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## INVITATION TO BID (ITB)

Tender No. A3(2378)2022/PUR Date:02.06.2022

### Tender for Comprehensive Service Provider (CSP) for Freight Forwarding & Customs Clearance

**E-tender:** For submitting tenders, login to <https://etenders.gov.in/eprocure/app>

#### LAST DATE:

1. PRE-BID CONFERENCE DATE & TIME: 15<sup>th</sup> June 2022 @ 11.00 Hrs. (IST)
2. LAST DATE & TIME FOR BID (TWO) SUBMISSION: 12<sup>th</sup> July 2022 @ 14.00 Hrs. (IST)
3. BID OPENING DATE & TIME (Part-I: Technical Bid): 13<sup>th</sup> July 2022 @ 14.30 Hrs. (IST)
4. PRICE BID WILL BE OPENED FOR A TECHNICALLY QUALIFIED BIDDER AND THE INTIMATION WILL BE SENT TO THE TECHNICALLY QUALIFIED BIDDER BEFORE OPENING OF THE PRICE BID AS PER PROCEDURE.

#### Contact Details:

Stores & Purchase Officer,  
CSIR-SERC & CSIR Madras Complex,  
Taramani, Chennai – 600 113

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**BID DOCUMENT FOR APPOINTMENT OF AGENT FOR CONSOLIDATION OF  
CONSIGNMENTS OF IMPORTS/EXPORTS SHIPMENTS THROUGH AIR, SEA AND FOREIGN  
POST OFFICE AND CUSTOM CLEARANCE**

**Invitation to Bid No. A3(2378)2022/PUR**

**02<sup>nd</sup> June 2022**

Director, CSIR-SERC and Co-ordinating Director, CMC, Chennai (Both are premier Laboratories of Council of Scientific and Industrial Research) invites Online Bids through CPP Portal in Single Stage Double Envelop System Bid (Two Bid System) for the appointment of Consolidation-cum Clearance Agent/CSP (Comprehensive Service Provider) for a period of **THREE YEARS** subject to renewal for a further period of two years on performance basis, for the import / export of consignments from/ to and all over the world by Air-freight, Air Post Parcel and Sea Shipment under consolidation from the Bidders dealing in Custom Clearance, Import and Export handling and International freight forwarding under consolidation.

<b>S. No.</b>	<b>Tender No.</b>	<b>Description of items</b>	<b>Bidding System</b>	<b>Bid Security (BS/EMD)</b>
1	A3(2378)2022/PUR	Bid document for the “Appointment of Comprehensive Service Provider (CSP)” for the consolidation of consignments of import/export shipments through Air, Sea and Customs Clearance	Single Stage Double Envelop System Bid (Two Bid System). Pre-Bid Conference (PBC) will be held in this regard.	Rs. 1,00,000/- (Rupees One Lakh only)

Bids received without valid **EMD or Bid Securing Declaration (BSD)** will be summarily rejected, EMD is payable to **“The Director CSIR-SERC at Chennai”**. EMD can be submitted in the form of **Account payee DD, FDR, Bank Guarantee**. Bids without EMD or BSD will be rejected. EMD of un-successful bidder/s will be refunded within 45 days after signing of the contract with the successful bidder. **No interest would be paid on the Earnest Money Deposit**. The EMD of the successful bidder shall be refunded immediately after submission of required Performance Bank Guarantee (PBG) as per procedure.

All bids must be accompanied with BS/EMD (Bid Security / Earnest Money Deposit) as specified above in the table or **BSD (Bid Securing Declaration)** as per Annexure-G. **The BS/EMD must be submitted either Online (E-Payment) or Post/Courier (A/c Payee DD/ Banker’s Cheque/ Bank Guarantee/ FDR) on or before the date and time indicated as above**. Bids will be opened online only on the specified date and time. Scanned copy of documents in support of BS/EMD or BSD should be uploaded along with the Bid Document in CPP Portal. In the event of the date specified for opening of bids being declared as a closed holiday for Purchaser’s Office, the due date for submission of opening of bids will be the next working day at the appointed time. **The Bids received without BS/EMD or BSD will summarily be rejected.**

**Note:** A/c Payee DD/ Banker’s Cheque/ Bank Guarantee/ FDR etc. in original towards BS/EMD should be reached CSIR-SERC & CMC, Chennai (Office of Stores & Purchase Dept.) on or before the due date and time as indicated. The above referred original documents should be submitted in sealed cover with concerned CSIR-SERC & CMC, Chennai Tender Reference (CPPP Tender Reference) & CPPP Tender ID and with the details of due date and opening date. The bid security is required to protect the Purchaser against the risk of Bidder's conduct, which would warrant the security's forfeiture.

The Bidder shall furnish, as part of its bid, a Bid Security (BS) for an amount as specified in the Invitation for Bids . The BS shall be submitted by the manufacturer or their specifically authorized dealer/bidder .The Bid Security may be obtained in the form of an **Account Payee Demand Draft, Fixed Deposit Receipt, Banker’s Cheque or Bank Guarantee** (in equivalent Foreign Exchange amount, in case of imports) issued/confirmed from any of the **Scheduled**

**Commercial Bank in India** or in INR by their Indian counterpart/Agent in an acceptable form, and so on, safe guarding the purchaser's interest in all respects. The Bid Security, in the form of BG/TDR, is normally to remain valid for a period of 45 (Forty-Five) days beyond the final bid validity period. Bid Security should be in favour of **“The Director, CSIR-SERC, Chennai”**. **MSE Bidders, Start-ups and the Firms registered with concerned Ministries/ Departments are exempted from submission of Bid Security/ EMD upon submission of necessary Proof of Documents in this regard.** In place of BS/EMD, the Bidder shall sign a **Bid Securing Declaration (BSD)** as per attached format at Annexure-G.

**Interested Bidders are requested to submit online bid in TWO BID SYSTEM latest by 12<sup>th</sup> July 2022 at 14.00 Hours (IST). The Part-I: Technical bid, Part-II: Price Bid. The received Online Bids will be opened in the e-tenders portal (CPPP) on the respective scheduled date.**

The amendments/clarifications to the bidding documents pursuant to the **“Pre-Bid Conference”** would be hosted on the <https://etenders.gov.in>, [www.serc.res.in](http://www.serc.res.in) & [www.csircmc.res.in](http://www.csircmc.res.in) on **OTE (Open Tender Enquiry) basis**. All prospective bidders are expected to take cognizance of the proceedings/changes if any in the tender's terms & conditions subsequent to the Pre-Bid Conference, before submitting their Bids.

**Bid Part-I consisting Technical Bid with enclosures separately through online CPP Portal only.**  
**Bid Part-II - Price Bid/ BoQ shall be uploaded in pdf format consisting Annexure-A separately with its enclosures through online CPP Portal only.**

Bidders may also download the Bid Documents from CSIR-SERC & CMC website i.e. [www.serc.res.in](http://www.serc.res.in) / [www.csircmc.res.in](http://www.csircmc.res.in) at free of cost.

Interested Bidders with DSC are requested to submit the offer **through CPP Portal only addressed to The Director, CSIR-SERC (Attn: The Stores & Purchase Officer, CSIR-SERC & CMC, Taramani, Chennai-113) latest by 12<sup>th</sup> July 2022 by 14.00 hours (IST). Received Online Bids will be opened on the respective scheduled opening date and time in CPPP only.**

The amendments / clarifications to the Bidding Documents would be hosted on CPPP & the Website of CSIR-SERC & CMC and all prospective Bidders are expected to take cognizance of the same before formulating and submitting their Bids.

**A. SHENBAGANATHAN**  
**Stores & Purchase Officer**  
**(For & on behalf of CSIR-INDIA)**

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**CRITICAL DATE SHEET**

<b>S . No.</b>	<b>Stage</b>	<b>Date &amp; Time</b>
1.	Publish Date & Time	02.06.2022 @ 18.00 hrs
2.	Last Date & Time for receipt of queries	14.06.2022 @ 14.00 hrs
3.	Pre-Bid Conference	15.06.2022 @ 11.00 hrs
5.	Bid Submission Start Date & Time	02.06.2022 @ 18.00 hrs
6.	Bid Submission End Date & Time	12.07.2022 @ 14.00 hrs
7.	Bid Opening Date & Time	13.07.2022 @ 14.30 hrs

**TENTATIVE TIME SCHEDULE OF PROCUREMENT PLANNING**

<b>Sl . No.</b>	<b>Stage</b>	<b>Tentative Time Frame</b>
1.	Date of Bid Opening	XX
2.	Date of Completion of Technical Bid Evaluation	XX +50
3.	Date of Communication of Rejection of Bids	XX +65
4.	Date of Receipt of Contest/Representation, if any, from Bidders	XX +70
5.	Opening of Financial Bid	XX + 80
6.	Notification of Award	XX +90

## **INSTRUCTIONS TO BIDDERS**

**1.0 Eligibility Criteria:** Quotations of only those Bidders who fulfill the following Eligibility Criteria shall be considered. Necessary documents in this regard must be enclosed with the **Technical Bid**, failing which; the bid will summarily be rejected.

**1.1** The Bidder should have valid **Consolidation & CHA Licences in their own name (Single name)** registered with Customs at Chennai, Bengaluru, Hyderabad, Mumbai, Kolkata and New Delhi and possess valid GSTIN No. and PAN Numbers.

**1.2** The Bidder should be registered member of **IATA** and must possess **MTO (Multi Mode Transport Operator)** Registration Certificate issued by the Ministry of Shipping, Road Transport and Highways on the date of Bid opening.

**1.3** The Bidder should be certified under **ISO 9001:2015 or latest** Quality Management System Certification.

**1.4** The Bidder should be registered under **Goods & Services Tax in the State of Tamil Nadu. The GST Number must be uploaded with the Technical Bid (Part-I).**

**1.5** The bidder should have their own facility for Customs clearance at Chennai, Bengaluru, Hyderabad, Mumbai, Kolkata & New Delhi for Air, Sea, Road, Rail, Postal & Courier Cargo. The Bidder/Associate must be registered CHA in Customs in all these Cities and the Registration Certificate (CHA Licence) should be valid. **The services cannot be sub-contracted to any other agency.**

**1.6** The Bidder should have successfully executed at least two (2) similar contracts for Freight Forwarding and Custom Clearance work during the last three years i.e., 2018-19, 2019-20 and 2020-21 in any Govt. Department/ PSU/ CSIR Labs/ Public Funded Autonomous Bodies. Documentary evidences about satisfactory performance of the work issued by the client must be enclosed with their complete mailing addresses and telephone numbers/ mobile numbers.

**1.7** The bidder must submit **Bid Security (BS/EMD) of Rs.1,00,000.00** (Rupees One Lakh Only) in the form as indicated in the Bidding Document.

**1.8** Local office and name of the authorized person of Bidder stationed at Chennai (Name, Contact No. (Telephone Number & Mobile Number) & Address) should be provided in the Technical Bid.

**1.9** The Bid should be valid for a period of 90 days from the date of Bid opening.

**1.10** The Bidder must have associates in the Gateway International Airports and a list of such associates detailing location, names, e-mail, telephone numbers, mobile numbers etc. must be enclosed with the Technical Bid.

**1.11** Acceptance of Performance Bank Guarantee for Rs.5.00 Lakhs for each Lab i.e. **CSIR-SERC & CMC**. The PBG should be valid for 38 months from the date of award of contract.

**1.12** Acceptance of Fidelity Bond for Rs.25.00 Lakhs for each Lab.

**1.13** BALANCE SHEET/Annual Report of the bidder for previous THREE YEARS (2018-19, 2019-20 & 2020-21) must be uploaded evidencing Min. Annual Turnover of **Rs.100.00 Lakhs (One Hundred Lakhs)** per year that must be duly certified by a Chartered Accountant.

**1.14** Bids must be submitted Online only through CPPP.

**Note: Documents in support of 1.1 to 1.14 must be submitted in the Technical Bid otherwise the bid will be rejected.**

**2.0 Scope of Work:** The scope of work involves consolidation, clearance of consignments and arranging transit insurance as detailed below:

### **2.1 Consolidation**

**2.1.1** On the basis of the instructions given in **CSIR-SERC & CMC** Purchase Orders, the selected Bidder/CSP will contact the suppliers abroad and regularly monitor the status of pick-up of all consignments, progress, follow-up the orders and make advance arrangement to book the consignment promptly without any delay.

The selected Bidder/CSP Shall check with reference to relevant Purchase Orders that all consignments/packages received for onward transmission, give requisite information particularly in regard to the following before despatch:

- a. Weight and Dimension of consignment.
- b. Marks & Number of Parcels/Cases
- c. Purchase Order Number
- d. Mode of Transport
- e. Airport/Sea Port of Destination mentioned
- f. Whether FOB/FCA, Ex-works, CIF, CIP etc. shipment
- g. Over-Dimensional Cargo (ODC), heavy packages, Perishable Items etc. needing special handling arrangements in India.

**2.1.2** The consignment must be delivered to the destination as per **CSIR-SERC & CMC**'s instructions on the Purchase Order within 3 days of Customs Clearance. The selected Bidder/ CSP Shall arrange freight of consignments to the ultimate destination in India by Air/ Ocean through Air India/ Indian Airlines/ Free Carrier/Liner as per the latest extant directives of Govt. of India.

**2.1.3** The consolidation of air cargo is permitted provided it does not involve a delay of more than seven working days from the date of receipt of cargo at point of origin and the connected documents fully completed in all respects, unless a specific date is fixed by **CSIR-SERC & CMC** in specific cases.

**2.1.4** It shall be ensured that consolidation of air cargo is done under the correct IATA Classification.

**2.1.5** The selected Bidder/CSP shall promptly advise **CSIR-SERC & CMC** the Freight details, Master Airway Bill (MAWB) and House Airway Bill (HAWB) or Bill of Lading (BoL) along with copy of invoice particulars with relevant Purchase Order Number sufficiently in advance of landing of consignments (Pre-Alert intimation).

**2.1.6** The selected Bidder/CSP shall further keep **CSIR-SERC & CMC** posted with all information regarding readiness of the consignments for despatch, expected date of arrival and other allied information.

**2.1.7** The selected Bidder/CSP shall also be responsible and accountable for proper safety, care, handling and storage of goods while in their custody. The Bidder shall be liable to fully compensate **CSIR-SERC & CMC** for any loss, damage or destruction of the goods while in their custody. In case temporary storage is required for the shipments, then same shall be stored safely for period of 14 days and beyond to 14 days the actual storage charges shall be communicated to **CSIR-SERC & CMC** and approval to be obtained from **CSIR-SERC & CMC** for necessary billing.

**2.1.8** The selected Bidder/CSP shall, on receipt of consignments of CSIR-SERC & CMC at the destination, obtain Delivery Orders by paying in Indian Rupees and clearing the consignment from Customs on CSIR-SERC & CMC behalf.

**2.1.9** To enable the Bidder/CSP render the services as stated above, CSIR-SERC & CMC agrees to send the Bidder, copies of individual orders for goods placed on their suppliers with a clear instruction through whom the carriage has to be routed. CSIR-SERC & CMC shall ensure that majority of purchase orders on their overseas suppliers are placed on Ex-works/FOB/FCA Gateway International Airports.

**2.1.10** The selected Bidder/CSP shall ensure that the trans-shipment of the cargo after Break Bulk is done to the correct destination to which it is booked. In the event of any cargo landing at wrong destination, the Bidder/CSP shall take necessary steps for diversion with proper documents to the correct destination with minimum delay, in any case not exceeding a week's time. The Bidder shall bear the Diversion Charges/ Demurrage Charges and other charges, if any.

**2.1.11** For the purpose of calculating the airfreight, the following provisions shall apply:

- a) Volume weight: 6,000 cubic centimeters or 366 cubic inches shall be deemed to equal one kilogram.
- b) Rates shall be applied on the actual gross weight or the volume weight mentioned above whichever is greater.
- c) Fractions of a kilogram or units shall be charged to next half kilogram.
- d) In case of minor weight differences between the supplier's invoices weight and the HAWB weight, the weight indicated on the HAWB shall be the basis for payment of freight charges.
- e) If any dimension of a consignment exceeds 307cm X 192 cm X 158 cm, such consignment shall be treated as Over Dimensional Cargo (ODC).

**2.1.12 Ex-works shipments:** In case the foreign supplier agrees to supply the goods on Ex-works basis only, the consignment shall be lifted by the agent of Bidder, from the foreign supplier's works site/ premises for onward shipment to Stores Section of **CSIR-SERC, Chennai & TTRS, Trisulam, Chennai (TTRS is one of the unit of CSIR-SERC) & CMC, Chennai**. The all-inclusive Foreign Inland Handling / Forwarding and Transportation Charges, Pick-Up Charges up to nearest Gateway International Airport in the supplier country shall be paid by CSIR-SERC & CMC as per **Annexure-D** appended to the bidding documents. No other charges (In the City/ Country of Origin) should be payable by CSIR-SERC & CMC for **Ex-Works shipment**.

**2.1.13** The weight for the purpose of clearance from airport will be the "Chargeable Weight" of the consignment as per the HAWB. However, for payment of other charges, towards transportation in India the weight will be the **Gross Weight** as per MAWB / HAWB. Claims for payment (Invoice) must contain HAWB reference.

## **2.2 Clearance:**

**2.2.1** Customs clearance of imported consignments including Delicate Items, Perishable Items, Dangerous Goods (DGR), Hazardous, Radioactive and ODC shipments from Gateway International Airports & Sea Ports (wherever applicable) of Chennai, Bengaluru, Hyderabad, New Delhi, Kolkata or Mumbai/ ICD/ Foreign Post Office and filing of BoE for CSIR-SERC & CMC shipments (both Import and Export) will be done by the selected Bidder/CSP as per extant guidelines. This includes Sea consignments also.

**2.2.2** Collection of all documents related to Imports/ Exports from different locations has to be submitted to the Stores Section of CSIR-SERC & CMC, Chennai.



**2.2.3** The service provider will ensure that correct **Nomenclature and the HS CLASSIFICATION CODE AS PER EXTANT ITC / Customs Notification** is mentioned in the BILL OF ENTRY. The Correct Product Code (HS) verified **and DUTY FREE ITEMS as per Customs Tariff Act should be** cleared without duty. CSIR-SERC & CMC are both eligible for levy of **Concessional** Customs Duty vide Notification CUSTOMS 51/96 dt.23.07.1996 & Amendment No. 43/2021 dt. 31.08.2021.

**2.2.4** In case the cargo is received in short/damaged condition, no payment shall be released to the bidder till CSIR-SERC, Chennai/ TTRS, Trisulam, Chennai & CMC, Chennai receives the complete consignment/Insurance claim. In all such cases the Bidder is required to obtain the “Shortage” or “Damage” or “Not Found” or “Not Traceable” **certificate from the Airline/ Steamer/ Airport/ Postal/ Courier Authorities and lodge formal claims on behalf of CSIR-SERC & CMC after arranging for insurance survey.**

**2.2.5** The selected Bidder/CSP shall have to bear the applicable Customs Duty up to **Rs. 1,00,000/- (Rupees One Lakh Only)** in each case for each lab on behalf of CSIR-SERC & CMC whether the shipment is through their consolidation or otherwise, which will be reimbursed to the selected Bidder/CSP at actual along with the Bill against supporting vouchers. In case the amount of Custom Duty is more than **Rs.1,00,000/-** in any particular consignment, then the selected Bidder/CSP shall intimate CSIR-SERC & CMC about the amount involved in Customs Duty in advance on the basis of Purchase Order so that the Customs Duty can be arranged well in advance. Any delay in intimating CSIR-SERC & CMC about the duty payable shall be to the account of selected Bidder/CSP. No plea on account of delay in arranging the customs duty shall be accepted. In case of excess payment of duty to IAAI, the agent shall follow up with the customs authorities till recovery.

**2.2.6** CSIR-SERC & CMC will arrange to forward details of all necessary documents to the Bidder/CSP related to the consignment arriving through other Console Agents from Shipper/Consigner through e-Mail. The Bidder/CSP shall have to obtain the delivery order by paying necessary charges and arrange clearance of the consignment. CSIR-SERC & CMC will arrange for Bank Release Order (BRO). Obtain the Cargo Arrival Notice even for non-console consignment, Delivery Order, and prepare necessary customs documents in consultation with CSIR-SERC & CMC and collect the requisite documents from CSIR-SERC & CMC after signatures to complete customs formalities. The Bidder/CSP has pro-actively correspond with all concerned officials and execute the clearance than that payment of demurrage or any other charges for delay does not arise.

**2.2.7** The Bidder shall attend to various queries of the Customs with the assistance of CSIR-SERC & CMC.

**2.2.8** The Bidder shall process the documents through the customs and complete all formalities with the Customs/Chennai Airport/Carrier for delivery to Stores Section, CSIR-SERC, Chennai/ TTRS, Trisulam, Chennai & CMC, Chennai.

**2.2.9** CSIR-SERC & CMC agrees to pay the Bidder **fixed clearance charges per Bill of Entry(BoE) of Rs. 5000/- as Agency Charges for customs clearance of air/sea consignment.** This charge includes all expenses required to be incurred for the purpose of clearance which may include Examination Fees, Unpacking & Re-packing Charges, Charges Collect Fees, Handling Charges, and Transportation Charges, Break Bulk Fees and arranging Transit Insurance Charges, Loading & Unloading Charges etc. No other expenses towards clearance shall be payable by **CSIR-SERC & CMC** under any circumstances excepting storage charges during the free period (At actual against supporting vouchers). This rate is firm and fixed for any consignment whether Dangerous, ODC, Hazardous, Radioactive, Perishable, etc. All consignments cleared at Chennai Gateway International Airport/ ICD/ Sea Port shall be required to be delivered at Stores Section of CSIR-SERC, Chennai/ TTRS, Trisulam, Chennai & CMC, Chennai without any extra cost towards Transportation Charges up to 200 Kgs. However, the consignments of CSIR-SERC & CMC should be delivered at Stores Section of CSIR-SERC, Chennai/ TTRS, Trisulam, Chennai & CMC, Chennai.

However, Transportation Charges from Airport for consignments weighing more than 200 Kgs. and from outstations (irrespective of weight) shall be payable extra at actual (against original supporting vouchers).

However, the amount claimed towards such charges should be reasonable. CSIR-SERC & CMC may restrict the amount to a reasonable amount in case the claim is found unreasonable. The applicability of the Transport Charges in India shall be assessed on the basis of gross weight/ Volumetric weight whichever is lesser only. Payment will be made at actuals and original vouchers must be attached. GST will be payable extra as per GST Act. TDS towards GST & IT will be deducted as per extant rule.

The consignment after clearance from the Airport should be delivered at the Stores Section of CSIR-SERC, Chennai/ TTRS, Trisulam, Chennai & CMC, Chennai on the same day or next day. In case it is felt that the cargo may reach CSIR-SERC & CMC beyond office hours, the selected Bidder/CSP shall intimate in advance to keep the premises open. Alternatively, the selected Bidder/CSP shall keep the cargo in their custody which has to be insured against fire, theft and other risks so as to indemnify CSIR-SERC & CMC for any loss until delivery to CSIR-SERC & CMC.

**2.2.10** The selected Bidder/CSP should clear the consignment within the free allowance period to avoid the demurrage. In case shipments are not cleared within the free period due to fault of clearing agent, demurrage if any, shall be deducted from Agent's clearance bill.

**2.2.11** The Bidder/CSP shall arrange physical inspection of the consignments at the Airport and get them out passed from Customs for delivery.

**2.2.12** The Bidder/CSP shall arrange loading of the consignment and transport the same to CSIR-SERC, Chennai/ TTRS, Trisulam, Chennai & CMC, Chennai nominated delivery point. However, unloading arrangement up to 200 Kgs. shall be done by CSIR-SERC & CMC. For consignments weighing more than 200 Kgs. the Bidder/CSP shall also arrange unloading. The costs thereof would be reimbursed at actual, against supporting vouchers.

**2.2.13** All consignments collected by the Overseas Associates for consolidation during the period of Contract shall be collected by the Bidder/CSP's overseas associates and handed over to CSIR-SERC & CMC without any pre-condition. Bills of the Bidder/CSP will be released as per Contract.

**2.2.14** The overseas associates shall follow all the statutory provisions from time to time in their country of operation pertaining to export of the consignment to CSIR-SERC & CMC.

**2.2.15** CSIR-SERC & CMC, Chennai will make payment to the selected Bidder/CSP within 30 business days of receipt of invoice together with all documents/vouchers in terms of the agreement with the CSP. [NEFT/RTGS after deducting TDS]

**2.2.16** Hazardous/ Perishable/ Dangerous shipments will be paid as per IATA rates subject to prior declaration by shipper/ CSIR-SERC & CMC, Chennai's Supplier w.r.t Nature of Cargo (DGR/Hazardous etc).

## **2.3 Exports**

**2.3.1** Export for repairs, which will be re-imported during warranty and post-warranty period.

**2.3.2** Export of equipment for replacement or calibration or sale or analysis or re-import.

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

**2.3.4** The Bidder/CSP should advise and collect the requisite documents from CSIR-SERC & CMC for export and arrange for transportation of the packed consignment from CSIR-SERC & CMC for onward dispatch to the consignee on freight-to-pay / pre-paid basis as the case may be and obtain endorsement on the export Bill of Entry, to facilitate its re-import without levy of any Custom Duty.

## **2.4 Transit Insurance**

**2.4.1** Arranging transit insurance on 110% of CIF/CIP value from any nationalized insurance company covering all transit risks including wars, strikes, riots, civil commotion which should be valid till 30 days after receipt of consignment at CSIR-SERC, Chennai/ TTRS, Trisulam, Chennai & CMC, Chennai. The insurance premium must be expressed as a percent of 110% of CIF/CIP value. The insurance should be done as per Institute Cargo Clause Air and Institute Cargo Clause A.

**2.4.2** The expenditure incurred towards transit insurance shall be reimbursed at actual against supporting original vouchers and individual insurance policy/certificates.

**2.4.3** Transit insurance shall also be required to be arranged in case of exports, if required.

**2.4.4** Any kind of loss or damage to the consignment will be the Bidder/CSP's responsibility for filing insurance claim for recoupment. However, necessary documents on this account to be prepared by the Bidder/CSP will be signed by CSIR-SERC & CMC in the capacity of consignee/importer. The insurance claims, if any must be followed up with the concerned insurance company till final settlement.

**2.4.5** The payment of Airfreight, Customs Duty, Insurance Premium, Clearance Charges, and Pick-up Charges, if any, etc. will not be made if the consignment is in damaged condition both externally or internally. However, the payment will be released only after the amount is recouped from the insurance company. CSIR-SERC & CMC will not bear/pay any demurrage charge on account of any delay in clearance attributable to clearing agent or their freight forwarder.

In case, a perishable consignment is spoiled / damaged due to insufficient dry Ice during clearance, Bidder shall be held accountable for the loss. The cost of dry ice, if required for repacking shall be reimbursed at actuals against supporting vouchers.

**2.4.6** For consignment of high value/ sophisticated equipment, CSIR-SERC & CMC prefer to have storage insurance coverage till its installation at the designated place. For this purpose, the Bidder/CSP will have to arrange insurance accordingly, which would be informed specifically.

## **3.0 Price Schedule:**

The Bidder/CSP shall fill in the Price Schedule Form as per **Annexure-A** that must be duly signed and stamped and, enclosed with the Price Bid. The rates must be quoted as per this format only, otherwise the Bid will be rejected. The discount should be quoted in both figures and words. In case of discrepancy between the two, the discount in words would prevail over the figures.

## **4.0 Bid Evaluation Criteria:**

**4.1** The Price Bids/ BoQ of the technically qualified bidders, meeting the Eligibility Criteria (S.No.1.1 to 1.14), tender requirements under Consolidation (S.No.2.1) and Clearance (S.No.2.2) as stipulated above will be opened, under intimation to the qualified Bidders/CSP. In the event of receipt of Price Bid/ BoQ from the Bidders, with same discount (%) on the latest IATA Tact Rate Sheet, based on the other favorable parameters, lowest evaluated bidder will be selected.

**4.2** The contract will be awarded to the Lowest Evaluated Responsive Bidder who shall offer the **maximum discount on the latest IATA Tact Rate Sheet as per Annexure-A.**

## **5.0 General Instructions, Terms & Conditions**

**5.1** All forwarders are to charge the freight charges on the basis of IATA rates which are fixed by IATA. The latest version of IATA rates from respective country of import should be considered as the reference, while offering discount on forwarding/consolidation rates. (A copy of the latest version of IATA rates adopted for the purpose of offering discount should be enclosed with the priced bid.) Under no circumstances should these rates be more than those specified in latest IATA Tact Book. The Bidder should furnish an undertaking to this effect on their letterhead.

**5.2** The Bidder/CSP should provide details of their associates abroad in the Gateway International Airports and any change in the dealing parties should be communicated immediately to CSIR-SERC & CMC with full details and particulars.

**5.3** The Bidder, in the Price Schedule Form (Annexure-A)/BoQ should offer a **fixed single standard/flat discount on IATA rates, which should be “In Percentage” only**, applicable for all countries on and all weight slabs. The offers of the Bidders will be evaluated on the basis of the percentage of discount and not on individual rates for weight slabs from different countries. **Offers/bids with discounts subject to any conditions imposed by the bidder or in any other format will be rejected outrightly.** (A copy of the latest version of IATA rates adopted for the purpose of offering discount should be enclosed with the priced bid.) The rates must be quoted according to the format only, otherwise, the Bid will be rejected.

**5.4** All other statutory charges on Air Freight/ Sea Freight will be reimbursed at actual against supporting original vouchers. Statutory Charges are charges levied by Airline/Airport Authority or Government in their Sovereign Capacity, which includes:

- |   |                        |
|---|------------------------|
| (01) IAAI charges *;  | (02) Fuel Surcharge;   |
| (03) Security Surcharge;  | (04) Port charges; and |
| (05) The foreign inland handling/forwarding charges, pick-up charges, etc. if applicable as per <b>Annexure-D</b> appended to the Bidding Document. |                        |

These charges should be supported by the circulars issued by the concerned authorities. The prevailing rate sheet for these charges (Sl. No. 01 to 04) should be included in the Priced Bid/ BoQ.

\* **Note:** The IAAI Charges shall be restricted to the Storage Charges applicable during the free period only.

In the event of revision in IATA rates or any of the above charges, the percentage of revision shall be proportionate to such change. The Bidder/CSP must advise CSIR-SERC & CMC of a manner in which such revision has been arrived at. Necessary documentary proof for such revision must be submitted.

**5.5** The Bidders must have their own arrangements of warehousing, Insurance, pick-up and delivery within the country and also in the exporting country. Details of these facilities in India should be given for proper evaluation.

**5.6** The admissible expenses towards air/sea freight, pick-up charges, etc. would be paid in Indian Rupees as per the exchange rate adopted for the assessment of Custom Duty on the date of filing of the BoE.

**5.7** The terms & conditions governing the freight for items not coming under console are to be indicated separately in the Technical Bid and the rates applicable should be indicated separately in the Price Schedule Form.

**5.8** The successful Bidder will have to submit 2 Performance Bank Guarantee (PBG) for Rs.5,00,000.00 (Rupees Five lakhs only) each CSIR-SERC & CMC separately from anationalized bank as security, which should be valid at least for 38 months (Three years of contract + two months) from the date of contract. The same Bank Guarantee will be returned after completion of 38 months subject to fulfillment of all Contractual Obligations & No dues to CSIR-SERC & CMC from the Service Provider. No interest would be paid on Bank Guarantee. Director, CSIR-SERC & Co-ordinating Director, CMC will have the discretion to invoke the provisions of the Performance Bank Guarantee for any breach of contract. The PBG has to be submitted before signing of the contract.

**5.9** Only D.O. Charges (when not on console), fixed Bill of Entry charges and statutory levies will be paid by CSIR-SERC & CMC for CIF / CIP Shipments. Transportation charges from Chennai Airport to Stores Section of **CSIR-SERC & CMC**/ TTRS Stores, Trisulam, if applicable will be paid at actual against supporting ~~with~~ Service Tax/GST is payable extra. Delivery Order (D.O) charges on consignments coming under own console shall not be paid.

**5.10** Bank Release Order (for consignments against irrevocable letter of credit) will be delivered only after its receipt from the bank. Customs clearance should be initiated without waiting for bank release order. The invoice towards Consolidation & Clearance Charges along with the Bill of Entry (BoE) in respect of all shipments must be sent to CSIR-SERC & CMC within 7 working days of Customs clearance.

**5.11** In the case of any dispute, the consignment shall not be withheld and must be cleared by the agent and handed over to CSIR-SERC, Chennai/ TTRS, Trisulam, Chennai & CMC, Chennai pending the settlement thereof immediately.

**5.12** As the successful bidder shall handle sophisticated and valuable consignment, hence the successful bidder shall have to furnish 2 **Fidelity Guarantee Bonds** valid for 38 months from the date of Contract for an amount of Rs.25.00 Lakhs (Rupees Twenty five Lakhs only) each in favour of Director, CSIR-SERC & Co-ordinating Director, CMC to safeguard the interest of CSIR-SERC & CMC in the event of any loss to CSIR-SERC & CMC due to any act of omission and commission by the successful bidder before signing the contract.

**5.13** The successful Bidder will have to give an undertaking that no consignment of CSIR-SERC & CMC will be detained / withheld by them before or after the custom clearance under any circumstances.

**5.14** The Bidder must collect all documents required for clearance from CSIR-SERC & CMC. The Bidder/CSP shall be held responsible for any delay in customs clearance and not completed within the free period. The demurrage charges due to Bidder's negligence will not be payable. Similarly, the Bidder shall have to make good to CSIR-SERC & CMC towards any loss incurred due to negligence or failure on their part to take prompt action in finalization of BoE and clearance of consignment.

The Bidder may be required to carry out or arrange to carry out the inspection of the ordered material as per PO, at the country/port of shipment or supplier's premises on behalf of CSIR-SERC & CMC, if required in certain cases. Safe Custody of the Consignment cleared is the responsibility of the Bidder until it is delivered to CSIR-SERC, Chennai/ TTRS, Trisulam, Chennai & CMC, Chennai.

**5.15** The successful bidder shall have to bear the applicable customs duty up to Rs.1,00,000.00 (Rupees One Lakh Only) per consignment on behalf of CSIR-SERC & CMC and within 30 days of claim, the same will be reimbursed to the successful bidder. In case the amount of Customs Duty is more than Rupees One lakh for any consignment, then the successful Bidder shall intimate CSIR-SERC & CMC about the amount of custom duty involved in advance so that the customs duty can be arranged well in advance; prior to landing against Intimation and advance Bill of Entry copy from the Bidder/CSP. Any delay in intimating CSIR-SERC & CMC about the duty payable shall be to the account of successful bidder. No plea on account of delay in arranging the customs duty shall be accepted.

**5.16 Penalty Clause:** CSIR-SERC & CMC reserves the right to deduct penalty @ 0.5% per week of Ex-works/ FCA / FOB price (INCOTERMS 2020 or latest), for delay in consolidation and Airfreight / Sea shipment of CSIR-SERC & CMC shipments and delivery to CSIR-SERC & CMC. (Maximum penalty shall be 10%). The period for this will be calculated after 30 days, from the date of intimation by supplier about the readiness of the consignment for shipment.

**5.17** The Bidder will pay all the charges of customs clearance, pick-up charges, if any, Air Freight/Sea-freight charges, insurance premium, clearing charges and transportation charges, wherever applicable, including Customs Duty up to Rs.1,00,000/- (Rupees One Lakh only) per consignment (shipment). The same will be reimbursed after receipt of the consignment by CSIR-SERC & CMC on submission of pre-receipted bill in duplicate addressed to The Director, CSIR-SERC & CMC along with the relevant document as a proof for which payment is charged e.g., MAWB, HAWB, Bill of Entry, CD Challan, Freight bills, etc.

**5.18** Quotation will be addressed to Director, CSIR-SERC & Co-ordinating Director, CMC (Kind Attn: Stores & Purchase Officer, Taramani, Chennai-600113).

The Technical and the Priced Bids should be in two separate Covers/ Envelopes and submitted.

**5.19** The received online bids through CPPP will be opened on the scheduled date and time in CPPP only.

**5.20** No Bidder is permitted to withdraw or modify the bid submitted after opening.

**5.21** Incomplete Bid and conditional Bid will be rejected.

**5.22 The Bid/s should be submitted through CPP Portal only, received by Fax/E-Mail, Post, Courier and in open condition will not be considered/ accepted for evaluation.**

**5.23 The bids should be valid for a minimum period of 90 days from the date of Bid opening.**

**5.24** The Director, CSIR-SERC & Co-ordinating Director, CMC reserves the right to accept or reject any or all the Bids received without assigning any reason.

**5.25** The Director, CSIR-SERC & Co-ordinating Director, CMC reserves the right to terminate the Contract with one month prior notice at any time on finding the service unsatisfactory or for any **breach of contract**.

**5.26** The Contract shall be interpreted as per Indian Laws and the place of jurisdiction shall be Chennai.

**5.27** Negotiation with bidders after the opening of the quotations is severely discouraged. Therefore, the bidders are advised in their own interest to quote their best competitive/discounted offer in the first instance or maximum discount may be indicated in the quote/offer. However, CSIR-SERC & CMC reserves the right for a Techno-Commercial Discussion.

#### **5.28 Settlement of Disputes**

CSIR – SERC & CMC, Chennai and the Bidder/CSP shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

- If, after twenty-one (21) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the CSIR – SERC & CMC, Chennai or the Bidder/CSP may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under the Contract.

- The dispute settlement mechanism/arbitration proceedings shall be concluded as under:

If any dispute or difference arises between the parties hereto as to the construction, interpretation, effect and implication of any provision of this agreement including the rights or liabilities or any claim or demand of any party against other or in regard to any other matter under these presents but excluding any matters, decisions or determination of which is expressly provided for in this Agreement, such disputes or differences shall be referred to an Arbitral Bench consisting of three Arbitrators, one each to be appointed by each party and the two Arbitrators shall appoint a third Arbitrator who shall be the presiding Arbitrator. A reference to the Arbitration under this Clause shall be deemed to be submission within the meaning of the Arbitration and Conciliation Act, 1996 and the rules framed thereunder for the time being in force. Each party shall bear and pay its own cost of the arbitration proceedings unless the Arbitrators otherwise decides in the Award Note: In view of Section 12 (5) of the Act introduced by the Arbitration & Conciliation (Amendment) Act, 2015, any difference/dispute arising out of the agreement/contract shall be referred to Delhi International Arbitration Centre(DIAC) .Delhi High Court, New Delhi ,

- The venue of the arbitration shall be the place from where the contract is issued.
- Notwithstanding, any reference to arbitration herein,
  - (a) Both the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and
  - (b) CSIR – SERC & CMC, Chennai shall pay the Bidder/CSP any monies due the Bidder/CSP.

**5.29** All INCOTERMS used in the Bidding Document will have the meaning as described in INCOTERMS-2020 issued by ICC.

**5.30** During performing the obligations under the contract, the bidder shall not involve or associate with any fraudulent, corruptive, unethical or coercive practices.

## **6.0 Documents**

**The Technical Bid should contain the following documents (6.1 to 6.12)**

**6.1** Forwarding Letter on the Bidder/CSP's Letter Head duly signed by the authorized person and stamped addressed to the Stores & Purchase Officer, CSIR-SERC & CMC indicating the local office and name of authorized person and his contact number at Chennai along with similar details in respect of their offices located at Chennai, Hyderabad, Mumbai, Kolkata, Bengaluru and New Delhi. It should also indicate the validity of Bids and the GSTIN and PAN numbers.

**6.2** Copy of Customs Authorized Clearing Licence (**CHA**) in their own name registered with Customs at Chennai, Bengaluru, Hyderabad, Mumbai, Kolkata and New Delhi valid as on date of opening of Technical Bids.

**6.3** Copy of **IATA Registered Membership** and **Multi-Mode Transport Operator** Registration Certificate issued by Ministry of Shipping, Road Transport & Highways.

**6.4** Copy of ISO 9001:2015 or latest Quality Management System Certification.

**6.5** Copy of GST Registration Certificate.

**6.6** The list of the Customers (at least 2) with their full address, e-mail and telephone numbers where similar nature of services were rendered during the last three years i.e., during 2018-19, 2019-20 and 2020-21 to any Government Department / CSIR Labs./ Public Funded Autonomous Bodies with Certificate of Successful Performance from them.

**6.7** EMD (BID SECURITY) @ Rs. 1,00,000/- or BSD (Bid Securing Declaration) as indicated above.

**6.8** The compliance statement / undertaking on the Letter Head of the Bidder confirming acceptance of the terms & conditions as per this ITB (**Annexure-B**).

**6.9** Copy of Consolidation Licence/Certificate in their name.

**6.10** The name, address, contact number, e-mail Id, fax & telephone number of all the associates at the different Gateway International Airports located in different countries.

**6.11** The terms & conditions governing the freight of Perishable, ODC, Dangerous, Hazardous and Radioactive consignments not getting covered under the purview of consolidation and for export consignments.

**B The Price Bid (Financial bid) / BoQ should be containing the following documents:**

**6.12** The Price Schedule Form/ BoQ (Annexure-A & Pick Up Charges For All Ex-Works Consignment-Annexure-D) duly filled up for consignments coming under consolidation along with copy of the latest version of IATA rates adopted for the purpose of offering discount.

**6.13** The cost of airfreight for consignments not coming under consolidation and for exports.

6.14 The tender's terms & conditions, rules & procedures of CSIR applicable from time to time and tender terms & conditions as in the website of CSIR-SERC & CMC are also part of this tender wherever applicable.

**A. SHENBAGANATHAN  
Stores & Purchase Officer  
CSIR-SERC & CMC**

**Encl:**

1. Price Schedule Form (Annexure-A)
2. Bidders undertaking (Annexure-B)
3. Bid Security Form (Format of EMD) (Annexure-C)
4. Performance Security Format (Annexure-F)
5. Bid Security Declaration (Annexure-G)



**Price Schedule Form**

**Scope of Work:** Pick-up, freight forwarding, transit insurance, clearance and delivery at Stores Section, CSIR-SERC, Chennai/ TTRS, Trisulam, Chennai & CMC, Chennai.

Sl. No.	% Discount Offered	Actual Freight (100-A)	Insurance Charges
	For Console Consignment		(To be expressed as % of the 110% CIF Value)
	A	B	C
	In Figures: ..... In Words: ..... .....		

**Place:** Signature of the authorized person of the Bidder: .....  
Name of the authorized person : .....  
**Date:** Name of the Agent: .....  
Rubber Stamp / Seal

**Note:**

1. The **discount should be firm and fixed and should be applicable uniformly for all slabs of weight and from different countries, as per IATA** and a copy of the latest IATA Tact Rate Sheet based on which the discount has been worked out must be enclosed along with the Price Bid failing which, the offer shall be summarily rejected.
2. The **cost of airfreight for consignments not coming under consolidation and for exports** shall be as per the tariff fixed by IATA for air consignments. The **rate for ocean consignments** shall be as per the charges of the liner.
3. The **prevailing rate sheet towards IAAI Charges, FSC, SSC and Port Charges** issued by different airlines / authorities should be also enclosed with the Price Bid/ BoQ.

**Undertaking by The Bidder  
(On the Letter Head of the Bidder)**

1. We agree that the consignments after clearance from airport by us will directly be delivered to the Stores Section of CSIR-SERC & TTRS, Trisulam and CMC immediately. In case of perishable item, it will be delivered within minimum time with necessary temperature control arrangements. The services will not be sub- contracted to any other agency.
2. We agree to pay the Customs Duty for all consignments at the time of clearance from Airport / Seaport and its reimbursement up to a limit of Rs. 1,00,000/- (Rupees One Lakh only) against paid challan. We shall submit bill along with the paid challan for reimbursement of Customs Duty paid.
3. We undertake to ensure that correct Nomenclature and HS Classification Code as per extant ITC/Customs Notifications is mentioned in the Bill of Entry and the correct product Code (HS) is verified and duty free items as per Customs Tariff Act is cleared without Customs Duty.
4. We agree that we shall not claim any demurrage charge, if paid by us at the time of clearance, for the shipments arranged by us and further, no consignment of CSIR-SERC & TTRS, Trisulam and CMC will be detained or withheld by us before or after customs clearance under any circumstances.
5. We agree that the House Airway Bill Number (HAWB) and date and Master Airway Bill Number (MAWB) and date will be intimated to the importer (CSIR-SERC & CMC) sufficiently in advance prior to, arrival of the consignment.
6. We agree that we shall collect necessary documents required for clearing of consignments by deputing our representative to CSIR-SERC & CMC as and when required on a daily basis.
7. 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 our bills.
8. We shall prepare and submit consolidated bill towards Airfreight, clearance charges, customs duty and insurance charges strictly in accordance with the approved rates. Under no circumstances airfreight rates charged by us, shall exceed those specified in the latest issue of IATA Tact Rate Book less the discount offered.
9. We agree to accept the Exchange Rate adopted for the assessment of Custom Duty on the date of filing Bill of Entry (Import) for the purpose of calculation of airfreight charges.
10. We undertake to arrange for transit insurance of the consignment and pay the insurance premium on 110% of CIF/CIP value from any nationalized insurance company covering all transit risks including wars, strikes, riots, civil commotion etc. which would be valid till 30 days after receipt of consignment at CSIR-SERC & CMC. The insurance would be done as per institution cargo clause Air & Institute Cargo Clause "A". Further, we undertake to arrange storage insurance of high value / sophisticated equipment till its installation at designated places as per the specific request of CSIR-SERC & CMC.
11. In case the cargo received is damaged / short shipped/ landed, then we shall not claim any payment till CSIR-SERC & CMC receives the insurance claim. In such cases, shortage/damage/not found/not traceable notice would be lodged by us with the airport authorities and obtain necessary certificate from the Airline/ Port authorities for necessary claim with the concerned authorities under intimation to CSIR-SERC & CMC and also arrange for deputing the insurance surveyor.

During inland transportation, any loss/damage is our sole responsibility. In such cases, we shall provide “Loss/Damage Certificate” immediately and lodge claim with insurance company and pursue till settlement and further we shall be responsible and accountable for proper safety, care, handling and storage of goods while in our custody and during transit.

12. As we shall handle sophisticated and valuable consignment, we shall furnish Fidelity Bonds of **Rs. 50.00 Lakhs (i.e Rs.25.00 Lakhs in favour of Director, CSIR-SERC & Rs. 25.00 Lakhs in favour of Co-ordinating Director, CMC)** to safeguard the interest of CSIR-SERC & CMC in the event of any loss to CSIR-SERC & CMC due to any act of Omission and Commission by us. The fidelity bond would be valid for the contract duration. Director, CSIR-SERC & Co-ordinating Director, CMC will have the discretion to order for the forfeiture of deposit for any breach of contract.

13. We undertake to submit 2 Performance Bank Guarantee (PBG) for a value of **Rs. 5,00,000/- (Rupees Five Lakhs Only)** each on CSIR-SERC & CMC valid for 38 (Thirty Eight) months from the date of Contract, which can be invoked in line with clause 5.8 of the bidding documents.

14. We agree to accept the penalty clause as per clause 5.16 of the bidding documents.

15. We undertake to transport the consignments through an approved mode as per Carriers Act.

16. We undertake that we shall not involve or associate ourselves in any corruptive, fraudulent, coercive or unethical practices while performing our obligations under this contract.

17. We unconditionally accept all the terms and conditions of this **ITB**.

**Place :** .....

**Date :** .....

**Signature of the authorized person of the Bidder :** .....

**Name of the authorized person :** .....

**Name of the Agent :** .....

**Rubber Stamp / Seal**

**BID SECURITY FORM**

(Refer para 5.1.2 (ix)(c) &amp; 6.1.1 (01) of the CSIR Manual)

Whereas \_\_\_\_\_ (hereinafter called the tenderer”) has submitted their offer dated \_\_\_\_\_ for the supply of \_\_\_\_\_ (hereinafter called the tender”) against the purchaser’s tender enquiry 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 or modifies or impairs or derogates from the Tender in any respect within the period of validity of this tender. Or
- (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 as per the Annexure-F.
  - (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 i.e., up to \_\_\_\_\_ and any demand in respect thereof should reach the Bank not later than this date.

\_\_\_\_\_  
(Signature of the authorized officer of the Bank)

Name and designation of the officer

Seal, Name & Address of the Issuing Branch of the Bank

**Note: Whenever the bidder chooses to submit the Bid Security in the form of Bank Guarantee, then he should advise the banker issuing the Bank Guarantee to immediately send by Registered Post (A.D.) an unstamped duplicate copy of the Guarantee directly to the Purchaser with a covering letter to compare with the original BG for the correctness, genuineness, etc.**



ISO 9001 Organisation
सी.एस.आई.आर-संरचनात्मक अभियांत्रिकी अनुसंधान केन्द्र
<b>CSIR-STRUCTURAL ENGINEERING RESEARCH CENTRE</b>
(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद Council of Scientific and Industrial Research)
सी.एस.आई.आर परिसर CSIR CAMPUS, तम्मणि TARAMANI, चेन्नै CHENNAI - 600 113. भारत INDIA
दूरभाष Tel: 044-22549108/09, 22541238 फैक्स Fax: 044-22542211 ई-मेल E-mail: puroff@serc.res.in

### Electronic Fund Transfer Account Details

S.No.	Particulars	Details
01.	Name of the Account Holder	Director, CSIR-SERC
02.	Address	CSIR Road, CSIR Campus, Taramani, Chennai – 600 113
03.	E-Mail address	<a href="mailto:puroff@serc.res.in">puroff@serc.res.in</a>
04.	Phone Number/Mobile Number	044 - 22549108/05
05.	(1) Permanent Account Number (PAN)	AAATC2716R
	(2) GSTIN	33AAATC2716R3ZK
06.	<b>Particulars of Bank Account</b>	
	(i) Name of the Bank	State Bank of India
	(ii) Name of the Branch	CSIR Branch
	(iii) Branch Code	0010673
	(iv) Address	State Bank of India, CSIR Branch, Taramani, Chennai 600 113.
	(v) Telephone Number	044-22544519/22541848
	(vi) Account Number	30225927924
	(vii) Type of Account	Saving Bank Account
	(viii) IFSC Code (RTGS/NEFT)	SBIN0010673
	(ix) MICR Code	600002130

**PERFORMANCE SECURITY FORMAT**

(As per Order No. F.9/4/2020-PPD dt. 30.12.2021 & 12.11.2020 issued by Ministry of Finance, Dept. of Expenditure, Procurement Policy Division,

Supplier should submit the Performance Security in the form of Bank Guarantee (3% of the value of the contract) as Performance Security till 31<sup>st</sup> March 2023)

**MODEL BANK GUARANTEE FORMAT FOR PERFORMANCE SECURITY (PBG)**

To,

.....

WHEREAS ) .....name and address of the supplier) (hereinafter called “the supplier (” has undertaken, in pursuance of contract No ..... dated.....to supply )description of goods and services) (herein after called “the contract.”)

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you 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, up to a total of ) .....amount of the guarantee in words and figures(, 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 )amount of guarantee (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 .....day of ....., 20.....

)Signature of the authorized officer of the Bank(

.....

Name and designation of the officer

.....

Seal, Name & Address of the Issuing Branch of the Bank

**Note: Whenever, the bidder chooses to submit the Performance Security in the form of Bank Guarantee, then he should advise the banker issuing the Bank Guarantee to immediately send by Registered Post )A.D (.an unstamped duplicate copy of the Guarantee directly to the Purchaser with a covering letter to compare with the original BG for the correctness, genuineness, etc.**

**Bid-Securing Declaration (BSD) Form**

Date: \_\_\_\_\_

Bid No . \_\_\_\_\_

To  
Director,  
CSIR Structural Engineering – Research Centre,  
CSIR Campus, Taramani, Chennai – 600 113  
(Tamil Nadu)INDIA

I/We .The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- (a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- (b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i)the receipt of your notification of the name of the successful Bidder; or (ii)thirty days after the expiration of the validity of my/our Bid.

Signed :insert signature of person whose name and capacity are shown (in the capacity of )insert legal capacity of person signing the Bid Securing Declaration.

Name : (insert complete name of person signing he Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of : (insert complete name of Bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing)

Corporate Seal (where appropriate)

Note :In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid