



**NATIONAL INSTITUTE OF TECHNOLOGY**  
**TIRUCHIRAPPALLI - 620 015,**  
**TAMIL NADU**  
Web site: [www.nitt.edu](http://www.nitt.edu)

**RETENDER FOR ENGAGEMENT OF CLEARING AND FORWARDING  
AGENCY FOR CUSTOMS CLEARANCE**

OFFICE OF THE DEAN (P&D)

<b>BID SYNOPSIS</b>	
Tender Reference Number and Date	NITT/Dean (P&D)/ Imports/ C&F/ 2014-16 dated <b>19<sup>th</sup> November 2014</b>
Brief Description of the Tender	Engagement of Clearing and Forwarding Agency for Customs Clearance of our Imported consignments
Type of Tender	Two Bid System
Cost of Tender Document including 5% VAT ( <b>Non- refundable</b> )	Rs.150 (One hundred and fifty only) payable through DD drawn in favour of The Director, NIT, Tiruchirappalli,
Our web site address for downloading the Tender document	The tender document should be downloaded from our website <b>www.nitt.edu</b>
Earnest Money Deposit ( <b>Refundable</b> )	Rs.10,000/ (Rupees ten thousand only) payable through DD drawn in favour of The Director, Tiruchirappalli,
Date of Pre bid meeting	<b>Thursday 27<sup>th</sup> November 2014</b> at 3 P.M (Venue: Administrative Building, NIT, Tiruchirappalli-15.
Last Date and Time for receipt of tender	<b>FRIDAY 5<sup>th</sup> December 2014 at 3.00 P.M.</b>
Mode of submission of Tender	By Speed Post/ Registered Post or through Hand delivery at the postal section in the Administrative Office of the NITT.
Due Date, time & venue Opening of Tender	<b>FRIDAY 5<sup>th</sup> December 2014 at 3.30 P.M.</b>
Date and time of opening of Price bids	After evaluation of technical bids, the date, time and place of opening of the Price bid will be intimated to technically qualified bidders.
Address for submission of Tender	The Director, National Institute of Technology, Tiruchirappalli-15, Tamil Nadu, India 620 015 <b>Kind attention:</b> G.Soundara rajan, Deputy Registrar (Stores and Purchase), NIT, Tiruchirappalli-15
Procedure for submission of Bid	Envelope 1 : EMD and Cost of Tender document Envelope 2 : Technical Bid Envelope 3: Price bid Envelope 4: Larger size Outer Envelope (i.e., This is wrapper containing Envelope 1, 2 and 3)

Contract person for Technical Queries	G. Soundara rajan, Deputy Registrar (Stores and Purchase) NITT, Tiruchy-15 Land line number : 0431 250 3096 Mail ID: soundararajan@nitt.edu
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## Notice Inviting Tender

Sealed tenders are invited, on behalf of Director, NIT Trichy for the appointment of **Clearing & Forwarding Agent (CFA)** from the parties dealing with Custom Clearance, Import & Export Handling.

NITT is interested in engaging the services of a Competent, Reliable, Experienced and Efficient Clearing & Forwarding Agent for a period of **Two Years**, on annual renewal basis subject to satisfactory performance.

### **CHAPTER 1: ELIGIBILITY CRITERIA:**

All the bidders/Agencies must provide the following documents and the declarations (**duly self-attested with stamp**) along with the Technical Bid, failing which their **BIDS** shall be summarily rejected:

1. Copy of Valid Registration certificate with Customs for Custom House Agent (CHA) License, Port License. CHA registration must have been use for a minimum of Five years at Chennai customs (Airport/Seaport). Freight forwarding offers through third party/sister concerns etc. will not be accepted.
2. Copy of the (a) PAN CARD, (b) Service Tax Registration, (c) Trade License Certificate, if any.
3. **Experience:** The CFA must have experience in its own name of successfully executed Five to Ten similar contracts in the field of Customs Clearance, relating to Equipment's, in any similar Educational Institution & R&D organizations like NIT, IIT, CSIR Labs, ICAR, ICMR, Central/ State Universities etc.,. Preference will be given to the Agencies having similar contract with NITs/ IITs/State or Central or Deemed Universities.
4. **Annual Accounts:** Copies of Balance Sheet and Profit and Loss Account for the years 2011-12, 2012-13 and 2013-14 duly audited and certified by Chartered Accountant must be attached.
5. A complete List of clients/ customer for which the service has been provided must be attached. Copies of satisfactory completion of the contact certificates from at-least three reputed customers in last three years must be attached along with name, address and contact details of the customer.
6. The bidder must submit a refundable EMD of Rs. 10000 (Rupees Ten Thousand Only) and non-refundable Tender fees of Rs. 150 (One Hundred and Fifty Only) in the form of DD/ Bank Guarantee (BG) issued in the name of The Director, NIT Trichy payable at Tiruchirappalli along with the Technical bid.
7. Copy of the tender document duly signed and stamped and having read and understood the terms and conditions.

## **CHAPTER 2: DECLARATIONS OF THE BIDDER**

**Following Declarations (self –attested with stamp) must be attached to the Technical Bid.**

1. An undertaking to the effect that the CFA will provide DEMURRAGE FREE SERVICE to NIT Trichy. (Note: If the clearance is delayed due to reasons beyond the control of service provider, NITT will absorb the demurrages).
2. To arrange insurance on behalf of the customer, if assigned, and lodge claim as and when required
3. CFA should not have been blacklisted/ suspended or any other services related dispute like imposition of penalty to the extent of damage incurred during the subsistence of contract, and also recovery of the outstanding amount from any of the institutes /organizations. An affidavit (by Notary) to this effect should be enclosed. Non-disclosure of such information will result in termination of the tender without any notice. In case of detection of such incident, at any stage of the tender/ contract, the contract (if awarded) shall be terminated and the EMD/ PBG submitted by the firm will be either for fitted or enchased without any notice the agent.

## **CHAPTER 3 SCOPE OF WORK:**

The scope of the contract is detailed below.

1. Customs clearance of imported consignments from International air ports at Chennai. Foreign Post Office and filling of Bill of Entry (BOE) for NITT Import Shipments.
2. The clearance of precious and delicate type of Equipment's, Instruments and other special type of materials.
3. Collection of all documents related to Imports/ Exports from NIT Trichy, Custom clearance of the consignment including all the stages of customs clearance, Obtaining Non-delivery certificate /short landing certificate in the case of materials are short delivered by IAAI, or airlines and lodging of claims with them immediately on behalf of NIT Trichy. Arranging insurance survey at Airport/IAAI in case of damages to the consignment. (Note: NITT will intimate the service provider, as and when NITT gets intimation including advance documents).
4. Any other job in connection with the clearance of goods from Customs.
6. Clearance of consignments from Customs at Chennai and dispatch to NIT Trichy.
7. Follow-up of cases of recovery of any excess Customs duty paid.
9. Complete Monitoring and Supervision of the movement from the date of order/LC and regular feedback on the progress of Shipment to NITT. In case the Pre-Alert/Advance Shipping Document is not received before landing of the consignment the delay in clearance will be on the part of Agent and the amount of demurrage will be recovered from the bill. NIT Trichy will not pay any demurrage charges.
10. To provide timely information (pre-alert) regarding dispatches and other relevant Information to NITT via E-mail/Fax (Weight/ P.O. No./ No. of Packages/ Supplier etc./ Type of Cargo).
13. Prompt communication through telephone, Tele-fax and Email etc. to ensure quick NIT Trichy clearance.
15. The cleared consignments will have to be delivered during office hour only as far as possible and practicable manpower/laborers for unloading / shifting / moving of consignments will have to

arrange by the agent at his own costs. The agency must have the facility for storing the consignment, which could not be transported NIT Trichy immediately.

**16.** The agent shall be required to contact this office within 24 hours after receiving telephones / e-mail message for the collection of the relevant documents.

**18.** Even in case of any dispute, the consignment shall be cleared by agent handed over to NIT Trichy pending the settlement thereof.

**19.** Export for Repairs, which will be Re-Imported after repairs. Export of equipment's for replacement.

**20.** All procedural formalities for these Exports with Customs will be required to be done by the Bidder.

## **CHAPTER 4: SPECIAL INSTRUCTIONS TO THE BIDDERS**

**Procedure for sealing and marking of bids:** The Tender / Bid Cover shall contain the following:

- a) **FIRST** envelope should contain the Earnest Money Deposit and Cost of Tender Document. The envelope should be sealed and super scribed as "EMD COVER"
- b) **SECOND** envelope should contain the Technical Bid along with enclosures desired in the Tender document. This envelope should be sealed and super scribed as "TECHNICAL BID" Cover.
- c) **THIRD** envelope should contain the Price Bid. This envelope should be sealed and super scribed as "PRICE BID" Cover.
- d) All the above mentioned THREE SEPARATE ENVELOPS are to be sealed and kept in one single Larger size outer envelope (**FOURTH** envelope) which should also be sealed and super scribed.
- e) **Each of the FOUR ENVELOPS** shall be super scribed with following details:

Tender reference Number .....for .....
Due date of tender .....and time .....
Name of the Department inviting this Tender .....
Name and Complete address of the Bidder .....

- f) If all the THREE inner envelopes and the ONE outer envelope (i.e., larger size envelope) are not sealed and marked as instructed, NITT will assume no responsibility for the misplacement or premature opening of any of the envelope. An envelope opened prematurely will be rejected.
- g) There shall NOT be any price indication in the technical bid. If for any reason, it is found that the technical bid reveals the price bid related details in any manner whatsoever, or, the price bid is enclosed in the envelope super scribed, "Technical Bid", the bid document will be summarily rejected in the first instance itself. Any offer containing both the Technical bid and Price bids in the same envelop will also be out rightly rejected.

## **CHAPTER 5: TERMS & CONDITIONS**

**1. The contract shall be awarded for two years renewed annually.** The same may be extended subject to satisfactory performance of the agency.

**2. Performance bank Guarantee (PBG):** The successful bidder shall have to submit a PBG as per the prescribed format within 15 days of award of the contract. **PBG shall be for a sum of Rs.1 lakh (Rupees One lakh)** only valid until 60 days after the expiry of the contract. EMD of the successful bidders will be returned on award of contract.

**4. Re-export and Re-import:** CFA may be required to export certain items for repairs or replacement, which may be re-imported after repair. CFA should undertake completion of all the formalities with the customs authorities for this purpose.

**5. Excess Remittance of Customs Duty:** CFA is required to actively follow-up cases of recovery of excess duty, if any, paid to customs.

**6. Efficiency Rating of CFA:** NIT Trichy yardstick for judging the efficiency of CFA will be as follows:

- a. Minimizing/Altogether eliminating payment of storage Charges for duration beyond free time. (Demurrage free consignment)
- b. Coordinating with customs / carrier and obtaining Cargo Arrival Notice (CAN) within a day and forwarding CAN to Stores & Purchase Department of NIT Trichy.
- c. Expeditious clearance and delivery of consignments to NIT Trichy after receipt of all the documents from NIT Trichy.
- d. Fulfillment of the eligibility criteria mentioned earlier.

**9. General Services: NIT Trichy** expects that CFA should have good reputation in the market, must have good rapport with the custom authorities to avoid/minimize delay in custom clearance, and not to refer petty matters to NIT Trichy.

**10. Other Charges/Levies:** All statutory Charges/levies not mentioned in the format of rates etc. will only be paid/ reimbursed on the production of the receipts / vouchers for the same.

**11. CIF /CIP Shipments:** Many orders are placed with foreign suppliers on CIF basis. CFA shall arrange to liaise with the supplier / carrier for clearance and delivery of consignments at NIT Trichy.

**14. Follow-Up of Shipments:** Copy of the order placed by NIT Trichy on foreign supplier will be forwarded to CFA. It is the sole responsibility of the CFA to follow up the matter with its foreign associates and foreign supplier to ship the goods within delivery schedule.

**17. Custody of Consignments:** Safe custody of consignments cleared is the responsibility of CFA till they are delivered to NIT Trichy. CFA has to assist in processing and liaison of claim(s), if any, lodged by NIT Trichy in the event of any damage, etc., if required and specifically ordered.

**18. Short landing:** Whenever any Short landing Cargo is noticed, CFA shall file "Not found" or "Not traceable" notice with the Airport Authorities, obtain 'Not Traceable Certificate', and also lodge formal claim with the Airport Authorities/airlines concerned with all necessary documents under intimation to NIT Trichy.

**19. Inspection of packages and insurance survey:** It is incumbent on CFA to carefully examine all the packages marked for customs examination 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 goods is noticed, the same shall be immediately brought to the notice of NIT Trichy and also arrange an Insurance Surveyor for surveying the consignment. CFA will pay fee of the Surveyor and bear expenses for carrying on the survey and the expenditure will be reimbursed to CFA on submission of valid receipts. (note: If there is any demurrage/ storage charges due to damage / survey of the consignment, the same will be reimbursed by NITT).

**20. Liaison and Co-Ordination With NIT Trichy:**

- a. CFA shall maintain close liaison regularly with NIT Trichy.
- b. CFA shall arrange collection of documents whenever telephonically informed.
- c. CFA shall take immediate steps for finalization of the Bill of Entry from time to time and shall see that they are filed with the customs authorities.
- d. CFA shall arrange one of its employees to be in contact with concerned staff of Purchase Department of NIT Trichy. The representative of CFA shall make all necessary arrangements in advance for proper handling and delivery of consignments at the destination/site for installation.

**21. Delay in Filing Documents:** CFA shall be responsible for any delay in filing Bill of Entry with customs authority and/or not notifying NIT Trichy of discrepancy, if any, in the documents. The demurrage charges (other than handling charges) for the entire period of delay due to deficiency or negligence in service on the part of CFA will have to borne by CFA. Further, CFA will have to make good of loss/damage, if any, suffered by NIT Trichy on account of delay due to deficiency or negligence of service attributable to CFA in filing BE and/or clearance of consignments.

**22. Safe Custody of Duty Exemption Certificate (DEC):** CFA shall be responsible for safe custody and proper use of DEC provided to CFA by NIT Trichy.

**23. Delivery of Consignments and Arranging Labour for Unloading:** CFA shall arrange delivery of the consignments at the earliest possible point of time. Delivery to be effected during working hours, as far as possible. In respect of perishables / urgent consignments (as intimated by NIT Trichy),NIT Trichy will accept delivery beyond office hours and on all holidays. CFA shall arrange requisite manpower for unloading, shifting, or moving the consignments, at laboratories NIT Trichy. (Note: Unloading of the consignment at NITT shall be the scope of the Service Provider)

**24. CFA Not Blacklisted By or In Dispute Relating to Service with Any Organization:** CFA should not have been blacklisted by any Government organization. CFA/CSP should also not be involved in any kind of service related dispute with any client organization. An undertaking to this effect should be enclosed. Non-disclosure of such information will result in terminate of this contract without any notice, imposition of penalty to the extent of damage incurred during the subsistence of contract, and also recovery of the outstanding amount.

**25. LD Clause:** In case of any delay in delivery within the time period as agreed upon, NIT Trichy shall have the right to claim penalty for late delivery @ 0.5% of the contract value per week subject to a maximum of 10% or more as to be decided by Director, NIT Trichy. Note: At the discretion of the NITT, this may waived for bonafide reasons.

**26. CFA Not In Legal Dispute with NITT Trichy:** CFA should not have any pending legal dispute with NIT Trichy as NIT Trichy is interested in very reliable and professional services.

**27. Non-Interruption of Service:** Should any dispute of any nature arise, CFA shall continue its services as provided in this contract, if required by NIT Trichy, during pendency of the dispute.

**28. Customs Query:** CFA shall equip itself in advance with all necessary information that may be required for answering customs queries. CFA shall take all necessary steps to answer both oral/verbal and written queries without any delay. In case of need of clarification from NIT Trichy, the queries may be communicated to NIT Trichy on the day the queries are raised. **Storage charges incurred on account of delay in communicating the queries to NIT Trichy shall be borne by CFA and further, damage caused to NIT Trichy due to the above said delay shall be made good by CFA** (Note : Any storage / demurrage incurred due to Customers queries/ delay in clearance, the same has to reimbursed to the Service Provider).

**29. Submission of bills:** CFA shall tender pre-receipted bills once in every Fortnight for service provided to NIT Trichy. Bill should be in letter-head of CFA and in the format prescribed by NIT Trichy. A checklist and original documents in support of various Charges indicated in the bill should accompany each bill. Any bill not accompanied by checklist and one or more documents

will not be received in NIT Trichy. Personnel authorized by NIT Trichy will acknowledge receipt of the bills after due verification of enclosures. Bills that are returned to CFA on account of deficiencies will contain remarks about deficiencies. Incidence of storage charges attributed to oral/verbal queries of customs authorities shall not be claimed by CFA.

**30. Amount Claimed In The Bill:** Further, it is specifically and clearly understood that the bills should be tendered only for sums entitled under this contract.

**31. Payment of bills: NIT Trichy** shall make every effort to examine and arrange payment of bills within 30 days of receipt of the pre-receipted bills with all the relevant original supporting documents. However, delay in settlement of payments shall not be accepted as valid ground for CFA to delay clearance of consignments and/or make any advance payment to CFA. It is clearly and specifically understood that storage charges incurred on account of delay in clearance of consignments on grounds of delay in payment of bills on the part of NIT Trichy, will have to be borne by CFA. All the bills will be admitted by NIT Trichy only for the sums entitled under this contract. NIT Trichy does not undertake to communicate, to CFA, reasons for partial or non-admission of one or more claims made in the bills.

**34.** It is specifically made clear and understood that this contract shall not vest exclusive rights to the CFA to provide services to NIT Trichy during the tenure of this contract. Notwithstanding this Agreement, NIT Trichy 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.

**36. ARBITRATION** i. In the event of any question, dispute / difference arising under the agreement or in connection herewith (except as to matters the decision of which is specially provided under this agreement) the same shall be referred to the sole arbitrator appointed by the Director, NIT Trichy. The award of the arbitrator shall be final and binding on the parties.

**37. Jurisdiction:** This contract between the supplier and the buyer shall be governed by the LAWS of India and under this contract shall be taken by the parties only in Trichy **India** to competent jurisdiction.

**38.** The Contract shall be awarded based on the Credentials/Experience. There will be no implication of lowest bidding conditions since this is not related to procurement of goods rather importing of services.

**39. Director, NIT Trichy reserves the right to accept/reject any or all tenders without assigning any reasons thereof.**

## **CHAPTER 6: PRE BID MEETING**

It is proposed to convene a pre bid conference on **Thursday 27<sup>th</sup> November 2014 at 3.00 P.M.** Prospective bidders are advised to submit their doubts. Questions/ clarifications, if any, through Mail (Mail ID: **soundararajan@nitt.edu**) before the date of pre bid conference. Subsequently on the date of the conference, the questions should be given in writing. Bidders can raise supplementary questions during the course of the conference.

Minutes of the Meeting, including the text of the clarifications sought and the response given by the NITT will be notified in the NITT website.

Any Modification in the Bidding document which may become necessary as a result of the pre bid meeting shall be made knowingly to all the bidders by the NITT through a notification of the amendment in the website of the NITT.

## CHAPTER 7: TENDERING PROCESS

1. The tender document and terms and conditions should be downloaded from our website [www.nitt.edu](http://www.nitt.edu).
1. Through two separate Demand Drafts, the bidder is required to furnish Earnest Money Deposit (EMD) Rs. 10,000/- (Rupees Ten Thousand Only) and Cost of Tender Document Rs.150 (One Hundred and fifty only).
3. **Without EMD and Cost of Tender Document, the technical bid will NOT be opened and the tender will be rejected summarily.** The sealed tender should be submitted on or before **Friday 5<sup>th</sup> December 2014 up to 3 P.M** either through Post or through Hand delivery at the Postal Section of NITT and addressed to the Director, National Institute of Technology, Thuvakkudi, Tiruchirappalli-15, Tamil Nadu, India.
5. At the first stage, the envelope containing EMD amount and Cost of Tender document will be opened and at the second stage the envelope containing Technical Bid will be opened **on Friday 5<sup>th</sup> December 2014 at 3.30 P.M** in the presence of the bidders or their authorized representatives, who choose to be present at the time of opening.
7. At the time opening of Tender opening, the name of those who have submitted their offers along with the details of their remittance of EMD and Cost of Tender Document will only be read out and no other information/ details whatsoever will be shared at this stage.
9. If in any case, unscheduled holiday occurs on prescribed closing/ opening date, the next working day shall be the prescribed date of closing/ opening.
11. At the third stage, price bid of the technically acceptable offers will be opened for further evaluation and ranking for award of the contract/ purchase order.
12. The bidders are advised to go through the tender documents and understand the terms and conditions specified therein before submitting the tender.
13. The Tender document consisting of Technical Bid (along with all annexure to the technical bid) and Price Bid should be submitted in the Prescribed Format only.
14. The bidders are not allowed to make addition or alteration in the tender document. Each and every page of the submitted bid shall carry page numbers.
15. All pages of the tender document shall be signed by the person duly authorized to sign, on behalf of the bidder. No paper / page shall be detached from the tender document. No addition or alternation should be made in the tender document. Conditional tender, late and delayed tender will not be accepted/ considered.
16. Printed condition at the back of the letter or bid from the bidder will be ignored. If it is desired to apply any particular condition to tender, the must be clearly brought out in the body of the bid/ tender itself.
17. The NITT shall not be responsible for any postal delay in receipt of the offer. Tender should be properly sealed.
18. The NITT will not be responsible for pre mature opening of the tenders. The offers submitted by telex/ telegram/ fax/ E-mail etc. shall not be accepted and will be summarily rejected.
19. The Vendor should stamp and sign on each page of the technical and price bid. Offers should be clearly written or typed. All cutting / over writing must be initialed and stamped. Bidders must confirm the acceptance of all the terms and conditions of the tender.
20. Making misleading or false representation in the bid document will lead to disqualification of the bidder resulting in forfeiture of EMD amount.
21. The tender should be submitted through Registered Post or Speed Post or through Hand delivery.
22. Any non-acceptance or deviations from the terms and conditions must be CLEARLY mentioned. However, bidder must note that any conditional offer or any deviation from the terms and conditions of this tender may render the bids liable for rejection.
23. **Earnest Money Deposit (EMD):** The EMD of all the unsuccessful bidders will be returned to them at the earliest after issue of purchase order. The EMD of successful bidder shall be returned on receipt of Performance Bank Guarantee. No interest will be payable by the NITT on the EMD amount.



## CHAPTER 8: FORMAT FOR TECHNICAL BID

S.No	Item/ Requirement from the Bidder	Response
1	Particulars of remittance of EMD: Specify (a) DD Number (b) Amount (c) Name of Issuing Banker <b>Note: Bids without EMD will be rejected</b>	
2	Particulars of remittance of Cost of Tender Document. Specify (a) DD Number (b) Amount (c) Name of Issuing Banker <b>Note: Bids without cost of tender document will be rejected</b>	
3	Name and Complete Postal address of the Applicant or Bidder Firm/ Company with phone/ Fax/ Mobile number	
4	Legal status / Constitution of the Bidder : (a) Sole Proprietor (b) Partnership (c) Private Limited Company (d) Public Limited Company (e) others <b>Please attach self-attested documentary proof</b>	
5	Year of Commencement of Business and Location of the Registered / Main Office	
6	(a) Name, (b) address ,(c) designation, (d) phone & cell number and (e) E mail ID of the CONTACT PERSON of the bidder	
7	If the bidder even been blacklisted by any Government/ PSU/ State or Central University, educational institutions? Please give details and reasons thereof.	
8	Whether the rates have been quoted as per the Price Bid Format Formats enclosed with our tender document?	
9	Whether the attested copies of valid permanent custom license (CHA) in the name of quoting firm applicable in Chennai Airport/Seaport Enclosed with your quotation?	
14	Whether the quoting path as executed at least three similar Freight forwarding and custom Clearance work during the Last three years in any NITs/IITs/IISER/CSIR Lab/R&D organizations. Or Govt. Dep't. / PSU. Is documentary evidence/ certificate about satisfactory completions of the work with these organizations enclosed with their complete Mailing address and telephone numbers.	
16	Copy of the PAN CARD.	
17	Copy of the registered with Service Tax Authorities	
17	Whether declaration and undertakings as desired in the tender document has been given?	

**Authorized signatory of Bidder with Seal**

Name.....

Designation.....

## CHAPTER 9 FORMAT FOR PRICE BID

No.	Item/Job Description	% on assessable Value of consignment	Amount
1.	Percentage of Agency Commission/Attendance Charges on Assessable Value: a) At Chennai Airport b) At Trichy Airport c) At Other Airports anywhere in India		
2	Percentage of Agency Commission/Attendance Charges on Assessable Value at Chennai Sea Port. Any other charges at Chennai Sea Port.		
3	Re-export Agency Commission (Repair/Replacement / Returnable Cases)		
4	Agency commission/attendance charges at Foreign Post Office at Chennai		
6.	CMC/EDI Charges, Documentation Fee, BE filing etc.		
7.	Customs Examination, Sealing, Repacking, Crane/Forklift Charges for upto 200 Kg items.		
8.	Delivery charges for FOB/ FCA & Ex-Works shipments		
9.	Door Delivery Charges (Equipment / Non-perishables) including Labour charges for unloading at NIT Trichy Stores (a) consignments weighing upto 50 kg (b) Consignments weighing more than 50 kg upto 500 Kg (a) Consignment weighing more than 500 kg (b) 20' Trailer with / without container (c) 40' Trailer with / without container		
10	Door Delivery Charges for consumable/ perishable items (Dry/ Gel Ice Highly perishables and sensitive chemicals/ Radioactive / DGR items). Note: These items will be required to be transported immediately after clearance from Airport to NIT Trichy.		
11	Any other charges: Important Handling of equipment and other items is crucial even within NIT, Tiruchy so that they can be delivered at the right place. These are highly sensitive and cost costly scientific equipment and required delicate and professional handling. (a) Charges for Handling (unloading / moving ) of items / equipment at NIT Trichy campus (on per kg basis) (b) Courier / Document collection charges (c) Fax Charges (d) Crane / Fork lift charges at the Airport for items weighing more than 200 kgs. (e) Any other charges		
12	Discount on Standard IATA Rates for Forwarding Cases only.		
14	Service Tax		

**Authorized signatory of Bidder with Seal**

Name.....

Designation.....

**Important Note**

- (a) All charges should be quoted on per consignment / shipment basis.
- (b) Consignments will have to be delivered during office hours between 9 A.M to 5.30 P.M as far as possible.
- (c) Perishables/ Redioactive etc., consignments can be delivered even after office hours during holidays etc., to ensure their safety. Radioactive items should be handled with proper safety precautions.
- (d) Manpower for loading/ unloading at NIT, Trichy will have to be arranged by the C&F Agency. Safety of the equipment and the persons involving in doing so will be your responsibility. Location survey may have to be arranged in advance.
- (e) If arrangement of special equipment (crane, pulley chain etc.,) is required for unloading/ shifting of items no separate charges will be paid for them and it will be deemed inclusive in the charges quoted above.
- (f) Please do not leave any column blank. If there are no charges, they word NIL must be specified in the relevant column.

Signature of the Authorized Person with Seal

**CHAPTER 10 CERTIFICATE FOR NON BLCAK LISTING  
(On non-judicial stamp paper worth Rs.50)**

We.....(name of the firm) certify that our company/ firm has not been black listed by any Government Department/ Government Educational Institutions/ Research Institutes during the last three years.

**Authorized signatory of Bidder with Seal**

Name.....

Designation.....

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**CHAPTER 11 UNDERTAKING BY THE BIDDER**

1. We agree that the consignments after clearance from airport will directly be delivered to the premises of NIT Stores at Trichy, within 7 days of clearance. .
4. We agree that the house Airway bill number and date and master Airway bill number and date will be intimated to the importer at least three days prior to arrival at the Chennai Airport for the purpose of insurance coverage of the consignment.
5. We agree that we shall collect necessary documents required for clearing of consignments by deputing our representative to NIT Trichy as and when required.

6. We agree that we shall submit the original house Airway Bill, Copy of master Airway Bill, Customs Signed Invoice, Bill of Entry both importer copy and Exchange control copy, along with the clearing charge bills.

7. We shall prepare the airfreight bill and transport/delivery charges bills strictly in accordance with the approved rates.

9. In case the cargo is received in shortage/damages condition/short landing cargo, no payment shall be made to CFA till NITT receives the insurance claim. In such cases we are required shortage/damage/not found/not traceable notice with airport authorities and obtain necessary certificate from the Airline and lodge necessary claim with the concerned authorities under intimation to NITT. During inland transportation any loss/ damage is the sole responsibility of clearing agent. In that case we have to provide loss/ damage certificate immediately.

11. In case the cargo is received in shortage/ damaged condition/short landing cargo, no payment shall be released to us, till NITT receives the insurance claim. In all such cases, we are required to file “shortage” or “damage” or “not found” or not traceable” notice with Airport authorities and obtain necessary certificate from the Airline and lodge necessary claim with the concerned authorities under intimation to NITT.

12. A statement in MS-Word detailing (1) FCA/FOB Shipment Pickup & Clearance details with Name of Supplier, Item, Description and Purchase Order No.ETA at Chennai. (2) CIF/CIP Shipments detailing the date of landing, collection of D.O. from Supplier’s Freight Forwarder, Clearance &ETA for Delivery to NITT Stores. Item/Weight/Nature of Cargo (Perishable/DRG/ODC/Purchase Order No.) will be sent on fortnightly to Asst. Registrar (S&P), NIT Trichy. We unconditionally accept all the terms and conditions of this NIT.

**Authorized signatory of Bidder with Seal**

**Name.....**

**Designation.....**

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**CHAPTER 12: BANK GUARANTEE FORMAT FOR PERFORMANCE SECURITY**

To  
The Director, NIT Trichy

**WHEREAS M/s -----, having its office at -----**  
**----- (hereinafter referred to as the “Supplier”) which expression shall repugnant to the context**  
**or meaning thereof, include its successors, administrators, executors and assigns), in pursuance**  
**of the Purchase Order No. ----- dated ----- has undertaken for**  
**supply of ----- (hereinafter referred to as the “Contract”). To the**  
**National Institute of Technology Trichy (hereinafter referred to as the “Purchaser”)**

AND WHEREAS it has been stipulated by you in the said contract that the “Supplier” shall furnish you with a bank guarantee by a Nationalised Bank including SBI 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 Supplier 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 (Rupees -----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

(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.

**Note:**

1. PBG should remain valid for a period of sixty days beyond the date of completion of all contractual obligation of the supplier including warranty obligation.
2. PBG Should be from a schedule commercial bank operating in India as approved by RBI.
3. In case of the Foreign Banks (for Foreign purchase only) the bank guarantee should be executed by a bank of international repute duly confirmed by State Bank of India or a bank Guarantee executed by State Bank of India or any nationalized bank of India.
4. It should be send directly by the banker of the vendor to NIT, Tiruchirappalli – 620 015