

**ITI LIMITED  
CORE NO 6, FIRST FLOOR  
SCOPE COMPLEX, 7-LODHI ROAD  
NEW DELHI-110003**

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**Ref No: BCO/CHA/19-21**

**Date: 09.09.2019**

**TENDER NOTICE**

Sealed tenders in two bid system are invited from reputed Agencies fulfilling the Bidder's Eligibility Criteria mentioned below, for Clearing and Forwarding of valuable and sophisticated imported Equipments/Machinery/ Electronic Components and other items arriving at New Delhi International Air Cargo Terminal/ICD Tugalkabad or Patparganj, Delhi from time to time. Interested bidders may buy the tender documents from DGM (Mktg.C&F), ITI Limited, Core No. 6, First Floor, Scope Complex, 7 Lodhi Road, New Delhi 110003 on payment of Rs 500/- (Non-refundable) in the form of Demand Draft/Pay Order drawn in favour of ITI Limited, payable at New Delhi towards cost of tender documents, on any working day from 10AM to 3.30 PM, upto 23.09.2019 and submit the same in sealed covers super-scribed "TENDER FOR CLEARING OF IMPORT AIR CONSIGNMENTS" on or before the due date i.e.26.09.2019 upto 2 PM. Quotations should be in accordance with the enclosed performa (as given in Schedule I & II ) Alternatively, the interested bidder may download the tender documents from our website [www.itild-india.com](http://www.itild-india.com) or [www.eprocure.gov.in](http://www.eprocure.gov.in) and submit the duly filled tender document along with a Demand Draft/Pay Order for Rs 500/-(Non- Refundable) as tender document cost. Demand Draft/Pay Order should be drawn in favour of ITI Limited, payable at New Delhi.

**Important Dates:**

1. **Tender Documents Purchase Date** : from 09.09.2019 to 23.09.2019 up to 15:30 Hrs.
2. **Tender Submission Date** : up to 26.09.2019 till 14:00 Hrs
3. **Tender Opening Date** : 26.09.2019 at 15:00 Hrs
4. **Venue for the tender opening** : ITI Limited, Ist Floor, Core-6, SCOPE Complex, 7-Lodhi Road, New Delhi-110003

**Eligibility Criteria for bidders:-**

1. Minimum 5 Years experience in Clearing/Forwarding/Handling Import & Export of large number of consignments of Engineering/Electronics/Telecommunication Goods at Delhi Customs for Govt./Semi Govt./Central PSU.
2. Capable of Clearing/Forwarding/Handling of large numbers of Imported consignments at Delhi International Airport, ICD Tugalakabad/Patparganj/Dadri.
3. Experience in transportation and handling the Engineering/Electronics Goods consisting of delicate items and heavy packages.

4. Running contracts with large Undertakings preferably Government and PSUs. Copy of the Contract/Agreement should be attached.
5. Good communication facilities like Telephone/Fax/e-mail-id etc.
6. Adequate Bank Guarantee for the goods under the Clearing Agent's Custody whenever required.
7. Must be capable to deposit earnest Money/Security Money/Bank Guarantee as asked for.
8. Fully conversant with the relevant provisions of the Carriage of Goods by Air Act, Customs Act and other Acts/Rules/Procedures etc. for Import clearance work.
9. Valid Customs license for handling Import/Export work at Delhi Customs is necessary. The license should have been valid uninterruptedly for the past 5 years.
10. Must have EDI Facility in his office.
11. Preference will be given to those who have their own warehousing facilities in Delhi.

Documentary evidence of having met the above Bidder's Eligibility Criteria should be submitted in the Technical Bid.

The terms & Conditions may please be read carefully. The offers not fulfilling the terms and conditions and without earnest money will not be considered.

ITI reserves the right to accept or reject the offers received against this Tender either wholly or partly without assigning any reason.

For any other clarifications, the interested bidder may contact the DGM (Mktg,C&F), ITI Limited, Core No. 6, Scope Building, Lodi Road, New Delhi before submitting the offer.

DGM (Mktg,C&F)  
ITI Limited,  
Core No. 6, First Floor,  
SCOPE Complex, 7-Lodhi  
Road, New Delhi- 110003  
Ph: 011-24366111

**ITI LIMITED  
CORE NO 6, FIRST FLOOR SCOPE  
COMPLEX, 7-LODHI ROAD NEW  
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**TENDER FOR CLEARING AND FORWARDING OF IMPORT CONSIGNMENTS  
AND EXPORT CONSIGNMENTS AT NEW DELHI**

**TERMS & CONDITIONS**

**1. PERIOD OF CONTRACT**

The contract shall commence from the date of acceptance of Tender and shall remain in force (Unless terminated earlier as provided hereinafter) for a period of two years from the date of awarding the Contract, M/s ITI Ltd., however, can extend the period of the Contract with mutual consent of the Clearing Agents on the same Terms & Conditions as embodied in this contract. However, ITI Ltd. shall reserve the right to terminate the contract at any time, and without assigning any reasons thereof, by giving one month's notice of the intention to do so in writing to the Clearing Agents and the Clearing Agents shall not be entitled to any compensation by reason of such termination.

**2. WORKING HOURS**

The Clearing Agents shall be responsible for performing all or any of the services detailed in and arising out of the Contract, round the clock throughout the period of this Contract without any additional remuneration or whenever so required by ITI Ltd. at the Airport/Cargo Complex. For the purpose of operation of this contract, only the holidays, as observed by the Air Port and Customs Authorities, shall be recognized as closed holidays for the Clearing Agents. Other holidays, declared by the Clearing Agents on their own shall not be recognized.

**3. VOLUME OF WORK**

No guarantee can be given as to any definite volume of work which will be entrusted to the Clearing Agents at any time or throughout the period of the Contract.

**4. AWARD OF CONTRACT**

**I** ITI Ltd. Reserves the right of entering into another Contract simultaneously or at any time during currency of the contract with one or more other Clearing Agents as it may think fit, even by calling fresh Tenders and/or by negotiations and appoint some other clearing agents accordingly, if the performance of the present Clearing Agents is not to the satisfaction of ITI Ltd.

**II** ITI Ltd. reserves the right of appointing any other Clearing Agents for any service referred in this Contract to meet an emergency if ITI Ltd. is satisfied that the present Clearing Agents are not in a position to render specific services within the period in which their services are required. The mere mention of various

**(sign of tenderer)**

items of work in this contract does not by itself, confer a right on the Clearing Agents to demand that the work relating to all or any item thereof should necessarily or exclusively be entrusted to them.

### **III PARALLEL CONTRACT AND ALLOCATION OF WORK ETC.**

ITI Ltd. Reserves the right of concluding parallel Contract(s) and also appoint other Clearing Agents by Tenders and/or by negotiation, and also retain full discretion to allocate work among the Clearing Agents. The existing Clearing Agents will not be entitled to make any representation on this account. The quantum of work allocated to each of the Clearing Agents may be increased or decreased according to full discretion of ITI Ltd. at any stage of the contract. ITI Ltd. also reserves the right to utilize any or all of the services specified herein.

#### **5. NATURE OF WORK, THE CLEARING AGENT SHALL BE REQUIRED TO PERFORM**

- A. Clearance of import consignments - Collection of CANs/documents, filing B.Es with Delhi Customs, bonding/debonding (if reqd), arranging assessment of B.Es, doing all necessary formalities for release of goods, taking delivery and handing over to ITI Ltd. or authorized agents/representative etc. Clearance will include clearance of goods at Air Cargo Terminal, Delhi. and ICD TKD/PPG and re-import consignments.
- B. Clearance of Export consignments- Collection of consignments and documents from ITI Ltd. Godown/office, filing shipping bills with Delhi Customs (under duty draw-back scheme wherever applicable), arranging clearance from Customs, arranging dispatches to the consignees etc. This will also include clearance of re-export consignments.
- C. Arranging refund collecting documents from ITI Ltd. Office, filing refund claims with Customs, follow-up for settlement, collecting payments etc.
- D. Arranging Duty Draw-Back collecting documents from ITI office, filing duty draw back claims with Customs, follow up for early settlement, collecting payments etc.

#### **6. WORK TO BE HANDLED BY THE CLEARING AGENT**

##### **1. IMPORTS**

(a) The Clearing Agents will collect the Cargo Arrival Notices and related documents like delivery orders, airway bills, supplier's invoice, packing list etc., accompanying the consignments; from M/s Indian Airlines/other Airlines/Consolidation Agents/ Shipping lines etc. and send them to ITI Office at New Delhi on a day to day basis. As instructed by the ITI Clearance office, the Clearing Agents will file the necessary Bill of Entries, get assessed to duty and do all such other necessary activities so that clearance of the consignments is done and delivery is taken. All efforts shall be made by Clearing Agents to clear the consignment within free time allowed. In case of any delay on the part of the Clearing Agents, which causes payments of demurrage charges/warehouse rent/storage charges, such charges will have to borne by the Clearing Agent.

The work under Import Clearance will cover clearing, handling and forwarding of consignments received by air/sea/container, collection of documents from Airlines/Consolidation Agents/Shipping Lines, preparation and filing of Bill of Entries, arranging Customs examination, assessment of duty and completion.

**(sign of tenderer)**

of all formalities through customs, payment of custom duty, shifting of goods at cargo terminals/ICD, arranging delivery through concerned Authority, delivery of consignments as per instructions of ITI Ltd. etc. and obtaining computerized statement of Accounts on monthly basis from the Accounts Section of Airport Authority/Customs and hand over to ITI Ltd.

(b) In respect of items to be bonded, Clearing Agents should observe all the formalities for such bonding under Section 59 of the Customs Act 1962. They should ensure that consignments are bonded immediately after permission is obtained from custom Authorities for bonding. The materials should be transported to Bonded Warehouse, through our authorized Carriers as governed by the Rules and Regulation or to the Public Bonded Warehouse as specified by ITI Ltd. In case the consignments are to be bonded within the vicinity of Delhi/New Delhi, transportation and handling of the consignments upto the Bonded Warehouse is to be arranged by the CHA.

(c) The Clearing Agents shall also be responsible to de-bond the items as and when intimated by ITI Ltd. observing all the custom formalities.

(d) Normally, the Clearing Agents should, after clearing/de-bonding the materials, hand over the same to Carriers authorized by ITI Limited for transportation to various destinations and co-ordinate for loading of goods in lorries placed by ITI Limited and arrange out gate pass of lorries. This may be either at the ICD, Air Cargo Terminal or at any other warehouse site.

(e) ITI Ltd. will arrange to pay all the freight charges on imported cargo to be handled by the Consolidation Agents. Wherever ITI Ltd. ask the Clearing Agents specifically to pay freight charges, they will have to pay the charges and claim the same duly supported by proper documents.

(f) On Receipt of the instructions, the Clearing Agents shall immediately prepare the necessary papers for presenting to the customs, Airport Authorities or other authorities concerned and arrange to obtain delivery of the Cargoes. If the particulars relating to the cargo furnished in the instructions are not sufficient, the Clearing Agents will take steps that are necessary for obtaining the required particulars from the ITI Office. In all such cases, the Clearing Agents will have to take all adequate steps for obtaining delivery of the cargoes at the earliest time possible.

(g) The Clearing Agents will prepare the necessary bonds such as End-use bonds, License Bonds, P.D. Bonds etc. on stamp paper required by the customs authorities for allowing clearance and send them to ITI Office for execution. The cost of stamp papers can be claimed by the Clearing Agents in their bills for reimbursement by ITI Ltd.

(h) Immediately after the cargo is landed, the Clearing Agents shall carefully check each consignment with the invoices and measurement/packing lists and they shall notify the shortages/damages, if any, to the Airlines/Airport Authorities within the prescribed statutory time limits. On taking delivery of the cargoes they should be transferred unless they are to be dispatched directly from the Airport, to the warehouse/to the place where they should be kept in accordance with the size and marks or in accordance with any specific instructions that may be issued to the Clearing Agents by ITI from time to time. The Clearing Agents shall be entitled to only proportionate service charges subject to minimum charges for the services rendered in respect of short landed packages.

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- (i) Where cargoes are landed in damaged condition, the clearing Agents shall immediately apply, obtain and forward reports of Survey conducted in the presence of the Carriers, the Air Port Authorities and Customs within statutory time limit prescribed for the Survey. The Survey Reports are required for lodging claims and obtaining compensation from the parties responsible for compensating the damages/loss. Hence, care will have to be taken to ascertain that the party's responsibilities are not disputed at a later stage on some pretext or other. The representative of the consignees where available locally should be associated during the surveys. The Clearing Agents should be fully conversant with the relevant provisions of the Carriage of Goods by Air Act, Customs Act and other Acts/Rules/Procedures etc. and other rules and regulations, and take such steps to ensure that the interests of ITI Ltd. are fully protected in the clearance of cargoes entrusted to them. The Clearing Agents shall be required to perform all the duties which are bound to be done under the above Acts, Rules, Regulation and Procedures, as amended from time to time.
- (j) The Clearing Agents shall be responsible to take delivery of all the packages covered by the Bill of Entry and Delivery Order, in respect of each consignment. Wherever consignments/packages are landed short, the Clearing Agents shall be required to notify the Airport Authorities and obtain and forward the short- landing/short delivery Certificate to ITI Ltd.
- (k) Where extensive damages to the consignment are found, insurance Survey should also be arranged apart from the carrier's Survey.
- (l) The Clearing Agents shall also have to arrange clearance of parcels arriving through foreign Post offices/Courier if need arises.
- (m) The Clearing Agents will have to arrange complete clearance of cargoes for which instructions/documents have been issued to them upto and including the date of expiry of contract and finalize all customs formalities relating to these consignments. The Clearing Agents will be paid the Service Charges for such consignments after completion of all outstanding work in terms of the Contract.
- (n) Any other work required to be done for clearance of goods from the stage of collecting cargo arrival notices to clearing of goods and handing over them to ITI Ltd. or their authorized agency shall be responsibility of the Clearing Agents. Clearing Agent's representative will be required to visit ITI Office atleast once every day for collection of documents. He will be required to make additional visits as and when asked.
- (o) The Clearing Agent shall arrange and provide to ITI Ltd. copies of GP/B.E.TR-6/GAR-7 form and other relevant documents for the purpose of IGST credit etc. for which no extra payment will be made. One set photocopy of BE will be required to be sent alongwith each lorry at the time of dispatch, the same has to be arranged by the CHA at no extra cost.
- (p) Normally, heavy consignments will be lifted directly from AAI Cargo Terminal for dispatch to various destinations. But in case such consignments are to be shifted to ITI Stores/place of storage, the same will have to be arranged by Clearing Agents for which the rates for handling and transportation may be quoted separately.

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## **II EXPORTS**

Exports instructions with available details of cargo shall be issued to the Clearing Agents by the ITI Office, New Delhi. The Clearing Agents are required to take delivery of the cargoes for export from the godowns. The handling and clearance of the export cargoes, their temporary storage wherever necessary; and subsequent dispatch by Air must be regarded as a single operation of export. The Clearing Agents will arrange export of cargoes by Air under Drawback Procedure also wherever necessary; and as instructed. The Clearing Agents shall be responsible for all losses/damages to stores direct and consequential from the time they are received from ITI Office/Warehouse till they are put on board the Air Craft.

The Clearing Agents shall send advance intimation to the overseas consignees as soon as shipment is effected, obtain the air consignment notes as well as such other documents that are required for obtaining delivery at the port of destination and forward the same to overseas consignees in time to obtain delivery at the destination point. In the case of export under Drawback Procedure, it is the responsibility of the Clearing Agents to send all the documents after export to the custom Authorities, required for settling the drawback claims in consultation with ITI .

## **III REFUND/DUTY DRAWBACK**

The Clearing Agent will have to file the refund Claims/Duty Draw-back claims where ever required, and follow up for settlement of the same. The Clearing Agents shall have to collect the documents from ITI Office, to file the claims, to follow up for early settlement, to collect the payments which are ready and to deposit the payments received with ITI Office immediately.

### **7. INSTRUCTIONS FOR WORK LIAISON ETC.**

The Clearing Agents will normally receive complete disposal instruction from ITI Ltd. The Clearing Agents will have to maintain close liaison with ITI, AAI/Customs Authorities and Carriers concerned and carry out the work entrusted to them with full sense of responsibility to the best interest of ITI Ltd.

### **8. FAILURE IN PERFORMING THE SERVICES BY THE CLEARING AGENTS**

The Clearing Agents shall render all or any of the services stipulated herein and as directed from time to time by ITI Ltd. together with such auxiliary and incidental duties due to services and operations as may be indicated by ITI Ltd.. If, in the opinion of ITI Ltd. (whose decision shall be final and binding on the Clearing Agents) the Clearing Agents fail at any time to render all or any of the services under the contract satisfactorily, they may at their option get the work done by other parties at the risks and cost of Clearing Agents. The additional expenditure so incurred, in getting the work done by other Clearing Agents, thereby, shall be recovered from the Clearing Agents.

### **9. DELIVERY/DISPATCH OF CONSIGNMENTS**

Wherever the Clearing Agent has been entrusted the job of dispatch/delivery of the goods to a destination/place, they shall be held responsible in case delivery/dispatch is effected wrongly and to consequent loss and expenditure therefrom. They shall be responsible for delay in effecting delivery/dispatch and for delay in forwarding the relevant documents to the consignees/indentors etc. pertaining to the delivery/dispatch. Any loss suffered in consequences will be recovered from the Clearing Agents.

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**10. WAREHOUSE**

It may be necessary in some cases to hold incoming cargoes in temporary storage, pending dispatch to final destination. In such cases, the Clearing Agents may have to provide suitable storage accommodation. The Clearing Agents must have proper arrangements for handling, safety, security and insurance of the goods to be stored there, Rates for storage charges should be quoted separately.

**11. PAYMENT OF CUSTOMS DUTY**

ITI Ltd. will arrange for payment of all customs duties and charges due to customs on the cargoes handled by the Clearing Agents for imports,. The clearing Agents shall submit the assessed Bill of Entry with one additional photo copy and other necessary documents for issue of cheque for payment of duty. The cheques shall be collected by them and deposited with Bank authorized by Customs for collection of such duty. The Clearing Agents would also take care to find out availability of funds in PDA maintained by AAI and intimate ITI Office for making appropriate arrangements. The cheques for these are also to be collected by the Clearing Agents and deposited in PDA.

**12. MAINTENANCE OF RECORDS, SUBMISSION OF STATEMENTS, RETURNS ETC.**

The Clearing Agents shall maintain the registers and/or any Register according to the instruction of ITI Ltd. from time to time keeping the records of consignments entrusted to them for clearance and B.E. filed by them and any other register, form or statement as desired by ITI Ltd. The Clearing Agents will have to produce these registers for inspection by ITI Ltd. as and when required.

**13. PAYMENT OF SERVICE CHARGES TO CLEARING AGENTS.**

Payment of service charges to the Clearing Agents shall be made for the services rendered by them within 30 days from the date of receipt of bills and found in order.

**14. LIABILITIES OF THE CLEARING AGENTS REGARDING LOSS, DAMAGE ETC.**

If and when any expenses such as Custom Duty, Air Port Demurrage etc. charges which are avoidable are incurred or losses to stores or losses of claims for compensation from Carriers/Air Port Authority or Insurance Company or other Authority are occasioned on account of their negligence or failure to exercise all care, diligence and economy, ITI Ltd. will have the right after giving the Clearing Agents an opportunity to explain the reasons of such losses, at their discretion, to ask the Clearing Agents to reimburse ITI Ltd., the whole or any part of such losses. The amounts which have been spent on account of negligence of Clearing Agents will be recovered from the amounts due to Clearing Agents on account of Service charges, Handling, Transport Charges etc.

**15. BANK GUARANTEE CLAUSE**

The Clearing Agents will have to furnish a Bank Guarantee in respect of cargoes which will be in their custody or lying in their godown from time to time, in accordance with the instruction from ITI Ltd. and in the form desired by ITI Ltd.

(sign of tenderer)



## **16. EARNEST MONEY**

The Tender submitted by and Clearing Agents shall be valid for consideration only when it is accompanied by a Bank Draft of Rs 20,000/- (Rupees twenty thousand only) drawn on any scheduled Bank in favour of ITI Ltd. Payable at New Delhi. CHEQUES WILL NOT BE ACCEPTED. The Earnest Money will be refunded by Cheque to the unsuccessful Tenderers after opening and decision on the tender. No interest shall be paid on the earnest money. This amount of earnest money will be appropriated towards security deposit in case of successful bidders.

## **17. SECURITY DEPOSIT AND ITS FORFEITURE**

i. The Earnest money will automatically and necessarily be converted into security deposit, in case a tenderer is selected for awarding the contract. The Security Deposit of Rs 20000/- is liable to be forfeited or appropriated towards any loss that may be sustained to the ITI Ltd. as a result of breach of any of the terms and conditions of the Contract by the Clearing Agents. The Security Deposit will be returned after expiry of the Contract or the extended period, if any, provided the Clearing Agent has performed the work satisfactorily and completed all the obligation of the contract.

ii. ITI Ltd. will not be liable for payment of any interest on the Security Deposit or any depreciation thereof for the period it is held by ITI Ltd.

iii. In the event of any breach of any of the Terms and Conditions of the Contract, ITI Ltd. shall have (without prejudice to other rights and remedies) the right to terminate the Contract forthwith and/or forfeit the entire or part of the amount of Security Deposit lodged by the Clearing Agents or to appropriate the Security Deposit or any part thereof in or towards the sum due for any damage, losses, charges, expenses or costs that may be suffered or incurred by ITI Ltd due to Clearing Agent's negligence or unsatisfactory performance of any service under the Contract.

iv. The decision of ITI Ltd. in respect of such damages, losses charges, costs or expenses shall be final and binding on the Clearing Agents.

v. In the event of Security being insufficient or if the Security has been wholly forfeited, the balance or the total sum recoverable as the case may be, shall be deducted from any sum then due or which at any time thereafter may become due to the Clearing Agents under this or any other contract with ITI. Should the sum also be not sufficient to cover the full amount recoverable, the Clearing Agents shall pay to ITI Ltd on demand the remaining balance due.

vi. Whenever the Security Deposit falls short of the specific amount the Clearing Agents shall make good the deficit so that the total amount of Security shall not at any time be less than the specified amount.

## **18. SET OFF**

Any sum of money due and payable to the Clearing Agents (including Security Deposit returnable to them) under the contract may be appropriated by ITI Ltd. and set off against any claim of ITI Ltd. for the payment of a sum of money arising out of or under other contract made by the Clearing Agents with ITI Ltd.

## **19. SUBLETTING OF THE CONTRACT**

The Clearing Agents shall not sublet, transfer or assign the contract or any part thereof, without the

(sign of tenderer)

previous written approval of ITI Ltd. The Clearing Agents shall be responsible for the demurrage incurred and/or losses suffered by the ITI Ltd in case of their failure to abide by this condition.

## **20. SUMMARY TERMINATION**

In the event of the Clearing Agents going into liquidation or winding up their business, or making arrangement with their creditors or failure to observe any of the provisions of the Contract, ITI Ltd. shall have the right to terminate the Contract forthwith, in addition to and without prejudice to any other rights or remedies. ITI Ltd. will also be entitled to claim from the Clearing Agents any costs or expenses or losses that ITI Ltd. may incur by reasons of the breach of contract or part of the Contract. ITI Ltd. also reserves the right to divert the Clearance and Shipment of cargoes originally allotted from one Clearing Agent to any other Clearing Agent, as may be deemed fit and proper, any time during the pendency of the Contract at the sole expense, risk and responsibility of the former Clearing Agents in the event of the performance of the Clearing Agents from whom the work of Clearance shall be diverted is found to be unsatisfactory and is detrimental to the interest of the ultimate consignee. Such diversion shall be carried out at the discretion of ITI Ltd.

## **21. ARBITRATION**

In the event of any question, dispute or difference arising under these conditions or any special conditions of the contract, or in connection with this contract (except as to any matters, the decision of which is specially provided for by these or the special conditions), the same shall be referred to the sole arbitrator appointed by ITI Ltd., whether or not he is employee of ITI Ltd. The award of the arbitrator shall be final and binding on the parties to this Contract.

## **22. OFFERS**

The offer is divided in two parts i.e. technical bid and financial bid. Technical bid has to be submitted in the form as per Schedule-I and financial bid has to be submitted in the format as per Schedule-II. The technical and financial bids should be sealed in separate covers duly marked "TECHNICAL BID" or "FINANCIAL BID" as the case may be

1. The offer is to be submitted in the prescribed format as per Schedule-I and Schedule-II only. QUOTATIONS IN ANY OTHER FORMAT WILL NOT BE ENTERTAINED.
2. The earnest money and cost of the tender document (if downloaded) has to be submitted along with Technical Bid.
3. The parties must quote for all the items required as per format given in Tender Schedule-II (such as A,B,C,D). In case any party fails to quote any of the items as per format, the highest rate quoted by any party will be applicable for that party for comparison purpose only. The request afterward will not be considered.
4. Main criteria for awarding tender will be based on calculation of Grand Total arrived after applying the quoted rates for A,B,C &D indicated in the Schedule-II and adding all the totals as per quantities indicated in the Annexure of Schedule-II .

(sign of tenderer)

5. Optional items will not be considered for evaluation. However, if required, L1 bidder may be given offer to accept lowest quoted rates of optional items.
6. The offers without earnest money shall not be entertained.
7. Any documents/information the bidder thinks relevant to the offer may be attached thereto.
8. The offer should be valid for minimum 120 days from the due date of the tender.
9. Terms and conditions as laid down in this tender shall be part and parcel of the Contract. The interested bidder shall sign each page of the tender as acceptance of the terms and conditions and attach with the Technical Bid.
10. Offers should include all expenses including expenses incurred in connection with examination/inspection by Customs, shifting of goods for examination/delivery, photocopies of documents as asked in this tender, as no separate payment would be made for such expenses. No other charges apart from the quoted in Schedule II will be paid. As such tenderers may quote specifically against each item and see that no item is left out as indicated in the Schedule. However, the following actual expenses made by Clearing Agents as per vouchers issued by the competent authority will be reimbursed for the following (rates for which need not be included in the Schedule II):-
  - (a) Demurrage Charges other than that attributable to the agent's faults.
  - (b) Handling Charges as per Airport Authorities Regulations
  - (c) Crane/Forklifts Charges, if required to be hired.
  - (d) Survey Fees, if any.
  - (e) Custom Duty/Interest paid by the agent on behalf of ITI Ltd.
  - (f) Freight/AWB fee/Airlines Charges/Terminal Charges paid by the agent on behalf of ITI Ltd.
  - (g) Service Tax and other Statutory Charges, if any.
  - (h) Any other Expenditure made on behalf of ITI Ltd. duly authorized by ITI Officials.

Provisional list of statutory charges applicable at the time of Tender to the extent available is to be enclosed along with the Tender (Any Charges on this may also be notified as and when it is issued by the concerned agencies)

### **23. DISPROPORTIONATE/UNREASONABLE EXPENDITURE**

If at any time direct expenditure made by the Clearing Agents is considered unreasonable and quite out of the proportion to the services rendered, the same will be disallowed and the decision of the ITI Ltd. will be final and binding on the Clearing Agents and against which no appeal shall lie.

(Sign. Of tenderer)

Ref No: BCO/CHA/19-21

Date :09.09.2019

**ITI LIMITED**  
**CORE NO 6, FIRST FLOOR,SCOPE COMPLEX,**  
**7-LODHI ROAD, NEW DELHI-110003**  
**SCHEDULE – I**  
**TECHNICAL BID**

<b>1.</b>	Name in full under which the clearing agents is trading	
<b>2</b>	Address of Official Premises  Telephone No./Telex/Fax No. At Delhi  Email address	
<b>3</b>	Details of other places where the Clearing Agent is transacting business alongwith Telephone No/Address/Fax No.	
<b>4</b>	Are you Registered as : (a) Public Limited Company (b) Private Limited Company (c) Partnership Concern (d) Individual /Proprietary Concern	
<b>5</b>	Whether you hold custom License for handling import/export work at Delhi: (Please give no., place, date and validity of License)	
<b>6</b>	Addresses of the Partners/ Proprietors of the Clearing Agent's firm/Concern and in case of Companies, Particulars of Managing Director or Chief Executive	
<b>7</b>	How long have you been in the Clearing and forwarding import/ Export Business at Delhi	
<b>8</b>	Have you entered into annual contracts for this nature of work with any clients? Pl. give details, if space is insufficient , attach a list)	

(sign of tenderer)

9	Please indicate your Banker's name and Address, Please produce a Certificate from them of your Financial Standing	
10	Average Number of Consignments Cleared during past 5 years i) At Air Cargo Terminal ii) At ICD TKD/ iii) PPG	
11	What are the types of vehicles you posses for handling goods? Give Details	
12	Do you have warehousing space in Delhi? If so pl. give Detail i. Location of Godown ii Total Storage space Available iii Storage Space which can be provided to ITI Ltd iv Storage Space Covered Area	----- -----Sq mts -----Sq mts -----Sq mts
13	Have you insured your godown and contents against fire, theft and other risks?	
14	List of major customers, Names and Addresses: Contact Person and Tel/Fax No.	
15	Do you have any objection if we refer/ enquire about your performance from any of your clients	
16	Whether you have EDI Facility in your office? (If yes, evidence may be attached in support)	
17	Service Tax Registration Number PAN/TAN No./GST No.	
18	Bank Draft No. -----Date-----Amount ----- Drawn on (Name and Branch of Bank) -----	

I/We certify that to the best of my/our Knowledge, the particulars furnished above are true. It is understood that the information furnished will be treated as confidential and will not be divulged to unauthorized persons.

PLACE :  
DATE :

SIGNATURE OF THE TENDERER  
WITH STAMP

Ref No: BCO/CHA/19-21

Date :09.09.2019

**ITI LIMITED**  
**CORE NO 6, FIRST FLOOR,SCOPE COMPLEX,**  
**7 LODHI ROAD, NEW DELHI-110003**

**SCHEDULE – II**  
**FINANCIAL BID**

**RATES FOR HANDLING OF IMPORT/EXPORT CARGO**

<b>A</b>	Service charges for Import/Re-Import Clearance per consignment/ Bill of Entry basis where Bonding Operations are not involved.( Maximum is limited to Rs 15,000/-)		
	a. Air Consignment per Kg. Rs.....		
	b. Minimum Rs .....		
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<b>B</b>	Service charges for clearance of Export/ Re-export Cargoes		
	i) Air Consignment per Kg Rs.....		
	ii) Minimum Rs .....		
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<b>C</b>	Computer charges per Bill of Entry if any, and not included in above rates		Rs .....
	(Actuals as per evidence produced by the clearing agent)		
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<b>D</b>	Handling / Transportation charges from Airport to ITI Godown /place of storage or vice versa for the Consignments (within Delhi)	Rs -----per kg	Minimum Rs-----
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<b>BELOW GIVEN ARE OPTIONAL ITEMS</b>			
<b>I)</b>	Service charges for filing and arranging Duty Draw Back		Rs-----
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<b>II)</b>	Service charges for filing and arranging Refund claims		Rs .....
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<b>III)</b>	Warehousing charges (at agent's warehouse)	Rs -----per kg	Minimum Rs-----
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<b>IV)</b>	Clearance charges at ICD		
	i) Full Container 40ft per container	Rs .....	
	ii) Full Container 20ft per container	Rs .....	
	iii) Part per kg with min./max.	Rs-----	
	Handling charges at ICD, if any (including shifting/destuffing/loading in lorries)	Rs .....	
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<b>V)</b>	Service charges for Import/Re-import clearance per consignment/ Bill of Entry basis where bonding/debonding operations are involved Max. is limited to Rs 15,000/-.		
	i) Air Consignment per Kg	Rs .....	
	ii) Minimum	Rs. ....	

Subject to the Terms and Conditions specified herein, which shall be binding, on me/us. I/We quote the rates in the prescribed format as above.

SIGNATURE OF THE TENDERER  
 WITH OFFICIAL STAMP

Ref No: BCO/CHA/19-21

Date :09.09.2019

**ANNEXURE OF SCHEDULE-II**

Application of quoted rates on the weight wise consignments indicated below for comparison purpose only

		Import	Re-import	Re-export
S.no.	Weight in Kg	No. of Consignment	No. of Consignments	No. of Consignments
1	50	150	50	50
2	70	10	10	10
3	300	5		
4	600	10		
5	1000	5		
6	2500	3		
7	4500	3		
8	10000	1		
9	20000	1		

Note: 1) The rates are to be quoted strictly as per the proforma given above. Conditional offers or offers not as per the above proforma will be rejected.

2) The prices /rates are to be quoted both in words and figures.

3) All prices should be exclusive of statutory levies and taxes.

SIGNATURE OF THE TENDERER  
WITH OFFICIAL STAMP