

C-47015/01/2011-12/Mat.

Dated:4.01.2012

Sub:- Invitation of sealed quotation for Appointment of Custom Clearing Agent.

Sirs,

The Central Pollution Control Board is importing Scientific instruments/equipment from Foreign countries. The Board intends to appoint a Custom Clearing Agent having its office both in overseas & in Delhi, and preferably its branches/liason officers at Mumbai, Kolkota, Bangalore & Bhopal. The tenure of contract shall be initially for a period of two years. Thereafter, considering the performance of the agency, the tenure may be extended for further period or subject to cancellation at the discretion of the Board. The work of the clearing agent includes:-

I.

- i). Collection of complete Documents from CPCB and submission to the Authority concerned for custom clearance.
- ii). Co-ordination, Submitting Claim, filing and Processing.
- iii). Collecting delivery order from Airlines/Consolidation Agent.
- iv). Custom Clearance from both Domestic and International Air ports in Indian and from Foreign post office/from Indian sea ports.
- v). The Custom clearing agent should have minimum three years experience in the field.
- vi). Delivery of goods from International Air port Authority of India/Foreign Post Office from New Delhi and other International Air port from any Indian
- vii). Transportation upto our Head Office, Parivesh Bhawan, East Arjun Nagar, Shahdara, Delhi-110 032.

Lifting & Delivery of the equipment/ instruments in CPCB Laboratories (Ground to fourth floor) as per our requirements.

II.

- 1). Please send your rates, terms and conditions etc. in the enclosed Annexure - I**

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2. Quotation should be submitted in two parts. First of the quotation should contain EMD & Company Profile/credential. The second part should contain the Rates in the enclosed **annexure-I** format. The price will be considered only those firms, whose bids are fulfilling the requirements as per para 06 of this quotation.
3. The bidders are to deposit **EMD for Rs.10,000/-** in the form Demand Draft in favour of Central Pollution Control Board payable at Delhi. The EMD of the successful bidder will be returned after successful completion of two years/extended terms without any interest. The bid security of unsuccessful bidders will be returned within three months.
4. The firm whosoever getting the award of work to sign an Integrity Pact Contract with CPCB.
5. Rates should be both in figures & words. In case any discrepancy in the figure, the rates written in words shall be treated as final. Correction and overwriting if any should be countersigned by the authorized person.
6. You are required to attach the copy of valid Licence for Clearing Agent Certificate issued by the Authority concerned. Copy of Income Tax Clearance Certificate, and PAN. Latest copies of award of work executed/executing in any, Govt./Department/undertaking under Govt. of India may also be enclosed.
7. You may be required to pay all kinds of charges including fees/demurrage charge if any upto Rs.5,000/- to the Airport Authority on behalf of the Central Pollution Control Board for immediate clearing of the consignment. The payment on this account will be reimbursed to you along with your final claim towards agency attendance charges. The freight & custom duty payment charges will be arranged along with the document for clearance.
8. The quotation in sealed envelope superscribing above mentioned file number must reach this office on or before 30.01.2012 before 5 PM.
9. The minimum time required for clearance from the date of handing over complete paper to you may be mentioned.
10. You are also requested to note that responsibility of the goods during transit i.e. from Air/seaport warehouse to our office will be yours and you will have to deliver the consignment in good and custom sealed condition in time and if demurrage is charged due to delay in filing documents and thereby delay in clearing the consignment after the stipulated minimum time for clearance, will be treated as negligence on your part, and charges/fine if any payable on this account to be borne by you.
11. Mere quoting the lowest rate does not entitle any firm to award the Contract. The Central Board reserves the right to accept or reject the offer of any firm or the whole quotation.

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- 12). In case of any dispute, the decision of Chairman, Central Board will be final and binding upon both the parties.
- 13). The court of jurisdiction will be Delhi only.

The services of the clearing agent can be terminated at any time by the Competent Authority, Central Pollution Control Board without any prior notice for unsatisfactory performance in that case, the EMD will also be forfeited.

Thanking you,

Yours faithfully,

Encl: Annexure -I

(M. Varghese)
Admn. Officer (M)

ANNEXURE-I

(FORMAT IN WHICH RATES ARE TO BE SUBMITTED)
(Rates should be both in figure & words)

01.	Agency Commission which includes documentation, attendance, Seating, Strapping etc. Delivery order Collection Charges & Custom Examination Fee, Computer Charges etc.	:	_____ per Bill of Entry .
02.	Labour Charges towards Opening, sealing, re-packing and stripping Charges.	:	_____ Per Pkt.
03.	Transportation from Cargo Terminal – II to our office (Loading & unloading)	:	_____Per kg. Subject to a minimum of Rs._____ .
04.	Transportation from Foreign Post Office to Our Office	:	_____ Per kg. Subject to a minimum of Rs._____ .
05.	D.O. Charges	:	Will be paid as per actual on production of receipt.
06.	IAAI Charges	:	Will be paid as per actual on production of receipt.
07.	Custom Duty	:	Custom Duty if any will be paid by the Board.
08.	Services Charges & Other Statutory	:	
09.	Minimum Clearance time	:	

(Any other charges which are not covered above)