NOTICE INVITING E-TENDER

Sub:- Appointment of Freight Forwarding and Customs Clearing Agent of Air and Sea Consignments at IIT Kharagpur

Indian Institute of Technology Kharagpur, an Institute of Eminence, invites e-Tender for Appointment of Freight Forwarding & Customs Clearing Agent of Air & Sea consignments at IIT Kharagpur.

The Contract Term shall be initially for a period of one (01) Year. If the services are found satisfactory the contract may be extended further upto five (05) years on annual basis based on satisfactory performance at the same rates, terms and conditions. The tender documents with complete details of tender including experience required, scope of work and other terms & conditions can be downloaded from the website www.iitkgp.ac.in and Central Public procurement Portal platform https://eprocure.gov.in/eprocure/app. Interested and eligible Indian service providers are requested to submit their bid online mode only on or before the tender submitting deadline. In addition, the original DD as bid document fee/exemption of tender fee, if any along with the hard copies of all relevant tender document may also be submitted to Deputy Registrar, Purchase Section, Indian Institute of Technology Kharagpur, Kharagpur-721302, West Bengal within the tender submitting deadline.

Indian Institute of Technology, Kharagpur will hold Pre-Bid Conference with all interested bidders for technical/scope of work and any other discussion/clarification. This conference will be held through Digital Platform on Google Meet 22.06.2021 at 3.30 PM. All interested bidders willing to participate in Pre-Bid meeting are send the email id: dyregsp@adm.iitkgp.ac.in/anilkumar@adm.iitkgp.ac.in/amondal@adm.iitkgp.ac.in by 10:00 AM on 21.06.2021 to provide the link for online meeting and they may also send their queries the said email id.

Interested parties may submit their bids online under Two-Bids system as per General Terms & Conditions and other formats given in the tender, which are to be submitted in the website https://eprocure.gov.in/eprocure/app on or before 13.07.2021 at 3.00PM. Technical Bids will be opened on 14.07.2021 at 4.00PM.

Registrar
For Director, IIT Kharagpur

To

1. Institute Website
2. CPP Portal
3. Department Notice Board
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR
Tender Notice

<table>
<thead>
<tr>
<th>Enquiry No &amp; date</th>
<th>IIT/SP/F/ENQ/2021/01 dt 07.06.2021</th>
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<tbody>
<tr>
<td>Brief Description of Tender</td>
<td>Appointment of Freight Forwarding &amp; Customs Clearing Agent of Air &amp; Sea consignments.</td>
</tr>
<tr>
<td>Bid Document fee (Non-refundable)</td>
<td>Rs.5,000/-</td>
</tr>
<tr>
<td>EMD/Bid Security</td>
<td>Nil (Bidders should submit the Bid Security Declaration as per the prescribed Format as Annexure-F)</td>
</tr>
</tbody>
</table>
| Mode of Payment to IIT Kharagpur (Tender Fee) | i) Demand Draft to be drawn in favour of “Indian Institute of Technology Kharagpur”, payable at Kharagpur.  
ii) IIT Kharagpur will give exemption for submission of Tender Fee to the bidders, who are registered with MSME or Central Purchase Organization or startups as recognized by DIPP as per revised rule 170 of GFR-2017 only. However, proper and valid documents in this regard must be submitted by the bidders in support of their claim.  
Note:  
1. Scan copy of DD (drawn on or before the last date)/ document of exemption for submission of Tender Fee should be uploaded on https://eprocure.gov.in/eprocure/app  
2. Bidders should submit the original DD/ exemption for submission of Tender Fee along with hard copies of the all relevant tender document within the last date of bid submission at the Office of Deputy Registrar (Purchase Section), IIT Kharagpur, Kharagpur - 721302, West Bengal. |
| Pre -bid Meeting | Date:22.06.2021 at 3.30 PM (Through Digital Platform on Google meet) The addendum/ corrigendum, if any, shall only be published on Institute’s Website and CPP Portal. |
| Type of Bid | Two Bid  
Cover I - Technical Bid and Tender document fee Rs.5000/-  
Cover II - Price Bid in the prescribed format. |
| Last date & Time of Submission of Tender | On or before July 13, 2021 at 03:00PM |
| Bid opening date | On or before July 14, 2021 at 04:00PM |
| Bid validity | 120 days from the opening of price bid |
| Any Clarification: | Telephone No.03222 282210, 03222 282215,03222 282218  
Email id: dyregsp@adm.iitkgp.ac.in/anilkumar@adm.iitkgp.ac.in; |

Note:-  
1. If the day falls on any Holiday, the date of any of the events mentioned above shall be on the next working day.  
2. The Director, IIT Kharagpur reserves the right to reject any or all the quotation in full or part without assigning any reason thereof and without giving any compensation. The decision of the Director in this regard shall be final and binding to all.
Information for Bidder on e-Procurement

1. Help for Service Providers, FAQ, Information about DSC and Bidders Manual Kit containing the detailed guidelines for e-Procurement system are also available on Central Public Procurement Portal.[https://eprocure.gov.in/eprocure/app]

2. It is mandatory for all the bidders to have a valid Class-II/Class-III Digital Signature Certificate (in the name of person having power of attorney to sign the Bid) from any of the licensed Certifying Agency (Bidders can see the list of licensed CA’s from the link www.cca.gov.in) to participate in e-Procurement of IIT Kharagpur.

3. It is mandatory for the bidders to get their firm /company registered with e-procurement portal https://eprocure.gov.in/eprocure/app to have user ID & password.

4. Tender documents will be available online on website https://eprocure.gov.in/eprocure/app which can be downloaded free of cost.


6. The tender documents shall be submitted online in the prescribed format given on the websites and technical bids received online shall be opened as per NIT or Corrigendum thereof, if any. No other mode of submission is acceptable. Detailed credentials as per the requirement of eligibility criteria and all tender papers except Bill of Quantities are to be submitted in “Technical Bid”.

7. Bill of Quantities with rates duly filled in are to be submitted in the format provided online in the name of “Financial Bid”.

8. Representative of the bidder, who chooses to attend, may attend the online opening of the technical bids on the scheduled date and time of Bid opening. However, such representatives shall be allowed to attend the opening of the Technical Bids, only, if such person presents the letter of authority issued in his name by the bidder on his letter head.

9. Bidders cannot submit the tender after the due date and time of e-bid submission. Time being displayed on Central Public Procurement Portal https://eprocure.gov.in/eprocure/app ("Server System Clock Time") shall be final and binding on the bidder. e-Bids are required to be submitted by bidders, only as per the Indian Standard Time (IST) and not the time as per their location/country.

10. The bidders are advised to submit their e-bids well before the e-bid due date. IIT Kharagpur shall not be responsible for any delay in submission of e-bids for any reason including server and technical problems.

11. The Technical and Financial Bid shall be digitally signed by the Authorized Signatory of the bidder & submitted “on-line” only. The authorized signatory of the bidder must be in possession of Power of Attorney before submitting the digitally signed bid. Scanned copies of various documents can be prepared in .pdf file format.

12. Any tender received without original Tender Fee of tender documents shall not be considered and shall be summarily rejected.
13. IIT Kharagpur reserves the right to cancel the tenders before submission/opening of tenders, postpone the tender submission/opening date and to accept/reject any or all tenders without assigning any reasons thereof. IIT Kharagpur’s assessment of suitability as per eligibility criteria shall be final and binding.

14. Tenderers may note that they are liable to be disqualified at any time during tendering process in case any of the information furnished by them is not found to be true. The decision of IIT Kharagpur in this regard shall be final and binding.

15. The Tender fee shall be received at the Office of

   Deputy Registrar

   Purchase Section

   Indian Institute of Technology Kharagpur,

   IIT Kharagpur-721302, West Bengal (state)
Part - I

Scope of Work/Service

The nature of item to be imported under the contract and the detail scope of work to be covered under this contract is given below:-

1. The Air consignments broadly consists of the following items :-
   a. Computer Systems / Workstations (Complete Configuration) including hardware / software and spare /documentation.
   b. Computer peripherals and computer related equipment e.g. disk drive, magnet tap units, CPU’s, printers, other hardware items for computer and computer spares.
   c. Microcomputers and spares
   d. Scientific equipments ( electronic testing, measuring instruments, cryogenic equipments, microwave instruments, etc) electronic components, computer spares, chemicals, gases, pumps and various types of scientific materials.
   e. Perishable items such as bio-chemicals, enzymes, culture media (all cold storage items) short lived isotopes, radioactive materials, etc., clearance of such parcels has to be arranged immediately on direct delivery basis. Dispatch of such items should be given TOP PRIORITY. In case a perishable consignment is damage due to insufficient arrangement or replenishment of dry ice during clearance & transportation upto IIT Kharagpur, the agent shall be held solely responsible for the complete loss in this regards.
   f. Lasers, vacuum instruments and equipments.

NOTE: Weight of air consignments range from less than 1Kg to 100 Kg. A few may be over 100 Kgs and over 3- 4 M.T.

2. The Sea Consignments normally consists of the following items:-
   a. Various types of equipments, instruments, accessories, polyethylene balloons, polyethylene film, chemicals, laboratory gases (packed inboxes/crates)
   b. Machinery items
   c. Other items of large size/heavyweight

3. Transportation of Equipments/spares parts/accessories on Ex.Works/FOB/CIP basis as per the terms of the purchase order from all over the world and arranging for custom clearance of such consignment on door delivery basis including internal transportation upto designated site as stated in the Purchase order.

4. The items should be collected immediately on receipt of intimation from the supplier. The consignment should be dispatched within seven working days of collection from the supplier located all over the world. However, in case of perishable items, the consignment should be dispatched immediately. Liaison with the supplier and the Agent or its console/associates will be the full responsibility of the appointed agent.

5. The Agent or its console/associates has to take utmost care to protect the consignments from damage, pilferage and mixing. In case of urgency the consignment should be brought by first available flight to Kolkata/India.
6. The agent will be required to issue cargo arrival intimation to IIT Kharagpur sufficiently in advance so as to enable issue of the required documents/certificate by IIT Kharagpur for smooth clearance of the consignment within the duty free period. In any case, the copy of the CAN must be emailed along with invoice and Air Way Bill must be sent at least three working days in advance from the expected date of the arrival of consignment in India.

7. Co-ordination should be done with our supplier for effecting the shipment. The Agent should also liaison with local traffic police for permission of entry of heavy vehicles during the no entry period.

8. If the consignment is found damaged, the Agent will be required to lodge a complaint with Air India and/or other Airline on our behalf for verification.

9. Delivery Order and other relevant documents shall be collected by the authorized agents on daily basis.

10. The Agent will have to bear all the expenses pertaining to freight consolidation and clearance charges including payment of custom duty and other statutory charges on behalf of IIT Kharagpur. In no case, the clearance should be delayed from non-payment of custom duty or any other reasons.

11. The Agent will be required to submit its bills promptly for payment of agency commission along with other charges including reimbursable expenses incurred for custom clearance of consignments like custom duty, warehouse rent, freight charges, Airport/Port Trust dues etc. for final payment by IIT Kharagpur. The statutory charges will be reimbursed on production of proper supporting voucher/receipts only.

12. The Agent will also be required to handle export of old items for repairs and re-import. Also, the agent has to handle cases pertaining to defective/wrongly dispatched items back to the foreign suppliers as and when arise during the period of the contract.

13. Any other duties relevant to the clearance and delivery of the consignment as assigned by IIT Kharagpur from time to time.
Part – II

Eligibility and Pre-qualification criteria/ Criteria for Evaluation of Bids/ Instruction to Bidders

A: Eligibility and Pre-qualification Criteria

1. INTRODUCTION

Indian Institute of Technology Kharagpur, an Institute of Eminence, invites sealed bids for Appointment of Freight Forwarding & Customs Clearing Agent of Air & Sea consignments at IIT Kharagpur.

2. PURPOSE OF TENDER

The Institute wishes to hire the services of a Custom House Agent for undertaking Freight forwarding and Customs clearance consolidation of Air & Sea consignments. The services are required for the IIT Kharagpur campus of the Institute located at Kharagpur, West Medinipur, West Bengal. The detail scope of work/service is given at Part -I of the tender document.

3. PRE-QUALIFICATION CRITERIA

Indian Service providers having registered office in India with 5 years’ experience in handling of Air /Sea Consignments only the IATA, CHA & FIATA approved Air International Agencies, meeting the eligibility criteria at stated below are eligible to apply against this tender:

<table>
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<th>SL. No.</th>
<th>Pre-Qualification Criteria</th>
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| I      | The bidder should have minimum turnover of not less than 5 crores per annum (details to be enclosed) in the business of freight forwarding in the last five years. Balance sheet of previous five financial years (i.e.2015-2016, 2016-2017, 2017-18, 2018-19 & 2019-2020) duly audited or certified by the Chartered Accountant be enclosed along with a statement showing five years’ turnover separately. Turnover should be given in the following format duly certified by the Chartered Accountant :-

<table>
<thead>
<tr>
<th>Financial Year</th>
<th>Turn over Exclusive of Customs Duty</th>
<th>Customs Duty (Rs.)</th>
<th>Total Turnover (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A</td>
<td>B</td>
<td>C</td>
</tr>
<tr>
<td>2015-16</td>
<td></td>
<td></td>
<td></td>
</tr>
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<td>2016-17</td>
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<td>2017-18</td>
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<td>2018-19</td>
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<td>2019-20</td>
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II The agency should have their own networks for forwarding the consignment from various other countries. (A list of Console/Associates situated in foreign countries with complete Address, Telephone Number, Fax numbers, email address and contact person should be enclosed along with the tender). The agency should have networking of cargo consolidating agencies in major countries viz:- USA, UK, Germany, Japan, France,
| III | The agency should be registered with Registrar of Companies (ROC) in India and have valid membership of CHA, IATA and FIATA in its own name (Copies to be enclosed). |
| IV | The agency should be registered under the “Indian Authorized Economic Operator Programme” of the Custom Department. |
| V | The Bidder should have successfully executed minimum 500 shipments or more each year during the last five financial years (i.e. 2015-2016, 2016-2017, 2017-18, 2018-19 & 2019-20) with any Govt. Departments/Public Sector Undertakings/CSIR Labs/ICAR/ICMR/DRDO/Educational Institutes/Central Universities/IITs/Centrally funded Technical Institutes(CFTIs), and |
|   | i. In support of the aforesaid criteria, the Bidders have to enclose satisfactory performance certificates/agreement copies from their clients providing year wise number of shipments executed in 2015-2016, 2016-2017, 2017-18, 2018-19 & 2019-20. The certificates must bear the name, telephone nos. and e-mail ID of the issuing authority to whom the Institute may contact for information. Or |
|   | ii. The Bidder may submit a self-declaration on its letter head describing Name of the client, Contact person, designation, its telephone nos., e-mail ID and details of year wise shipments executed in 2015-2016, 2016-2017, 2017-18, 2018-19 & 2019-20 failing which, the bids will be summarily rejected. |
| VI | Latest Bank Solvancy from Nationalized/Scheduled Bank for a minimum amount of Rs. 25,00,000/- only |
| VII | The bidder should not have been suspended or blacklisted by any Govt. Organization. (An undertaking to this effect must be submitted by the bidder that the firm has not been suspended or blacklisted by any Govt. Organization in the past or as on the date of bidding). |
| VIII | The Bidder should have its presence/offices at least in Kolkata. The bidder should have own a container freight station and a ware house in Kolkata for catering to storage and de-stuffing of our materials, if required. The Agency should indicate complete postal addresses of their offices along with details of telephone & Fax numbers, mobile numbers, e-mail address and contact personal etc. |
| IX | No demurrage will be paid or reimbursed for any Ex-works, FOB, FCA, CIF shipments except due to force majeure conditions. An undertaking to the effect that the Agency will provide DEMURRAGE FREE SERVICE to IIT Kharagpur as per Annexure-C may please be provided. |
| X | Declaration for not exceeding IATA Rates as per Annexure-D |
| XI | The firm should be an ISO Certified Company |
| XII | The Firm Should have a valid PAN & GST Registration certificate/Number |
| XIII | The firm should be their own Dangerous Goods Trained Manpower |
B: Criteria for Evaluation of Bids

1. Evaluation of Bids:
   
   (i) Technical Bid
   a) In the Technical Bid, the tenderers must provide detailed information pertaining to its firm, as mentioned in the Eligibility and pre-qualification criteria. The tenderers must also confirm acceptance of Indian Institute of Technology Kharagpur's General Conditions of Contract (GCC) at Part-III.

   b) Customer information with communication details is to be provided for reference purposes. Bids will be evaluated based on the scrutiny / study of technical bids submitted and complete compliance to the eligibility and prequalification criteria, along-with relevant supporting documents.

   c) The Technical bid should not mention any rates / prices.

   d) The Technical Bids of all bidders shall be evaluated on the basis of eligibility criteria and special qualifications submitted in format Annexure-B

   (ii) Price Bid

   a) The price bid should be submitted strictly as per the format given as per Annexure-H of the Financial bid. Price bids of only those tenderers, who are found qualified on the basis of evaluation of their technical bids, would be opened. The Price Bid will be evaluated based on the most competitive price quoted by the bidders in their offers for the services required and the firm score highest total score shall be awarded the contract.

   b) The Financial offer of the parties will be evaluated on the basis of the percentage of discount and not on individual rates and whose bid is found to be overall lowest in their consolidation, clearance charges and transportation charges of air-freighted consignments, subject to fulfilment of other conditions of the tender meaning thereby that the bid with highest total score in Group-A, B & C as per the methodology provided in Annexure-H shall be awarded the Contract.
C: Instruction to Bidders (ITB)

IIT Kharagpur is interested in appointing licensed Custom House Agent for **freight forwarding and customs clearance** -consolidation of air and sea consignments initially for a period of one year. If the services are found satisfactory the contract may be extended further upto five years on annual basis based on the satisfactory performance. Interested Parties are requested to submit their proposal for the same as per the below stated terms. Please take a special note of the following while submitting the proposal:

1. In case of any interpretational issues in this tender, the interpretational decision of the IIT Kharagpur shall be Final and binding on the bidder.

2. IIT Kharagpur reserves the right to ask for or to provide any clarification, changes after the release of this tender.

3. **Pre-bid Meeting:** A pre-bid meeting will be held to any kind of clarification/any issue regarding the bidding documents in general and the operational conditions in particular. All prospective bidders or their authorised representatives should attend the said meeting to acquaint themselves with the ground realities existing in the Institute.

4. The Institute import is on the basis of OGL (Open General Licence is importable without restrictions and without a licence). IIT Kharagpur being a central autonomous research institute is entitled for customs duty exemption in terms of Government Notification No.51/56-Customs dated 23rd July 1996 as amended by Notification No.93/96- Customs dated 11.12.1996.

5. The annual import value is estimated to be around **Rs.50 crores**. The same is calculated based on the previous years figures. In terms of quantity of cargo, the number of consignments would be around 500 consignments in a year out of which **95%** are air consignments and remaining **5 %** are sea consignments. Annually 100 Nos. of consignment are estimated to arrive under ODG/Voluminous. Around **80%** of IIT Kharagpur consignments are shipped by our suppliers mostly from countries like the USA, UK, France, Germany, Switzerland, Japan, Singapore, Italy, Canada, China etc. Please note that the information as given is only indicative and not exhaustive.

6. The rates quoted should be based on IATA Tariff and should be competitive comparing to the reputed airlines.

7. Proposals which do not comply with the above conditions are liable to be rejected.

8. The Institute reserves the right to reject any proposal without assigning any reason whatsoever.

9. The Institute reserves the right to cancel/amend both the customs clearance contract and/or consolidation contract, in case the services are not found satisfactory even without prior notice.

10. Efficiency of the agency will be judged on the basis of:
    a. How quickly and without any interference of IIT Kharagpur, the agent or its console/associates collect the items from the supplier
    b. Extent of reduction/complete elimination of the demurrage/warehouse charges.
    c. Coordinating with customs/carrier and obtaining Cargo Arrival Notice(CAN) within three working days and forwarding to the Purchase Department of IIT Kharagpur.
d. After the receipt of all the documents from IIT Kharagpur, how fast a clearing agent can clear the consignment from customs and deliver it to our Stores at IIT Kharagpur. Shipment should be cleared within the free duty period.

11. The Agency is expected to pay the applicable Custom Duty, freight charges and clearance charges for all the consignment on behalf of IIT Kharagpur and get the same reimbursed from us through their bills after clearance and receipt of consignment at IIT Kharagpur. **Please note that custom duty upto Rs.3,00,000/- will have to pay by the agency on behalf of IIT Kharagpur and get the same reimbursed from us through their bills after clearance and receipt of consignment at IIT Kharagpur.**

12. The Freight Forwarder Agent and the Customs Clearing Agent for air and sea consignment should be same and one CHA.

13. The Institute desires that our custom agency should have good reputation in the market and must have good rapport with the custom authorities from where our consignments are cleared so that unnecessary delay in custom clearance of our consignments can be avoided and petty matters are not forwarded to us.

14. Safe custody of consignments is the responsibility of the agency until it is delivered to IIT Kharagpur.

15. The agency should not have been black listed by any Govt. undertaking or private Organizations. A self-certificate to this extent should be enclosed as per Annexure-G. If any such information is received later on, such a contractor/contract will be terminated without any notice and a penalty to the extent of damage occurred during their contract period and also the amount outstanding both will be recovered.

16. The agency should not have any unsettled issues with IIT Kharagpur or any of its Centres.

17. The institute reserves the right to split/divide the contract or issue parallel contract to any other CHA based on its requirement and suitability.

18. The contract shall be valid initially for a period of one year from the date of issue of the Contract Letter which may be extended upto 5 years on yearly basis based on the satisfactory performance.

19. The Shipment needs to be collected on Ex-works/FOB/FCA/CIP/CIF basis. The agency is further required to complete follow-up service till the cargo reaches Kolkata Airport and gets delivered at IIT Kharagpur/ to our nominated transporter. The detail scope of work has been stated in the tender document at Part -I.

20. No increase in rates will be entertained during the entire tenure of the contract.

21. Security Deposit will be forfeited in case of Contractor fails to provide satisfactory services or discontinues fulfilling the contracted obligations in any manner or is found at fault. Director, IIT Kharagpur shall have the full power of taking decision in the matter and it shall be binding on the Successful Bidder.
Part – III
General Conditions of Contract (GCC)

1. General Instructions and conditions:

a) The bids should be neatly presented. Corrections, if any, should be duly authenticated with full signature of the person who has signed the tender, failing which the tender is liable to be rejected.

b) The Institute expects the consolidation contractor to pick up the air consignment duly packed air worthy by the supplier from their works, in case the purchase order is placed on ex-works basis. In other cases, like FOB/FCA the consignment will have to be picked up from the nearest airport and in such cases collection charges will not be applicable.

c) The Institute also imports perishable bio-chemicals and radioactive materials. The console agent has to pick up such consignment from the supplier and pack with sufficient quantity of dry ice at their cost at different points during the transit and deliver the consignment after clearing to our premises with prior intimation.

d) The consolidation agent has to take utmost care to protect the air consignments from damage, pilferage and mixing. In case of urgency the consignment should be brought by first available flight to Kolkata/India.

e) The agent will be required to issue cargo arrival intimation to IIT Kharagpur, sufficiently in advance so as to enable issue of the required documents/certificate by IIT Kharagpur for smooth clearance of the consignment within the duty free period. The copy of the CAN must be email along with invoice and Air Way Bill atleast three days in advance from the expected date of the arrival of consignment in India. The original copies can be sent by hand delivery/courier service. IIT Kharagpur will hand over documents like Duty Exemption Certificate, Bank Delivery order etc., within 2/3 days of getting cargo arrival notice/invoice/AWB etc from the agent.

f) The charges levied due to any delay by the consolidation contractor in issuance of cargo arrival notice/intimation to IIT Kharagpur shall borne by the consolidation contractor, including accrual of warehouse charges/demurrage.

g) Since the institute aims to issue custom clearance contract and consolidation contract to the same agency or their associate, the problems like delay in pickup of shipment, issue of cargo arrival notices, AWB/BL, invoice etc should be avoided and the Bill of Entry should be prepared immediately on the same day of arrival of goods and submitted to customs to avoid delay. IIT Kharagpur will not entertain any claim for payment of demurrage charges or penalty for late filing of Bill of Entry or any such charges for any such reasons as attributable to the Agent.

h) IIT Kharagpur also exports some items to various foreign collaborative agencies and defective/wrongly dispatched items back to the foreign suppliers. Also, old equipments are sent for repairs and re-import. The Agent will be required to handle all such cases as may arise during the period of the contract.

i) Parcels containing perishable items shall be cleared on the same day of its arrival or following working day.

j) The agency must have the facility for storing the consignment which could not be transported to IIT Kharagpur as soon as the custom clearance is made. In case the item has to be kept in cold storage, such facility should be provided/arranged.
2. **Security Deposit (SD)**
The successful bidder will be required to furnish the Security Deposit of INR 3 Lakhs (3% of the estimated value of contract) within 15 days from issue of LOI. The Security Deposit should be submitted in the form of Bank Guarantee. The Bank Guarantee shall remain valid for the period of 60 days beyond the expiration of contract period. The PBG must be negotiable at a branch of issuing bank in India. The security deposit will be refunded three months after the completion of contract subject to clearance and delivery of all the shipments to the Institute as per the terms and conditions of agreement and again on written request having been made in this behalf by the contractor. No interest would be paid on the security deposit. In case, the contractor fails to provide satisfactory services during the contract period or discontinues fulfilling the contracted obligations in any manner or is found at fault, the bank guarantee shall be forfeited without assigning any reasons, whatsoever and the contractor shall have no right to claim for refund of performance security deposit. The Director, IIT Kharagpur will have the discretion to invoke the payment from the bank in case of any breach of contract.

3. **Signing of Agreement & tenure**
Upon receipt of the performance security, the successful bidder will be invited for signing of the agreement based on the scope of work and the contract terms and conditions. The copy of the draft agreement will be submitted by the tenderer following the issue of a Letter of Intent (LOI) and the same to be finalized and signed within 30 days from submission of performance security. In case the bidder fails to sign the agreement within the given time period, the performance security will be forfeited and bidder will be declared disqualified from the tendering process.

The period of the proposed contract would be one years, duly extendable up to five years on yearly renewal basis based on the satisfactory performance at the same rates, terms and conditions.

4. **Price Negotiation**
As it is not the general norm for IIT Kharagpur to carry out price negotiations with other than the most competitive bidder, the tenderers are advised to submit their best quotes in the very first response to this tender. IIT Kharagpur, however, reserves the right to carry out negotiations with the tenderer who has been evaluated by IIT Kharagpur, as having offered the lowest bid in response to the tender.

5. **Delivery & support location**
The tenderer shall have to support all the major locations as stated in the tender document. Further, the Agency will have to designate a nodal person in India to provide support and feedback on the movement of shipments and to answer the queries of IIT Kharagpur officials. Similarly, a dedicated nodal person will be required at each overseas station for logistic support.

6. **Mode of Payment:**
   a) Composite GST will be applicable.
   b) CFA will then claim the amounts, so paid, in their bills duly supported by the receipts issued by the authorities concerned. CFA may ask for advance for amount above Rs.3,00,000/- for Customs duty and the same shall be given by IIT Kharagpur. Necessary payment receipt should be promptly submitted by CFA in settlement of advances. The warehouse/ demurrage charges will however be
reimbursed by IIT provided there is no fault of Clearing Agent & provided he has taken all measures to see that items are cleared within the free time allowed.

d) IIT Kharagpur will make every effort to arrange payment of bills within 30 to 45 days of receipt. If payment is delayed beyond 45 days for any reason, the agency shall NOT STOP clearing consignments and their delivery at IIT Kharagpur. CFA should have adequate financial standing to continue clearance activities during pendency of payment of bills.

7. Insurance

All the consignments, required to be handled by the successful tenderer would be covered by IITKharagpur’s comprehensive insurance and that no separate insurance cover is required to be obtained by the tenderer, or bear its cost. In case of any loss or misplacement of shipment, the tenderer shall be responsible for timely intimation of such loss to IIT Kharagpur and to share the documents required by IIT Kharagpur for filing of the Insurance claim. In the event of Insurance claim being rejected or short settled by the Insurance company due to any reasons attributable to the successful tenderer, the said loss shall be made good by the agency without any demur, merely on demand by IIT Kharagpur. In case of any delay in payment, IIT Kharagpur reserves the right to recover the loss from the pending bills of the successful tenderer.

8. Exit Clause/ Termination Clause

In case of unsatisfactory performance or breach of any of the clause of the contract, IIT Kharagpur would issue a notice to the service provider to rectify the breach and improve the performance failing which IIT Kharagpur shall be at liberty to terminate the agreement by providing 30 days written notice to the service provider. The service provider shall not have any right to dispute or question the judgment of IIT Kharagpur of unsatisfactory performance of the service provider.

Notwithstanding the above, IIT Kharagpur shall also be at liberty to terminate the agreement for any reason including change in the situation / circumstances, etc by providing the service provider a 30 days written notice. In such an event, the terminated party shall have no right to claim compensation / damages etc. from IIT Kharagpur on account of early termination.

The Successful Bidder shall also have a right to terminate his agreement after giving a 90 days advance notice to IIT Kharagpur, of its reasons for termination. During this period of three months, IIT Kharagpur and the Successful Bidder, may initiate discussions for purpose of resolution of the said reasons. In the event a resolution is achieved by IIT Kharagpur and the Successful Bidder, the Contract shall not be terminated and the Successful Bidder shall provide the Services, in the same manner, as it was providing prior to such notice of termination. For the avoidance of any doubt it is hereby clarified, that the Successful Bidder during the aforesaid notice period shall continue to provide the Services, till the termination, in the same manner, as it was providing prior to such notice of termination.

The tenderer opting for termination as per above clause, will not be eligible to participate in the immediate next tender or five years whichever is earlier.

9. Arbitration

Any dispute arising between the parties in respect of the construction, interpretation, application, meaning, scope, operation or effect of this document, or the validity or breach thereof, shall first be settled by mutual consultation. If the dispute remains unresolved after a period of 90 days from the
date when the mutual consultation has started, the matter shall be referred for settlement to Director, IIT Kharagpur or his/her nominated representative and the award made in pursuance thereof shall be binding on the parties. Any other mode / methodology of arbitration will be done with mutual consent / acceptance.

10. Jurisdiction
Any dispute what-so ever, shall be subject to the jurisdiction of the courts of Kolkata only. Any other jurisdiction will be as agreed upon with mutual consent/ acceptance.

11. Inspection
Indian Institute of Technology Kharagpur reserves the right to inspect, the tenderer facilities anytime during the evaluation stage and prior to the signing and execution of a contract.

12. Validity of Price
The price quoted and agreed rates should remain firm during the contractual period. No request for increase in price shall be entertained during the period of validity of the contract.

13. Loss /damage/misplacement of Shipments:
The successful tenderer shall have to bear the complete responsibility to make good the loss that may be suffered by IIT Kharagpur in the eventuality of any loss/damage or misplacement of shipments during transit due to any negligence or error or any omission on the part of the Agency or any of its employees. In case of loss/damage/misplacement is due to reasons not attributable to the successful tenderer, he shall be responsible to share timely information and all the relevant documents so as to enable IIT KHARAGPUR to file its claim before the Insurance company within a given time frame. In case of non sharing of the required documents within the given time frame, the loss shall be recovered from successful Bidder.

14. Penalty
If the successful tenderer fails to deliver any or all of the Goods in time or the services are found to be unsatisfactory, IIT Kharagpur reserves the right to levy penalty upto maximum of 5% of the shipment value as liquidated damages without prejudice to other remedies as available under the Contract.
DECLARATION

1. I, -------------------------------------------- Son /Daughter of Shri ------------------------------------------
-------------------------------------------- Proprietor/Partner/CEO/MD/Director/ Authorized Signatory of M/s. -----------
-------------------------------------------- am competent to sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.

3. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief.

4. I/ we/ am are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

5. Each page of the tender document and papers submitted by my Company is authenticated, sealed and signed, and I take full responsibility for the entire documents submitted.

6. I/we hereby conform and declare that I/we am/are not blacklisted /De-registered / debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services.

----------------------------------------------
Signature of the Authorized Person

Date : ----------------------------- Full Name : -----------------------------
Place : ----------------------------- Company Seal : -----------------------------

Signature of Bidder with Seal
## TECHNICAL BID- Check List

Listed below (Point 1 to Point 15) are the various eligibility & pre-qualification requirements, for which Indian Institute of Technology Kharagpur seeks confirmation of compliance, from the tenderers.

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Description</th>
<th>Compliance (Y/N)</th>
</tr>
</thead>
</table>
| 1.     | The bidder should have minimum turnover of not less than 5 crores per annum (details to be enclosed) in the business of freight forwarding in the last five years. Balance sheet of previous five financial years (i.e.2015-16,2016-17, 2017-18, 2018-19 & 2019-2020) duly audited or certified by the Chartered Accountant be enclosed along with a statement showing five years’ turnover separately. Turnover should be given in the following format duly certified by the Chartered Accountant : -  

<table>
<thead>
<tr>
<th>Financial Year</th>
<th>Turn over Exclusive of Customs Duty</th>
<th>Customs Duty (Rs.)</th>
<th>Total Turnover (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D=B+C</td>
</tr>
<tr>
<td>2015-16</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2016-17</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2017-18</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2018-19</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2019-20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>The agency should have their own networks for forwarding the consignment from various other countries. (A list of Console/Associates situated in foreign countries with complete Address, Telephone Number, Fax numbers, email address and contact person should be enclosed along with the tender). The agency should have networking of cargo consolidating agencies in major countries viz:- USA, UK, Germany, Japan, France, Switzerland, Hongkong, Canada, Norway, Sweden, Austria, Australia, Israel Ireland, UAE, Singapore, Denmark, Italy, The Netherlands (Holland), Finland, Russia, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>The agency should be registered with Registrar of Companies (ROC) in India and have valid membership of CHA, IATA and FIATA in its own name (Copy to be enclosed).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>The agency should be registered under the “Indian Authorized Economic Operator Programme” of the Custom Department.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 5.     | The Bidder should have successfully executed minimum 500 shipments or more each year during the last five financial years (i.e. 2015-16,2016-17, 2017-18, 2018-19 & 2019-20) with any Govt. Departments/Public Sector Undertakings/ CSIR Labs/ ICAR / ICMR / DRDO / Educational Institutes/ Central Universities / IITs/ Centrally funded Technical Institutes (CFTIs), and  

i. In support of the aforesaid criteria, the Bidders have to enclose satisfactory performance certificates/agreement copies from their clients providing year wise number of shipments executed in 2015-16, 2016-17,2017-18, 2018-19 & 2019-20. The certificate must bear the name, telephone nos. and e-mail ID of the issuing authority to whom the Institute may contact for information. Or  

ii. The Bidder may submit a self-declaration on its letter head describing Name of the client, Contact person, designation, its telephone nos., e-mail ID and details of | |

---

17 | Page
year wise shipments executed in 2015-16, 2016-17, 2017-18, 2018-19 & 2019-20 failing which, the bids will be summarily rejected.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>6.</td>
<td>Latest Bank Solvency from Nationalized / Scheduled Bank for a minimum amount of Rs. 25,00,000/- only</td>
</tr>
<tr>
<td>7.</td>
<td>The bidder should not have been suspended or blacklisted by any Govt. Organization. (An undertaking to this effect must be submitted by the bidder that the firm has not been suspended or blacklisted by any Govt. Organization in the past or as on the date of bidding).- As per Annexure-G</td>
</tr>
<tr>
<td>8.</td>
<td>The bidder should confirm compliance to the stated work-scope in entirety and confirm that they have submitted their Commercial Bid in the same format as per Annexure – H</td>
</tr>
<tr>
<td>9.</td>
<td>The Bidder should have its presence/offices at least in Kolkata. The bidder should have own a container freight station and a ware house in Kolkata for catering to storage and de-stuffing of our materials, if required. The Agency should indicate complete postal addresses of their offices along with details of telephone &amp; Fax numbers, mobile numbers, e-mail address and contact personal etc.</td>
</tr>
<tr>
<td>10.</td>
<td>No demurrage will be paid or reimbursed for any Ex-work, FOB, FCA, CIF shipments except due to force majeure conditions. An undertaking to the effect that the Agency will provide DEMURRAGE FREE SERVICE to IIT Kharagpur as per Annexure-C may please be provided.</td>
</tr>
<tr>
<td>11.</td>
<td>Declaration for not exceeding IATA Rates- Annexure-D</td>
</tr>
<tr>
<td>12.</td>
<td>The firm should be an ISO Certified Company</td>
</tr>
<tr>
<td>13.</td>
<td>The Firm Should have a valid PAN &amp; GST Registration certificate/Number</td>
</tr>
<tr>
<td>14.</td>
<td>The firm should be their own DG Trained Manpower</td>
</tr>
<tr>
<td>15.</td>
<td>Bid Security Declaration as per the prescribed Format as Annexed-F</td>
</tr>
</tbody>
</table>

Note: Vendors to note that MUST conditioned mentioned in the above table are the qualifier elements of the technical bid and hence response of “YES” only is expected from vendors with documentary evidence failing which vendors may be disqualified and rejected in the technical evaluation exercise. Attach all relevant documents in support of your claims( as above)

Signature of Bidder with Seal
ANNEXURE- C

DECLARATION FOR DEMURRAGE FREE SERVICE

(On Company / firm's Letterhead)

I/we carefully gone through the Terms & Conditions contained in the tender. I/we hereby declare that my company / firm will provide DEMURRAGE FREE SERVICE to IIT Kharagpur for any Ex-works, FOB, FCA, CIF. I agree that, If any demurrage is charged on these consignment then it will not be paid by IIT Kharagpur except under force majeure conditions.

Signature of Bidder with Seal
ANNEXURE- D

DECLARATION FOR NOT EXCEEDING IATA RATES

(On Company / firm's Letterhead)

I/we hereby confirm that quoted rates are not exceeding those specified in Latest issue of IATA Tack Book.

Signature of Bidder with Seal
MODEL BANK GUARANTEE FORMAT FOR FURNISHING PBG

Whereas ............................................................................ (hereinafter called the “tenderer”) has submitted their offer dated ................................................................. for the supply of ................................................................. (Hereinafter called the “tender”) against the purchaser’s tender Notice No. .................................................................

KNOW ALL MEN by these presents that WE .................................................................................................................. of .................................................................................................. having our registered office at ................................................................................................. are bound unto .................................................................(hereinafter called the “Purchaser”) in the sum of ................................................................................................................................. for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this .................Day of................................................................. 20 ............

THE CONDITIONS OF THIS OBLIGATION ARE

(1) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.

(2) If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity:
   (a) If the tenderer fails to furnish the Performance Security for the due performance of the contract.
   (b) Fails or refuses to accept/execute the contract.

WE undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

(Signature of the authorized officer of the Bank)

Name and designation of the officer

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

Signature of Bidder with Seal
ANNEXURE - F

BID SECURITY DECLARATION

1. I, ---------------------------------------------------Son /Daughter of Shri ------------------------------------
   --------------------------------Proprietor/Partner/CEO/MD/Director/Authorized Signatory of M/s.---
   ---------------------------------------------------------------am competent to sign this Bid Security
   Declaration and execute this tender document and hereby declare that;

2. I understand that, according to your conditions, bid must be supported by a Bid Securing
   Declaration.

3. I accept that I will automatically be suspended from being eligible for bidding in any contract
   with IIT Kharagpur for a period equal to the duration of the contract for tender related to
   ‘Services’ and/or 01 to 03 years in case of ‘Procurement of Goods’ from the date of notification,
   if I am in a breach of any obligation(s) under the bid conditions, because I;
   
   a. have withdrawn/modified/amended, impairs or derogates from the tender during the
      period of bid validity specified in the bid document, or
   
   b. having been notified of the acceptance of our Bid by IIT Kharagpur during the period of
      bid validity, (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to
      furnish the Performance Security, in accordance with the General terms and conditions &
      Instructions to Bidders.

4. I understand this Bid Securing Declaration shall cease to be valid if I am not the successful
   Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful
   Bidder; or (ii) 45 (forty-five) days after the expiry of the validity of my Bid.

   Signature of the Authorized Person
   Date: -----------------------------
   Full Name: ------------------------------
   Place: ----------------------------
   Company Seal: --------------
UNDEARTAKING REGARDING BLACKLISTING / NON – DEBARMENT
(On Company / firm's Letterhead)

We hereby confirm and declare that we, M/s --------------------------------------------, is not blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services as on date.

Signature of Bidder with Seal
FINANCIAL BID

Schedule of Rates to be Charged for clearance & other services and Discount on Air/Sea Freights
(Port of Landing- Kolkata Airport/Seaport)

Charges which are normally claimed and rates which are sought to be quoted by the bidder are classified
in three Groups (A, B & C) for the purpose of comparison among different bidders. Each Bidder,
depending upon his quoted rates will be given to the marks obtained in each group to calculate the Total
score of each bidder:

<table>
<thead>
<tr>
<th>Group</th>
<th>Weightage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>50</td>
</tr>
<tr>
<td>B</td>
<td>30</td>
</tr>
<tr>
<td>C</td>
<td>20</td>
</tr>
</tbody>
</table>

Following Formula will be used to arrive at Total Score of a Bidder:

\[
\text{Total Score} = \frac{50(A) + 30(B) + 20(C)}{100}
\]

(Where A, B, C are marks obtained in respective groups) Bidder with maximum total score shall be
selected

Note:

1. Discounts/Concessions Subject to any conditions imposed by the Bidder will be rejected.
2. All pages of Financial Bid Should be duly attested with the company seal by the bidder.

Signature of Bidder with Seal
DISCOUNTED RATES OF AIR FREIGHT FOR FORWARDING CASES (IMPORT) -

<table>
<thead>
<tr>
<th>Discount offered on standard IATA Rates</th>
<th>Criteria for calculating Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a single flat discount for each category to be offered irrespective of weight slabs)</td>
<td>Flat Discount offered</td>
</tr>
<tr>
<td>I. For Forwarding Cases: _____________ %</td>
<td>One mark will be given for every one percent of discount offered on IATA Rates</td>
</tr>
<tr>
<td>Discount in Words:-----------------------------</td>
<td></td>
</tr>
</tbody>
</table>

Note:

1. Every six months, a copy of IATA rates will be required to be submitted by bidders. In case of shipment on FOB/FCA basis, no Terminal charges, Forwarder’s fee; charges for loading to carrier in shipping county etc. will be paid separately. If there is any shipment on Ex-works basis, charges in shipper county will be paid on actual basis on submission of supporting documents in original.

2. No other charges except freight, fuel & security surcharges will be paid on FOB/FCA consignment. Bidders may quote their discount adjusting other charges if any. Fuel & Security surcharges will be paid on actual basis as shown on MAWB. The signed copy of MAWB should be enclosed with the bills.

3. The firm offering Abnormally High Discount or Abnormally Low Discount on IATA rates or Nil quote for any services, will be considered as a Non-responsive bid and hence will be summarily rejected.

Signature of Bidder with Seal
Following three categories of Charges are included in this group:

A Maximum limit for the charges at Sl.No.1-3, has been set by the Institute and no charges beyond respective limit in these categories for any consignment will be paid by the Institute. However, the bidders will be at liberty to quote lower possible rates or exempt charges in any category in order to maximize their marks in this group. Total marks in this group will be the sum of marks obtained in each of the four categories.

<table>
<thead>
<tr>
<th>Category</th>
<th>Rate quoted by the firm</th>
<th>Criteria for calculating marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Agency service charges</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. a) For FCA/EX-Works (By Air) shipments including [Labour charges or loading at airport, EDI/CMC/BE charges documentation fee, IFC charges, IGM Filling charges, Sealing and any other charges relevant to the clearance of consignment from airport. GST on Agency Commission shall be payable as per rules.]</td>
<td>Rs.---------</td>
<td>1.a) Bidder with lowest rate will get 50 marks and Bidder with Highest rate will get 0 marks. Rest of the bidders will be given marks between 0 to 50 proportionately depending upon their respective rate.</td>
</tr>
<tr>
<td>1.b) For FOB/Ex-Works (By Sea) shipments including [Labour charges or loading at airport, EDI/CMC/BE charges documentation fee, IFC charges, IGM Filling charges, Sealing and any other charges relevant to the clearance of consignment from airport. GST on Agency Commission shall be payable as per rules.]</td>
<td>Rs.--------</td>
<td>1.b) Bidder with lowest rate will get 15 marks and Bidder with Highest rate will get 0 marks. Rest of the bidders will be given marks between 0 to 15 proportionately depending upon their respective rate.</td>
</tr>
<tr>
<td>2. Replenishment of Dry Ice in Consignments having perishable contents.</td>
<td>Rs.------ per kg</td>
<td>2. Bidder with Lowest rate will get 20 marks and bidder with highest rate will get 0 marks, rest of the bidder will be given marks between 0 to 20 proportionately depending upon their respective rate.</td>
</tr>
<tr>
<td>3. Agency Service charge for CIF and CIP shipments, if arrives by other than bidder’s console</td>
<td>Rs.--------</td>
<td>3. Bidder with lowest rate will get 15 marks and bidder with highest rate will get 0 marks, rest of the Bidders will be given marks between 0 to 15 proportionately depending upon their respective rate.</td>
</tr>
</tbody>
</table>

Note:

1. DO Charges on other than bidder’s console consignments will be paid on actual on original receipt.
2. No DO Charges will be paid for the consignments arrive under bidder’s consol.
3. TSP charges excluding demurrage charges will be paid on actual on submission of original receipt.
4. The firm offering Abnormally High Discount or Abnormally Low discount on IATA rate or Nil quote for any service, will be considered as a Non-responsive bid and hence will be summarily rejected.

Signature of Bidder with Seal
Group-C

Transportation charges from Kolkata Airport/Seaport to the Campus at IIT Kharagpur for both console and non-console shipments:

<table>
<thead>
<tr>
<th>Rates are to be quoted for following Four Categories:</th>
<th>Criteria for calculating marks:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Personal delivery of small consignments @Rs._______________</td>
<td>20 Marks shall be given separately for each category of transportation. A maximum of 20 marks shall be given to the lowest bidder in the category and the highest rates in each category shall fetch 0 marks. Rest of the bidders will be given marks proportionately. The total marks of a bidder in this group shall be the sum of marks scored in all five categories of transportation.</td>
</tr>
<tr>
<td>2. Per truck( Medium lorry like TATA-407) @ Rs.___________________________</td>
<td></td>
</tr>
<tr>
<td>3. Per Truck( Big Lorry) @Rs._______________________________</td>
<td></td>
</tr>
<tr>
<td>4. Heavy Lorry (like Container Truck) @ Rs._______________________________</td>
<td></td>
</tr>
<tr>
<td>5. Airport to our nominated transporter in Kolkata (1-100 Kg) @Rs.________________________________________________________________________</td>
<td></td>
</tr>
</tbody>
</table>

Note:

1. After clearance of the consignment from Airport/Seaport, it shall be the duty of the clearing agent to bring the shipment to their warehouse or directly send to IIT Kharagpur. No separate charges for internal transportation of the equipment at Kolkata shall be paid to clearing Agent. Therefore, bidder should keep in mind this aspect while quoting the transportation charges from Kolkata to IIT Kharagpur.

2. Any separate charges for CHA warehouse at Kolkata will not be paid extra on any circumstances.

3. The firm offering Abnormally High Discount or Abnormally Low discount on IATA rates or Nil quote for any services , will be considered as a Non-responsive bid and hence will be summarily rejected.

Signature of Bidder with Seal