



**Guru Gobind Singh Indraprastha University**  
**Sector 16C, Dwarka, New Delhi -110078**

Website: <http://ipu.ac.in>  
(PURCHASE BRANCH)

Phone No. 011-25302149  
011-25302150

Dated.06.06.2016

**Tender No.:- 03/PUR/GGSIPU/2016-17**  
**Tender (NIQ)**

Sealed item rate quotation is invited on behalf of Registrar, Guru Gobind Singh Indraprastha University, Sector 16 C, Dwarka, New Delhi for **Engaging a Custom Clearing Agency to Import Shipment for a period of two years** as per details given below:-

1.	Name of work	<b>Engaging a Custom Clearing Agency to Import Shipment for a period of two years</b> at Guru Gobind Singh Indraprastha University, Sector 16 C, Dwarka, New Delhi – 110078
2.	Last date, time and venue for submission of EMD, Technical Bid and Financial Bid documents	27.06.2016 Upto 02.00 p.m. in the office of Dy. Registrar (Purchase), Ground Floor, Library Block, GGSIPU, Sector 16 C, Dwarka, New Delhi – 110078
3.	Date, time and venue for opening of technical bid	27.06.2016 at 02.30 p.m. in the office of Dy. Registrar (Purchase), Ground Floor, Library Block, GGSIPU, Sector 16 C, Dwarka, New Delhi – 110078
4.	EMD	Rs.5,000/- (Five Thousand Only) in favour of Registrar, GGSIP University payable at Delhi

The bids shall be submitted in two stages viz.(i) *Technical bid* (ii) *Financial bid*.

**Eligibility:-**

1. The Agency should be Government Approved Custom House Agents License (Attested photocopy of license should be attached)
2. The Agency should be registered as an IATA (International Air Transport Association) accredited Cargo Agent in India. (Attested photocopy of registration certificate to be attached).
3. The agency should have all the necessary permissions/qualification/accreditations to be able to clear consignments received by all means, including those received by air freight, courier service/speed post/ship and land transport.
4. The Agency should have minimum turnover of not less than 10 lacs per annum (enclose details. Balance sheet for previous three years must be enclosed)
5. The Agency should have a valid CHA license on their name and the same should be in use for minimum 5 years, a copy of which must be enclosed with the quotation. The CHA license of the sister concern/firm or any other authorized company will not be accepted.
6. Undertaking by the agency in its Letterhead that:-
  - a. It has not been barred or blacklisted by any of the Central/State Government/Departments/Organizations/Central or State PSU
  - b. It will ensure fair trade practice.
7. Certificate/undertaking that the proprietor/partners of the agency have no relative, employed with GGSIP University
8. Should have valid registration with Service Tax (copy be enclosed).

**Terms & Conditions:**

1. Offers received without EMD will not be considered.
2. University reserves the right to accept or reject any or all the quotations without assigning any reason.
3. Custom Duty shall be paid by the Agency for subsequent reimbursement by the University.
4. Consignment demurrage and all other charges shall be dispatched by the Forwarding Agent and freight shall be paid by Agency for subsequent reimbursement by the University.

5. No advance payment will be made by the University.
  6. The payment will be made against the delivery of Shipment.
  7. Rates quoted should be in words as well as in figures.
  8. The EMD of unsuccessful bidders will be refunded after the finalization of tender.
  9. The service provider will have to collect the documents from GGSIP University, Sector-16C, Dwarka, ND.
  - 10. The service provider will have two days to clear the shipment from the date of completion of the document by the University, and from the third day onwards the service provider will be liable to pay any penalties /demurrage charges, if any, to clear the shipment.**
  - 11. In case the successful Agency/bidder fails to undertake work within time period, the EMD/Performance Security of the Agency will be forfeited.**
  12. The successful bidder/agency shall have to deposit a Performance Security of Rs.15,000/- (Rupees Fifteen Thousand Only) in the form of Demand Draft/Pay order drawn in favour of Registrar, GGSIPU, Delhi within 15 days of the communication accepting the bid.
  13. In case of any dispute relating to meaning, scope, manufacturing, operation or effect of this contract or the validity or the breach thereof, University and the contractor shall make every effort to resolve amicably by direct discussion/negotiation.
  14. In case the dispute cannot be settled amicably within 30 days of the raising of dispute by either party, either party may seek settlement of the dispute by arbitration in accordance with the provisions of the Arbitration & Conciliation Act, 1996 and the award made in pursuance thereof shall be binding on all the parties. The sole arbitrator shall be appointed by Vice Chancellor, GGS Indraprastha University and it shall be no ground to contest the award on the ground that arbitrator was appointed by the University.
  15. The performance under this contract shall not be stopped for any reason whatsoever during the said dispute/proceedings unless the contractor is specifically directed to do so by the University.
  16. The venue of arbitration proceedings shall be Delhi/New Delhi. The language of proceedings shall be English. The law governing the substantive issues between the parties shall be the Laws of India. All disputes are subject to the Jurisdiction of Delhi Courts only.
  17. It is also a term of the contract that if any fee is payable to the arbitrator, it shall be paid equally by both the parties. It is also a term of the contract that the arbitrator shall be deemed to have entered in the reference on the date he/she issues notice to both the parties calling them to submit their statement of claims and counter statement of claims.
  18. Force Majeure:- For purpose of this clause, 'Force Majeure' means an event beyond the control of the contractor and not involving the contractor's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the University either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargo.
- If a Force Majeure situation arises, the contractor shall promptly notify the University in writing of such conditions and cause thereof. Unless otherwise directed by the University in writing, the contractor shall continue to perform its obligations under this contract as far as reasonably practical and shall seek all reasonable alternative means for performance not prevented by Force Majeure event.

(Sunita Shiva)  
Dy. Registrar (Purchase)

## FINANCIAL/COMMERCIAL BID

Tender No.:- 03/PUR/GGSIPU/2016-17

### ENGAGING A CUSTOM CLEARING AGENCY TO IMPORT SHIPMENT FOR A PERIOD OF TWO YEARS

The offer should be submitted under the following subheads accepted by the Agency:-

S. No.	Description	Amount Quoted in fig (Rs.)	Amount Quoted in words (Rs.)
1.	Documentation, Custom Formalities, Filing of Bills of Entry, Examination & Service Charges (Per Shipment)		
2.	CMC Charges (Per Shipment)		
3.	Transportation charges from Airport/Patparganj/ Tughlakabad to GGSIP University, Dwarka, New Delhi (Per Shipment)		
	➤ Upto 50 Kg		
	➤ 50 Kg to 250 Kgs		
	➤ 251 Kgs to 500 Kgs		
	➤ 501 Kgs and above		
4.	Loading and unloading of equipment/materials at Airport/Patparganj/ Tughlakabad/ University premises (per Kg.)		
5.	Any other charges (DO charges/IAAI charges) per shipment *		
6.	Forklift charges at Delhi Airport/Patparganj/Tughalabad and University premises (per shipment)		
7.	Service Taxes		

\*please indicate the percentage of the charges or per shipment shall be paid by the University.

**Note:- The bidder must be clear the consignment from Delhi Airport/Patparganj/Tughalabad/ Foreign exchange post office/speed post or any other place.**

**(SEAL, SIGNATURE & NAME OF THE BIDDER)**