifty lakh rupees only) in favour of the Director, CSIR-NAL, Bengaluru to safeguard the interest of CSIR-NAL, Bengaluru in the event of any loss due to any act of omission and commission by the bidder.
14. **Special arrangements for dangerous (DGR) consignments:** Some of our consignments are dangerous in nature. The bidder will have to arrange its safe delivery at CSIR-NAL, Bengaluru or any other named place. The bidder has to get dangerous consignments cleared within 24 hours of their arrival following proper safety and handling norms and deliver them at CSIR-NAL, Bengaluru at the earliest after the clearance.

c. Service Requirements

1. **Document collection:** CSP will maintain close liaison with CSIR-NAL, Bengaluru regularly and arrange collection of documents whenever informed telephonically/by email or otherwise by us to take immediate step for finalization of the Bill of Entry from time to time and shall see that the same is filed with the custom authorities as per prevailing rules/act with correct classification code(s).
2. **CSP staff:** CSP will depute one of its employee to be in daily contact with the Purchase Department of CSIR-NAL, Bengaluru for consignment clearance related work/document/services etc. Such employee of CSP shall make all the necessary arrangements in advance for proper handling of clearance documents and delivery of consignments at the destination/site of CSIR-NAL, Bengaluru. CSP shall indemnify CSIR-NAL, Bengaluru for any loss or liability to or on account of the employee while at work at CSIR-NAL, Bengaluru and, CSIR-NAL, Bengaluru will not be held responsible for any loss of life or damage to the contractor's employee while working under this contract due to any unforeseen incident within CSIR-NAL campuses. Such all liability will be to the CSP account.
3. **Custody and short landing:** Safe custody of the consignment cleared is the sole responsibility of the successful CSP till the same is properly delivered at CSIR-NAL, Bengaluru or its regional center(s). Wherever any short landing cargo is noticed, the successful CSP shall file "not found", or "not traceable", notice with the concerned airline or authorities & obtain "not traceable certificate", etc. and lodge formal claim on behalf of CSIR-NAL, Bengaluru, with the concerned airport/airline authorities with all the necessary documentation under intimation to us.
4. **Consignment examination:** It will be on the successful CSP to carefully examine all the packages marked for customs examinations of each consignment

with the respective invoices and measurement/packaging list etc. If, at the time of physical examination of the consignment any damage or loss of the goods/shortage is noticed, the same shall be immediately brought to the notice of concerned airline/airport authority and necessary claims may be lodged by CSP with those authorities on behalf of CSIR-NAL, Bengaluru under intimation to us. The successful CSP shall pay all the related fee/charges of surveyor to carry out the survey if required. Such cases may invariably be informed on priority to CSIR-NAL, Bengaluru.

- 5. Consignment delivery:** CSP will have to deliver the consignments as far as possible, during the office hour's i.e., 9.00 Hrs. to 1700 Hrs. Dangerous/Perishable consignments should be handled following proper safety precautions. In all such cases advance intimation may be given by CSP to CSIR-NAL, Bengaluru for proper arrangement at our end.
- 6. Loading/Unloading:** Manpower for loading unloading will have to be arranged by the CSP. Equipment's may be required to be moved to multiple floors and handling of heavy items may require a large labour force accordingly. Safety of the equipment and the person involved in doing so will be the responsibility of bidders. It has to arrange location survey in advance.
- 7. Safe custody of CDEC:** CSP shall ensure safe custody and proper use of Custom Duty Exemption Certificate (CDEC) provided by CSIR-NAL, Bengaluru. CSP will have to provide a monthly report of the delivery of consignments against our purchase orders(s). The unused CDEC should be returned in original to CSIR-NAL, Bengaluru.
- 8. Non-interruption of service:** In the event of any dispute of any nature, CSP shall continue its services as provided in this contract, if required by CSIR-NAL, Bengaluru, during pendency of the dispute. CSP will not hold any of our consignment pending with them due to such dispute/issue as on any account. CSP should submit an undertaking to this effect failing which we reserve the right to disqualify the tender.
- 9. Customs queries:** Wherever required, CSP shall equip itself in advance with all necessary information that may be required for answering customs queries. It shall take any necessary step(s) to answer both oral/verbal and written queries without any delay. In case of any need of technical clarifications required from CSIR-NAL, Bengaluru, the queries may be communicated to us at the earliest. Storage/demurrage charges incurred on account of delay in communicating the queries to CSIR-NAL, Bengaluru shall be borne by the CSP and further damage caused to CSIR-NAL, Bengaluru due to the foregoing delay should be made good by CSP.

- 10. Future scope:** The CSP contract is initially for Bengaluru and other airports/seaports. Services of CSP might also be engaged for customs clearance work at any other city as and when required.

D. Other Terms & Conditions

- 1. Period of contract:** The initial contract period is for 3 (three) years and NAL shall make an assessment of performance of the contract annually and reserves the right to cancel the same for any unsatisfactory execution of the contract. After three years the contact can further be renewed for another period on yearly basis as decided by CSIR-NAL, Bengaluru, subject to retaining the same terms and conditions and, prices by the CSP.
- 2. Yardstick for annual performance:** Following points will be used to evaluate the performance of the successful bidder: Demurrage/storage charges paid or avoided and circumstances thereof. Proper coordination with the custom authorities or airline/carrier and obtaining Cargo Arrival Notice (CAN) within a day and forwarding the same to Stores & Purchase Division of CSIR-NAL, Bengaluru and expeditious clearance and delivery of the consignments to CSIR-NAL, Bengaluru. Any commercial dispute or pending legal or other dispute with any of the CSIR Laboratories/Institutes. Any case of negligence or non-performance of the contractual obligations on the part of the CSP.
- 3. Exporting country charges:** CSIR-NAL, Bengaluru, will not pay/reimburse any inland handling/forwarding charges etc., in the exporting country for orders placed on FOB basis which are beyond the scope of latest INCOTERMS. For shipments on Ex-Works basis, the CSP will be reimbursed by CSIR-NAL, Bengaluru, subject to production of documentary proof of charges in the exporting country. A copy of the purchase order will be forwarded by CSIR-NAL, Bengaluru, to the CSP via email or post etc., And it will be the sole responsibility of CSP to follow up the execution of order with their foreign associates and the foreign supplier for timely delivery of the consignment within the delivery period of the PO.
- 4. IATA rate chart:** The rates of freight forwarding/consolidation will be paid as per the maximum discount offered to CSIR-NAL, Bengaluru, against the IATA Rate Chart for air freight. And Sea Freight Rates for EU, US and Singapore which shall remain fixed during the currency of the contract. And for the shipments where the country of origin is not mentioned NAL shall seek quotations on adhoc bases to issue the contract. The bidders should submit the current IATA Rate Chart along with their bid. And for rates not mentioned in the chart, standard applicable IATA rates shall be applicable with CSP discount. CSP will have to ship the consignment through the first available console of any airline without any delay.

- 5. Continuation of services during pendency of payment of bills:** CSIR-NAL, Bengaluru, will make every effort to arrange payment of bills within 30 (thirty) days from the date of receipt of all requisite vouchers/receipts etc. In the event of any delay in making payment(s) for any reason, the CSP shall NOT stop clearing the consignments and their delivery at CSIR-NAL, Bengaluru. CSP should have adequate financial standing to continue clearance activities during pendency of payment of bills.
- 6. Short-listing:** Bidders should provide all the documents in support of their eligibility as mentioned in this bid document, failing which their bids will not be considered for short listing.
- 7. Bill payment:** The CSP will submit their bills to CSIR-NAL, Bengaluru, only as per the rates, terms and conditions as agreed under the contract. No other charges other than that agreed under the contract will be payable. Separate receipts shall not be required in support of agreed charges. Other charges, if any shall only be paid against valid receipts. A checklist and documents in support of various charges indicated in the bill as per contract should accompany each bill. Any bill not accompanied by such documents will not be received/processed by the CSIR-NAL, Bengaluru. CSIR-NAL, Bengaluru, shall make every effort to examine and arrange payment of bills immediately after the receipt of the same or maximum within 30 (thirty) days. In the event of any excess payment(s) of any type of charges are made by CSIR-NAL, Bengaluru, by oversight, the successful contractor will be liable to refund the same immediately to CSIR-NAL, Bengaluru.
- 8.** CSIR-NAL agrees to pay the Bidder fixed clearance charges of Rs. 5,000/- (five thousand rupees only) per Bill of Entry as Agency charges for customs clearance of air/sea/courier/post parcel consignments. This charge includes all expenses required to be incurred for the purpose of clearance which may include charges towards collect fees, break bulk fees, examinations fees, unpacking & re-packing charges, handling charges, TSP, EDI/documentation charges, transportation charges (for consignment up to 200 kgs.) and any other charges incurred during the course of clearing the consignment.
- 9.** The rate(s) will shall be paid at actuals as per IATA rates for consignment such as dangerous, ODC, hazardous, radioactive, perishable etc.,
- 10.** All consignments cleared in Bengaluru should be delivered at CSIR-NAL, Stores (Kodihalli and Belur) without any extra cost towards transportation charges for consignment up to 200 kgs and, for shipments weighing more 200 kgs shall be paid at actuals against submission of relevant supporting vouchers. And, transportation cost for consignments for outstations shipments (irrespective

of weight) shall be payable at actuals against submission of relevant supporting vouchers.

- 11. Non exclusivity:** It is specifically made clear and understood that this contract shall not vest exclusive rights to the CSP to provide services to NAL during the tenure of this contract. Notwithstanding this agreement, CSIR-NAL, Bengaluru, may utilize the services of one or more other agencies for obtaining one or more or all and/or such other services enlisted under this contract. Even parallel contract can be extended with other CSP.
- 12. Bid acceptance and jurisdiction:** Director, CSIR-NAL, Bengaluru, reserves the right to accept or reject full or partial of any of the tender(s) without assigning any reason thereof and the same will be binding on the bidder(s). Conditional tenders will not be accepted under any circumstances and will be rejected summarily. The jurisdiction area for any dispute/arbitration arisen under this tender will be at Bengaluru only.
- 13.** The Director, CSIR-NAL, reserves the right to deduct Liquidated Damages (LD) at the rate of 0.5 (zero point five) per cent per week of Ex-works/FCA/FOB/CIP Price (INCOTERMS – Latest Version), for delay in consolidation and Airfreight/Sea shipments pertaining to CSIR-NAL and delivery to Stores, CSIR-NAL (maximum LD shall be 10 (ten) per cent). The period for this will be calculated after 30 (thirty) days, from the date of intimation by supplier about the readiness of the consignment for shipment.

Documents Comprising of the Technical Bid

Sl. No.	Documents
1	Earnest Money Deposit
2	Bidder Information Form
3	Bid Form – without mentioning price and discount
4	Performance Statement Form: The list of the Customers (at least two with their full address, e-mail and telephone numbers), where similar nature of services were rendered from 2020 onwards to any Government Department/CSIR Labs./Public funded Autonomous Bodies/Hospitals with Certificate of successful Performance from them.
5	Bidders Undertaking
6	Eligibility Certificate
7	Self-Certificate: Non-Black Listing
8	No Relation Certificate
9	Solvency Certificate
10	Charges Payable for Ex-Works Shipment
11	Letter duly signed by the authorized person and stamped addressed to the Director, CSIR-NAL, Bengaluru, indicating the local office and name of authorized person and his contact number at Bengaluru along with similar details in respect of their offices located at Mumbai, Chennai and New Delhi.
12	Copy of Customs House Agent- License (CSP) in their own name registered with Customs at Bengaluru, Chennai, Mumbai and New Delhi valid as on date of opening of Technical Bids.
13	Copy of Consolidation License/Certificate in their name or firm directly owned by/belongs to same group of bidder Company/firm.
14	Copy of IATA Registered Membership, FIATA, WCA and MTO Registration Certificate issued by Ministry of Shipping, Road Transport and Highways, valid as on date of bid opening.
15	Copy of ISO 9001 (2005 or later) Quality Management System Certification.
16	Copy of Goods & Services Tax Registration Certificate and PAN
17	The names, addresses, contact numbers, email IDs, Fax No. of all the associates in the different gateway International Airports located in different countries.
18	Bidder's commercial terms without disclosing any price/discount elements
19	Audited Balance Sheet
20	Undertaking on the Letter Head confirming the submission of Performance Security, Fidelity Bond, and Indemnity Bond on award of the Contract.
21	IATA Rates
22	Compliance/Deviation Statement

I. Price Bid

Sl. No.	Documents
1	Price Schedule
2	Bid Form mentioning price and discount

The documents comprising bid should be submitted in the above sequence in orderly manner.

Other Standard Forms

Sl. No.	Name of the Form	Annexure
1	Bid Security Form/Earnest Money Deposit	A
2	Bidder Information Form	B
3	Bid Form	C
4	Performance Statement Form	D
5	Bidder's Undertaking	E
6	Eligibility Certificate	F
7	Non Black List Certificate	G
8	No Relation Certificate	H
9	Charges Payable for Ex-Works Shipment	I
10	Addresses & Contact details of Offices in Bengaluru, Hyderabad, Chennai, Mumbai and New Delhi	J
11	Compliance/Deviation Statement Form	K
12	Performance Security Form	L
13	Indemnity Bond	M
14	Price Bid	N
15	IATA Rates	O

Note:

1. Forms at Annexure - A to K and O to be submitted along with the Technical bid.
2. The Successful Bidder shall submit documents with reference to Annexure - L & M after Award of Contract including Fidelity Bond.
3. Price bid (Annexure-N) should be enclosed in financial bid only.

Bid-Securing Declaration Form

(Refer para 5.1.2 (ix)(d) & 6.1.1 (02) of the CSIR Manual)

Date: _____

Bid No.: _____

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration).

Name: (insert complete name of person signing he Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of: (insert complete name of Bidder)

Dated on _____ day of _____(insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

Bidder Information Form

(a) [The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted. This should be done of the letter head of the firm]

Date: [insert date (as day, month and year) of Bid Submission]

Tender No.: [insert number from Invitation for bids]

1	Bidder's Legal Name	
2	In case of JV, legal name of each party	
3	Bidder's actual or intended Country of Registration	
4	Bidder's year of Registration	
5	Address for Communication	
6	Phone No./Mobile No.	
7	Fax No.:	
8	Email IDs:	

Details of the Bidder's Representative

1	Name of the Contact Person(s)	
2	Designation	
3	Phone No.	
4	Mobile No.	
5	Email ID	
6	Attached copies of original documents of Articles of Incorporation or Registration of the firm named in 1, above.	

Signature of Bidder: _____

Name: _____

Business Address: _____

Bid Form

[The Bidder shall fill in this Form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date: [insert date (as day, month and year) of Bid Submission]

Tender No.:

To: The, Director, CSIR-NAL, Bengaluru

We, the undersigned, declare that:

(a)	We have examined and have no reservations to the Bidding Documents, including Addenda issued in accordance with Instructions to Bidders.		
(b)	We offer to execute in conformity with the Bidding Documents and in accordance with the Services as specified in Chapter - 3		
(c)	The total price of our Bid, excluding any discounts offered in item (d) below, is: [insert the total bid price in words and figures, indicating the various amounts and the respective currencies]		
(d)	The discounts offered and the methodologies for their application are: Discounts. If our bid is accepted, the following discounts shall apply. [Specify in detail each discount offered and the specific item of the Schedule of Requirements to which it applies].		
(e)	Our bid shall be valid for the period of time specified in ITB Clause 1.16, from the date fixed for the bid submission due date in accordance with ITB Clause 1.19, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.		
(f)	If our bid is accepted, we commit to obtain a performance security in accordance with the Bidding documents.		
(g)	The following commissions, gratuities, or fees have been paid or are to be paid with respect to the bidding process or execution of the Contract: (insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity).		
	Name of the Recipient	Address	Reason
			Amount

(If none has been paid or is to be paid, indicate “none.”)

(h)	We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.
(i)	We also accept all the terms and conditions of this Bidding Document and undertake to abide by them, including the condition(s) that you are not bound to accept the lowest evaluated bid/highest ranked bid or any other bid that you may receive.
(k)	We also declare that Government of India or any other Government body has not declared us ineligible or black listed us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses if serious nature.

Signed: [insert signature of person whose name and capacity are shown]

In the capacity of [insert legal capacity of person signing the Bid Submission Form]

Name: [insert complete name of person signing the Bid Submission Form]

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on _____ day of _____, _____ [insert date of signing]

Annexure-D

Performance Statement Form

(Kindly provide the details of at least two organisations as per the terms of the tender document for services which are similar to the one mentioned in this tender document from 2020 onwards. Kindly, note that NAL reserves the right to verify the same.)

Sl. No.	Client Details (Name/Address/Phone/ Fax/Email)	Services Provided	Period/Duration
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Note: It is mandatory to attach documentary evidence about satisfactory performance of service issued by at least two clients mentioned above along with Technical Bid. Correct and complete contact details must be furnished to enable NAL to verify the satisfactory service credentials claimed by the bidder, if required.

Signature and Seal of the Bidder.....

Place:

Date:

Undertaking by the Bidder
(On the Letter Head of the Bidder)

01. We agree that the consignments after its clearance from Airport/ICD by us will directly be delivered to the premises of NAL Stores/site, Bengaluru immediately without incurring any demurrage/penalty/storage charges. In case of perishable item(s) due care will be taken, it will be delivered within the minimum time with necessary controlled temperature to ensure that the consignment does not get spoiled/damaged. The services will not be sub-contracted to any other agency.
02. We agree to pay the customs duty for all consignments at the time of clearance from airport/seaport and its reimbursement up to a limit of Rs. 5,00,000/- (five lakh rupees) against paid challan. We shall submit bill along with the paid challan for reimbursement of customs duty paid.
03. We undertake to ensure that correct nomenclature and HS classification as per extant ITC/Customs notifications is mentioned in the Bill of Entry and the correct product Code (HS) is verified and duty free items as per Customs Tariff Act is cleared without duty. We also undertake that the Bill of Entry (BoE) is filed in advance on receipt of pre-alert to ensure that no penalty is incurred in clearance of consignment.
04. We agree that we shall not claim any Storage/Penalty/Interest charge, if paid by us at the time of clearance, for the shipments arranged by us.
05. We agree that the House Airway Bill number and date and Master Airway Bill number and date will be intimated to the importer sufficiently in advance prior to, arrival of the consignment.
06. We agree that we shall submit the original House Airway Bill, certified copy of Master Airway Bill, Customs Signed Invoice, Bill of Entry of importer copy along with our bills.
07. We shall prepare the airfreight bill and transport/delivery charges bills strictly in accordance with the approved rates. Under no circumstances airfreight rates charged by us, shall exceed those specified in the latest issue of IATA Tact Book less the discount.
08. We agree to accept the Exchange Rate adopted for the assessment of Custom Duty on the date of filing the Bill of Entry (Import) for the purpose of calculation of airfreight charges.
9. We undertake to arrange for transit insurance of the consignment and pay the insurance premium on 110 (one hundred and ten) per cent of CIF value from insurance company covering all transit risks including wars, strikes, riots, civil commotion etc., which would be valid till 30 (thirty) days after receipt of consignment at CSIR-NAL.

The insurance would be done as per institution cargo clause Air & Institute Cargo Clause “A”. The reimbursement towards insurance premium shall be paid at actuals against the submission all relevant documentary evidence.

10. In case the cargo received is damaged/short landed, shortage/damage/not found/not traceable notice would be immediately lodged by us with the airport authorities and obtain necessary certificate from the Airline/Port authorities for necessary claim with the concerned authorities under intimation to NAL and also arrange for deputing the insurance surveyor. During inland transportation, any loss/damage is our sole responsibility. In such cases, we shall provide loss/damage certificate immediately and lodge claim with insurance company and pursue till settlement and further we shall be responsible and accountable for proper safety, care, handling and storage of goods while in our custody and during transit.

11. We undertake to submit Performance Bank Guarantee for a value of Rs. 10,00,000/- (ten lakh rupees only) valid for 38 (thirty-eight) months from the date of issue of the Contract.

12. We agree to accept the Liquidated Damages clause as per clause D 13 (Other Terms & Conditions) of the bidding document.

13. We undertake to transport the consignments through an approved mode as per Carriers Act.

14. We undertake to raise the Invoice at the rate which under no circumstances will exceed rate indicated in latest issue of the IATA Tact Book, with applicable discount.

15. We solemnly affirm that we do not have any pending legal dispute with CSIR-NAL.

16. We solemnly affirm that we are not blacklisted by or in dispute relating to service with any Government/CSIR/client organization apply.

17. We undertake that we shall not involve or associate ourselves in any corruptive, fraudulent, coercive or unethical practices while performing our obligations under this contract.

18. We affirm that information furnished by our firm in the Bid document are true and we unconditionally accept all the terms and conditions of this ITB.

Signature of the Authorised person of the Bidder:

Name of the authorized person

Place:

Date:

Certificate of Declaration

This is to declare that M/s., are not affiliated in consultancy contract to which this procurement is linked; or the bidding firm or their personnel do not have any relationship or financial or business transactions with any official of the purchaser who are directly or indirectly related to tender or execution process of contract.

Authorized Signatory

Name: _____

Designation: _____

Non-Black listing Self Certificate

This is to certify that M/s. _____ has not been blacklisted by any Central/State Government Department/Organisation in last 3 (three) years.

Authorized Signatory

Name: _____

Designation: _____

No Relation Certificate

I....., son of, resident of, hereby certify that none of my relative(s) called for providing Services to the CSIR-NAL, vide Tender No:, is/are employed in CSIR-NAL, Bengaluru. In case at any stage, it is found that the information given by me/us is false/incorrect, CSIR-NAL, shall have the absolute right to take any action as deemed fit/without any prior intimation to me/us.

Signed.....

For and on behalf of the Bidder

Name

Designation

Date.....

Charges Payable for Ex Works Shipment

Sl. No.	Country	Airport of Departure	Currency	Ex-works Rates	FCA Rates
1	Australia	MELBOURNE	AUD		
2	Austria	VIENNA	EURO		
3	Belgium	BRUESSELS	EURO		
4	Canada	TORONTO	CAD		
5	China	SHANGHAI	USD		
6	Czech Republic	PRAGUE	EURO		
7	Denmark	GOTHENBURG	DKK		
8	France	CHARLES DE GULLE	EURO		
9	Germany	FRANKFURT	EURO		

10	Hong Kong	HONGKONG	HKG		
11	Italy	MILANO	EURO		
12	Japan	TOKYO	JPY		
13	Poland	WARSAW	USD		
14	South Korea	ICHEON	USD		
15	New Zealand	WELLINGTON	NZD		
16	Switzerland	ZURICH	CHF		
17	Singapore	CHANGAI	SGD		
18	Sweden	STOCKHOLM S	SEK		
19	Spain	BILBAO	EURO		
20	UK	LONDON HEATHROW	GBP		
21	USA	NYC /LAX, ATL, CHICAGO	USD		
22	Netherlands	AMSTERDAM	EURO		

Note: X-Ray charges will be paid at actual as per MAWB.

**Bidders Addresses & Contact Details of their Offices at Bengaluru,
Hyderabad, Chennai, Mumbai, and New Delhi**

Sl. No.	Address	Contact Details (Name/Telephone/email etc.)	Whether registered as CHA?

Signature and Seal of the Bidder.....

Place:

Date:

Performance Security Form
(Model Bank Guarantee Format for Performance Security)

To,
.....

WHEREAS
(name and address of the supplier) (hereinafter called “the supplier”) has undertaken, in pursuance of contract No., dated, to supply (description of goods and services) (herein after called “the contract”).

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract; AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the service provider, up to a total of Rs..... (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the day of, 20.....

(Signature of the authorized officer of the Bank)

.....

Name and designation along with contact details of the officer

.....

Seal, name & address of the Bank and address of the Branch

Note: If the bidder chooses to submit the Performance Security in the form of Bank Guarantee, he is requested to advise the issuing banker to immediately send an unstamped duplicate copy of the Guarantee directly to the Purchase by a Registered Post with acknowledgement due, with a covering letter to compare with the original BG for its correctness.

Indemnity Bond

No. -----

Date:-----

1) Amalgamation/Acquisition

In the event of M/s. -----, proposes for amalgamation, acquisition or sale of its business to any other firm during the currency of this contract, M/s.----- and proposed Buyer/Successor of the Principal Company are liable to execute, fulfill contractual obligations without any deviations. For this purpose M/s. -----, /M/s.-----, and proposed Buyer/Successor of the Principal Company shall indemnify itself to the Director, National Aerospace Laboratories, Bengaluru to fulfill the contractual obligations as per the terms and conditions of the CSIR-NAL, Open Tender and quotation of M/s. -----, No. -----, dated-----, and National Aerospace Laboratories P.O. No.- -----, dated -----.

2) Joint Venture, Consortium or Association

If the Supplier is a joint venture, consortium, or association, all the parties shall be jointly and severally liable to the CSIR-NAL, for the fulfillment of the provisions of the Contract and shall designate one party to act as a leader with authority to bind the joint venture, consortium, or association. The composition or the constitution of the joint venture, consortium, or association shall not be altered without the prior consent of the CSIR-NAL.

3) Patent Indemnity

The Supplier shall, subject to CSIR-NAL’s compliance and indemnify and hold CSIR-NAL, and its employees and officers harmless from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney’s fees and expenses, which CSIR-NAL, may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract by reason of: (a) the installation of the Goods by the Supplier or the use of the Goods in India; and (b) the sale in any country of the products produced by the Goods.

For M/s.-----

For M/s. -----

Principal Supplier.

Indian Agent.

Price Schedule Form

Scope of Work: Pick-up, Freight forwarding, Transit Insurance, Clearance and Delivery at CSIR-NAL Stores, Bengaluru

Sl. No.	IATA Tariff For Console Consignment	Percentage of Discount offered on IATA Tariff For Console Consignment	Proposed Actual Freight after discount
Amount in figures:			
Amount in words:			

Signature of the authorised person of the Bidder:

Name of the authorized person:

Name of the Agent:

Rubber Stamp/Seal

Note:

01. The discount should be firm and fixed and should be applicable uniformly for all slabs of weights and from different countries, as per IATA and a copy of the latest IATA Tact sheet based on which the discount has been worked out must be enclosed along with the Price Bid, failing which, the offer shall be summarily rejected.
02. The rates applicable for non-console consignments and for exports shall be as per the tariff fixed by IATA for air consignments. The rate for ocean consignments shall be as per charges of the liner.
03. The prevailing rate sheet towards IAAI charges, FSC SSC must be enclosed.
04. **Criteria to Award the Contract:** The contract will be awarded to the lowest evaluated responsive bidder i.e., one who offers maximum discount on IATA rates and Sea Freight Rates.

IATA rate for various countries										
Sl. No.	NAME OF COUNTRY	AIRPORT	CURRENCY	MIN.	(-) 45 KGS	(+) 45 KGS	(+) 100 KGS	(+) 300 KGS	(+) 500 KGS	(+) 1000 KGS
1	AUSTRALIA	SYDNEY	AUD							
2	AUSTRALIA	MELBOURNE	AUD							
3	AUSTRIA	VIENNA	EUR							
4	BELGIUM	BRUSSELS	EUR							
5	BRAZIL	SAO PAULO	USD							
6	CANADA	MONTREAL	CAD							
7	CANADA	TORONTO	CAD							
8	CHINA	SHANGHAI	CNY							
9	CHINA	BEIJING	CNY							
10	CZECH REPUBLIC	PRAGUE	CZK							
11	DENMARK	COPENHEGEN	DKK							
12	DUBAI	DUBAI	AED							
13	FINLAND	HELSINKI	EUR							
14	FRANCE	PARIS	EUR							
15	GERMANY	FRANKFURT	EUR							
16	NETHERLAND	AMSTERDAM	EUR							
17	NORWAY	OSLO	NOK							
18	HONG KONG	HONG KONG	HKD							
19	HUNGARY	BUDAPEST	EUR							
20	IRELAND	DUBLIN	EUR							
21	ISRAEL	TEL AVIV	USD							
22	ITALY	ROME	EUR							
23	ITALY	VENICE	EUR							
24	JAPAN	TOKYO	JPY							
25	KOREA	SEOUL	KRW							
26	MALAYSIA	KUALALUMPUR	MYR							
27	POLAND	WARSAW	USD							
28	SINGAPORE	SINGAPORE	SGD							

29	SPAIN	MADRID	EUR							
30	SPAIN	BARCELONA	EUR							
31	SWEDEN	STOCKHOLM	SEK							
32	SWITZERLAND	ZURICH	CHF							
33	SWITZERLAND	BASLE	CHF							
34	TURKEY	ANKARA	EUR							
35	TAIWAN	TAIPEI	TWD							
36	THAILAND	BANGKOK	THB							
37	UNITED KINGDOM	LONDON	GBP							
38	UNITED KINGDOM	MANCHESTER	GBP							
39	UNITED KINGDOM	BIRMINGHAM	GBP							
40	USA	NEW YORK	USD							
41	USA	SAN FRANCISCO	USD							
42	USA	BOSTON	USD							
43	USA	LOS ANGEL	USD							
44	USA	MIAMI	USD							
45	USA	ATLANTA	USD							
46	USA	CHICAGO	USD							

Note: The bidders are requested to furnish the IATA rate for the above countries in their bids.