

Tender Document

**ICAR-NATIONAL BUREAU OF PLANT GENETIC RESOURCES
PUSA CAMPUS, NEW DELHI-110012**

**ARC of Clearing of Foreign Consignments/Equipment, Perishable items,
Seeds and Planting Materials etc.**

Ref. No. 11(10)/Purchase/2018

**ICAR-NATIONAL BUREAU OF PLANT GENETIC RESOURCES
PUSA CAMPUS, NEW DELHI-110012**

Phone:011-25841022

email:nbpgr.aaopurchase@icar.gov.in

web: www.nbpgr.ernet.in

E-PROCUREMENT TENDER NOTICE

ICAR-National Bureau of Plant Genetic Resources, Pusa, New Delhi-12 invites tenders under Two Bids System (Technical and Financial) from reputed & eligible agencies through E tender for ARC of Clearing of Foreign Consignment/Equipment, Perishable items, Seeds and Planting Materials etc.

Earnest Money Deposit	₹ 20,000/- (Rupees Twenty Thousand only) in the form of Fixed Deposit Receipt (FDR)/Demand Draft, Bank Guarantee in favour of Director, NBPGR, New Delhi, Payable at New Delhi. EMD should reach The Assistant Admn. Officer (Purchase), ICAR-National Bureau of Plant Genetic Resources, New Delhi-12 before the end date and time of bid submission. Bidders, however have to attach scanned copies of EMD documents along with the e-tender (technical bid).	
Issue of Tender Document	Tender Document may be down- loaded from the NBPGR website www.nbpgr.ernet.in and CPP portal https://eprocure.gov.in/eprocure/app as per the schedule	
Bid document Download Start Date		25.05.2018, 2:00 PM
Bid Submission Start Date		26.05.2018, 10:00 AM
Bid submission End Date		18.06.2018, 12.30 PM
Technical Bid Opening Date		19.06.2018, 2.30 PM

Notes:

1. All details regarding the subject tender are available on our websites www.nbpgr.ernet.in and <https://eprocure.gov.in/eprocure/app>. Bidders are therefore, requested to visit our websites regularly to keep themselves updated.
2. **Manual bids shall not be accepted.**
3. For submission of E-Bids, bidders are required to get themselves registered with <http://eprocure.gov.in/eprocure/app>.
4. Tender document's cost and EMD should reach The Assistant Admn. Officer (Purchase), ICAR-National Bureau of Plant Genetic Resources, New Delhi, before the end date and time of bid submission. Failing which the offer will be liable for rejection. Bidder, however have to attach scanned copies of tender cost and EMD along with their e-tender.
5. Clarifications/ queries, if any, can be addressed to The Assistant Admn. Officer, Purchase, ICAR-National Bureau of Plant Genetic Resources, New Delhi, on phone:011-25841022 and email:nbpgr.aopurchase@icar.gov.in.



(U.C. Sharma)
Administrative Officer

ICAR-National Bureau of Plant Genetic Resources
Pusa Campus, New Delhi – 110 012 (India)

No.....

ICAR-National Bureau of Plant Genetic Resources, NBPGR, Pusa Campus, New Delhi, invites E-tender for the appointment of consolidation-cum-clearance agent for the period of One Year for the import/export of consignment from all over the world by air freight and air post parcel under consolidation from the parties dealing with custom clearance, import and export handling and international freight forwarding under consolidation. The consignments contain precious and delicate type of equipments, instruments and other special type of material etc.

The tenderers are required to submit a certificate with the tender that their firm has not been black listed/suspended by any Government/Autonomous Organization.

Only the tenderers engaged both in customs clearance and consolidations should submit their tenders. Following jobs shall fall under the scope of the consolidation-cum-custom clearance contract.

I. Customs clearance of imported consignments from IAAI/ICD/Foreign post office at New Delhi/Mumbai.

- a) Custom clearance of the consignment including all the stages of customs clearance obtaining Non-delivery certificate/short landing certificate in case the materials are short delivered by IAAI, or airlines and lodging of claims with them immediately on behalf of NBPGR. Arranging insurance survey at airport/IAAI in case of damages to the consignment. Immediate delivery of consignment at NBPGR, after custom clearance.
- b) Any other job in connection with the clearance of goods from customs clearance of IPP parcels from customs/foreign post office New Delhi.
- c) Clearance of consignments from ICD Delhi.

II. Consolidation of the consignments being imported from throughout the world.

- Complete monitoring and supervision of the movement from the date of Supply Order /LC and regular feedback on the progress of order to NBPGR. In case the same is not received before landing of the consignment the delay in clearance will be on the part of the clearing agent and the respective amount of demurrage will be recovered from the bill.

- To provide timely information (pre-alert) regarding dispatches and other relevant information of NBPGR
- To facilitate specialized packing from all kinds of materials as per the IATA specifications and international packing standard.
- Transportation of special projects materials voluminous and heavy packages radio active, sensitive and hazardous materials.
- Extensive communication through telephone, tele fax and Email etc.
- Any other service needed regarding consolidation from time to time.
- Shipment should be made preferable through AIR INDIA.

Terms & conditions

1. Format for quoting the rates is attached. The rates must be quoted as per the enclosed two formats only in the following manner apart from furnishing the check-list (enclosed format):
 - (a) Airfreight Charges: The forwarders charges the freight charges on the basis of IATA rates which are fixed by IATA. The offer of the parties will be evaluated on the basis of the percentage of discount and not on individual rates.
 - (b) Clearance charges: The rates must be quoted according to the format only otherwise quotation will be ignored. DO charges on consignment coming under contract shall not be paid, DO charges for other consolidation will be paid at actual.
2. The tenderer/ their counterparts must have its own arrangements of warehousing, insurance, pickup and delivery by road within the country and also in the exporting country. Details of these facilities in India should be given for proper evaluation.
3. Fuel surcharges, war surcharges, security surcharges and DGR fee/ Dangerous & Perishable goods, if any, shall be paid proportionately at actual provided the same is charged by the carriers (Air Company) and shown separately in MAWB. The party has to submit a clean copy of MAWB (importer/ customer copy) in support of the above charges along with the bills for payment.
4. Consolidator will be responsible for the safety of the cargo in all circumstances and handling complete & proper papers. In the event of non availability of invoice or other relevant papers if consignment incurs demurrage of penalty, the consolidator shall be solely responsible.
5. Freight charges will be paid in India in Indian rupees as per our agreement/ contract on the basis of original HAWB rates after receipt of consignment at NBPGR after customs clearance. Payment of airfreight charges shall be made on the basis of exchange rates prevailing on the date of shipment supported by a reputed newspaper line EXIM etc. copy of which shall be provided by the clearing agent with the bill.
6. CCF fee if any may also be mentioned in your quotation, which shall be paid as per exchange rates on the basis of customs bill of entry and on the basis of original HAWB.

7. Pre-shipment advices must be intimated well in advance. A weekly Statement showing consignments shipped during last week & the proposed shipment during the next week should be submitted invariably.
8. Consignment must be cleared from customs within three days by the consolidation cum clearing agent. The documents to this effect should be collected from us forthwith or in Advance. The objective of consolidation cum clearance contract is to eliminate the demurrage charges. The quoted party should confirm that they will not allow any demurrage to incur. No demurrage will be paid by NBPGR except in rare case, where the decision of Director, NBPGR will be final whether to pay demurrage or not in that case.
9. Transportation charges of the items/ equipment must be actual on way bill of the registered transportation.
10. List of documents required for clearance/reimbursement of bill must be mentioned specifically.
11. Shipment will be made from the nearest international airport of the supplier. However, if the location of the counterpart of consolidator is far from the location of our supplier NBPGR shall have the option to get the consignment shipped through supplier or NBPGR's consolidation. The consignment will be handed over by the supplier to the NBPGR consolidator at the nearest airport for onward shipment to India (Delhi). Only airfreight charges shall be payable to the consolidator from the departure international airport to the final destination i.e. Delhi of India.
12. Tender must accompany the photocopies of (1) Valid permanent customs licenses as CHA in the name of the bidder, failing which quotation will not be considered. (2) A certificate of IASA/ IATA/ FIATA stating that the offer / its principal or counterparts is/ are member of IASA / IATA. (3) The party should be registered with the custom department as a consolidator/ Freight forwarder.
13. Tender must accompany with EMD of ₹ 20,000/- (Rupees Twenty Thousand Only) in the shape of demand draft to be drawn in favor of Director, NBPGR, New Delhi. The tender received without EMD shall not be considered & will be summarily rejected, which may please be noted. The EMD of unsuccessful tenders would be refunded on finalization of the contract.
14. The successful tenderers will have to submit a bank guarantee of ₹ 50,000/- (Rupees Fifty Thousand Only) from a nationalized bank as security, which should be valid at least for 14 months (One year of contract + 60 days) from the date of contract. The same BG will be refunded/returned after completion of contract. However, the Director, NBPGR, will have the discretion to order for the forfeiture of deposit for any breach of contract.
15. The charges towards air freight, custom duty upto the prescribed limit, demurrage charges (if any in rare case) and clearance charges will be paid at the earliest after receipt of goods after clearance and submitting the bill to NBPGR. Initially, all such charges involved in the consolidation and clearance etc. shall be paid by the contractor on behalf of NBPGR, irrespective of the fact whether the consignment has come through their consolidation or not.

16. The rates should hold good during the currency of contract.
17. The offer must accompany name and complete address of all associates located in different countries along with names, phones, telex and e-mail numbers of contact person.
18. The tenderer or its principals/ counterparts must be a member of international air shipping association (IASA/IATA/FIATA) and should be accredited by the customs clearance as CHA. The authority letter from the principal company/counterparts must be submitted with the offer.
19. The successful bidder shall handle sophisticated and valuable consignment hence the bidder shall have to furnish a fidelity guarantee bond for an amount of ₹ 50,000/- in favour of Director, NBPGR, New Delhi to safeguard the interest of NBPGR in the event of any loss to NBPGR due to any act of omission and commission by the firm.
20. The Director, ICAR-NBPGR reserved the right to accept or reject any or all the tenders received without assigning any reason.
21. The successful tenderer will have to give an undertaking that no consignment of NBPGR will be detained/ withheld by them before or after the clearance under any circumstances.
22. The Director, NBPGR reserves the right to terminate the contract on one month's prior notice at any time on finding the service unsatisfactory or on breach of contract.
23. Work will be awarded to a party who shall be overall lowest in both clearance & consolidation of air freighted consignments subject to fulfillment of other conditions of tender.
24. party will arrange to clear the consignments for import-export through other modes including the courier & Air parcel posts also. Rates for the same, if any shall be mentioned separately.
25. The bidder shall have to bear the applicable customs duty upto ₹ 1,00,000/- (₹ One Lakh only) on behalf of NBPGR which will be reimbursed to the bidder along with the bill. In case the amount of customs duty is more than ₹ 1,00,000/- only the party shall intimate NBPGR about the applicable duty in advance on the basis of purchase order so that the customs duty can be arranged well in advance. The payment of duty shall be made through bank directly in the name of PNB account Custom duty. Any delay in intimation to NBPGR about the duty payable shall be to the account of the bidder no plea on account of delay in

arranging the customs duty shall be accepted Any difference upto ₹ 1,00,000/- between the Bank Draft and the actual amount of duty shall be paid by the bidder at the time of clearance. In case of excess payment of duty to IAAI refund shall be recovered from IAAI by the bidder himself.

26. Bids of firms who have not executed any contract satisfactory, failed to execute any such contract have poor track record shall not be considered. Misperception or suppression of fact will lead to cancellation of the bid and forfeiture of the EMD.
27. Except where otherwise provided in the clauses of this contract or the execution of the same arriving during the progress of work or after completion, abandonment there if all disputes shall be referred to the sole arbitration of a person nominated by the Director General, ICAR and if he will unable or unwilling to act, to the sole arbitration of other person appointed by him willing to act as an arbitrator. The submission shall be deemed to be submission arbitration under the meaning of arbitration Act 1940 or any statutory modification of reenactment thereof for the time being in force. The award of arbitrator so appointed shall be final, conclusive & binding on all parties to this contract.
28. All disputes to be settled under counts at New Delhi Jurisdiction only.
29. In case of any confusion the parties should seek clarification about terms & conditions & pattern of format, instead of quoting in ambiguous manner.
30. Director, NBPGR retain the right to appoint more than one CHA-cum-import Consolidator, for NBPGR and its Regional Stations.
31. Firm should also be registered with the Indian Customer as consol Agent. Sister concerned/Authorized party certificate shall not be acceptable.
32. CHA must be registered in Custom House Delhi, Mumbai.
33. The Bidder should have facility for custom clearance at Mumbai and Delhi, both for sea and air cargo & foreign post office.
34. It will be the responsibility of Custom Clearance Agency to get the consignment insured from the reputed insurance agency immediately after receipt of copy of Supply Order. The Insurance charges shall be reimbursed by the office after submission of insurance papers and bill.

- Note:** (i) The rates must be quoted in the above proforma only.
- (ii) All Statutory charges including airfreight & post charges shall be paid at actual against proper receipts.
- (iii) Percentage of CC fee, Fuel surcharges and war surcharge must be quoted on the basis of present rates applicable. Any other charges if applicable must be shown in percentage.

SIGNATURE & SEAL OF THE TENDERER

NAME OF THE SIGNATORY

CERTIFIED THAT:

1. To the best of our knowledge the rates given in above table are the IATA rates.
2. Comparison of quotation for airfreight rates shall be on the basis of discount offered in last year by NBPGR New Delhi
3. Any other charges shall be paid on actual & proportionate basis provided the same is changed by Air company and reflected in MAWB.
4. Percentage of CC FEE, fuel surcharge & War Surcharge on the basis of present rates applicable has been shown.

Date _____

Signature of authorized person _____

Place _____

Name of the Party _____

Name of the person _____

Designation _____

- Note: i)** The offer must be submitted with the details asked for. Incomplete and offer received without showing the details in the manner asked for shall not be considered & will be rejected forthwith which may please be noted.
- ii) Offer received without requisite EMD will also not be considered.

INSTRUCTIONS FOR ONLINE BID SUBMISSION:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link **“Online bidder Enrolment”** on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable.
- 6) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed

by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 125 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (ie after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.
- 11) The rates for quoted shall be valid for a minimum period of 180 days from the last date fixed for submission of bid.
- 12) The rates quoted shall be free of cost delivery and installation at the Division/Unit of NBPGR, New Delhi. However quoted in foreign currency must be quoted on FOB.
- 13) The Director, NBPGR, New Delhi reserves the right to accept or reject any or all the quotations either in full or in parts without assigning any reason.
- 14) Quotations not complying with the above conditions are liable to be rejected.
- 15) In case, any dispute arising out of this contract shall be subject to the jurisdiction of Indian laws & Court at New Delhi. Sole arbitrator is appointed by the Secretary, ICAR, New Delhi, His decision will be final and binding on both parties (Supplier & and Purchaser).
- 16) The successful bidder has to execute the indented job/supply as mentioned in the supply order placed with them within the stipulated period as given in the supply order placed by this office failing which 0.5% per week and maximum of 10% deduction as liquidated damage charges will be made from the bill in case the job is not completed within the given stipulated period.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

TECHNICAL BID

1. Name of the Company
2. Address (with Tele No. fax No. & e-mail)
3. Contact person Name and mobile number
4. (a) The number of years of experience in dealing **Clearing the foreign Consignment/Equipment, Perishable items, Seeds and Planting Materials etc.** business.

- (b) Total value per year of Business during the last three years
(Attested certificate from Chartered Accountant should be attached.)
5. (a) Registration Number _____
- (b) PAN Number _____
- (c) GST Number _____
6. Technical details of **Clearing the foreign Consignment/Equipment, Perishable items, Seeds and Planting Materials etc.** as per details given below:

Technical Specification required for the Clearing the foreign Consignment/Equipment, Perishable items, Seeds and Planting Materials etc

Sr. No.	Job work
1.	<p>Format-I</p> <p>A. Clearance of air-freighted consignments including all the stages of clearance like collection of delivery order from carriers, DO charges of air lines/forwarder. Customs documentation customs examination sealing/ strapping etc. and delivery/ transportation of consignment at NBPGR and its Regional Stations of any volume weight of consignment with loading / unloading and use of crane etc. (No separate rate of the above item of clearance should be give. No additional charges other than those quoted in fixed amount shall be considered)</p> <p>B. All statutory charges shall be payable at actual against a proper receipt.</p> <p>C. Do changes on other than console consignment will be paid on actual.</p> <p>D. DO charges shall not be paid on consignments carrying under consolidation.</p>
	Format-II
2.	<p>Clearance of sea freighted consignment at ICD Delhi or Mumbai including all stages of clearance</p> <p>Delivery of consignment at NBPGR from : ICD Delhi</p> <p>(ii) Sea –port, Mumbai</p>
3.	Clearance of air parcel post from foreign post office including the delivery of parcel at NBPGR

NOTE: - PRICES TO BE OFFERED F.O.R. , ICAR-NATIONAL BUREAU OF PLANT GENETIC RESOURCES, NEW DELHI.

7.. Confirm the Attachment:-

S.No.	Document	Whether Attached (Yes /No)
1.	Whether the firm is in existence for three years or more in the trade in Central/State Govt/Autonomous bodies. If yes necessary documents should be attached.	
2	Have you attached copies of the last three financial years	
3	Have you attached a copy of GST, Registration Certificate and PAN Certificate	
4	Have you attached details of complete address of the company office and service centre with names of contact person (s) and their telephone/mobile/fax numbers	
5	Have you attached a letter that company/vender has not been blacklisted by any state/central government/public section undertaking/Institute in India in the last 3 years	
6	Have you attached a copy of the tender acceptance letter	

PFOFORMA FOR QUOTING THE RATES BY TENDERS

FORMAT-I

1. For Imports clearance by Air, Sea and Foreign post office:

Sr. No.	Job work	Minimum charges of the job in fix amount in percentage (%) of ACIF value	Maximum amount of charges for the job mentioned in col.2
1.	<p>A. Clearance of air-freighted consignments including all the stages of clearance like collection of delivery order from carriers, DO charges of air lines/forwarder. Customs documentation customs examination sealing/ strapping etc. and delivery/ transportation of consignment at NBPGR and its Regional Stations of any volume weight of consignment with loading / unloading and use of crane etc. (No separate rate of the above item of clearance should be give. No additional charges other than those quoted in fixed amount shall be considered)</p> <p>B. All statutory charges shall be payable at actual against a proper receipt.</p> <p>C. Do changes on other than console consignment will be paid on actual.</p> <p>D. DO charges shall not be paid on consignments carrying under consolidation.</p>	In BOQ	In BoQ

FORMAT-II

1.	Clearance of sea freighted consignment at ICD Delhi or Mumbai including all stages of clearance	In BoQ	In BoQ
	Delivery of consignment at NBPGR from : ICD Delhi	In BoQ	In BoQ
	(ii) Sea –port, Mumbai	In BoQ	In BoQ
2.	Clearance of air parcel post from foreign post office including the delivery of parcel at NBPGR	In BoQ	In BoQ

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

To,

Sub: Acceptance of Terms & Condition of Tender.

Tender Reference No: _____

Name of Tender / Work:-

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

As per your advertisement, given in the above mentioned website(s).

2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. ____ to ____ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I/we shall abide hereby by the terms / conditions/ clauses contained therein.
3. The corrigendum(s) issued from time to time by your department / organization too have also been taken into consideration, while submitting this acceptance letter.
4. I/we hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirely.
5. I/we do hereby declare that our firm has not been blacklisted/debarred by any Govt. Department/Public Sector undertaking.
6. I/we certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)

CHECKLIST FOR SOME SPECIFIC TERMS & CONDITIONS (CLAUSES)

Sr. No.	Item/ Clause	Yes/ No	If no Please give Reasons of Deviation
1.	Whether copy of authorization letter (s) from principal/ counterparts in favour of bidders is submitted.		
2.	Whether you agree with clause 4?		
3.	Whether the copy of valid permanent custom license (CHA) enclosed with your quotation		
4.	Whether the list of name and complete addressed of the freight forwarders/ associates with Tel/fax/ email enclosed. (Clause 16)		
5.	Whether the copy of certificate (s) of membership of IASA/ IATA in favour of bidder/ its principal / counterparts is submitted		
6.	Whether you agree to clause 7?		
7.	Whether you agree to clause 8?		
8.	Whether you have submitted an undertaking as per clause 20?		
9.	Whether clause 1 to 35 are complied fully. Deviation if any may be mentioned.		

(Signature)

Name of party with Stamp

Declaration

I hereby certify that the information furnished above are full and correct to the best of our knowledge. We understand that in case any deviation is found in the above statement at any stage, the company will be black-listed and will not have any deal with the Organizations in future.

**Authorized Signature
with Seal of Company**